

**SANTA CRUZ CITY SCHOOLS
2013-14 PERSONNEL COMMISSION BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Adopted	Expended	Encumbered	Balance
01-0000-0-0000-7400-4200-047-0000	Books other than Textbooks	\$50.00			\$50.00
	Elizabeth Summers (EdCode)		\$43.99		\$43.99
	3/31/2014 Transfer to 5200	(\$6.00)			\$6.00
	Books other than Textbooks	\$44.00	\$43.99	\$0.00	\$0.01
01-0000-0-0000-7400-4300-047-0000	Materials & Supplies	\$1,234.00			\$1,234
	7/1/13 Palace Art & Office OPEN PO			\$500.00	\$734.00
	8/27/13 Palace Art & Office		\$137.06	(\$137.06)	\$734.00
	9/19/13 Palace Art & Office		\$73.19	(\$73.19)	\$734.00
	11/19/13 Elizabeth Summers (reimb)		\$21.75		\$712.25
	1/30/14 Elizabeth Summers (reimb)		\$13.02		\$699.23
	2/20/14 Palace		\$47.48	(\$47.48)	
	2/20/14 Palace		\$89.96	(\$89.96)	
	3/11/14 Elizabeth Summers (reimb)		\$52.38		\$646.85
	3/25/14 Amazon (lamp)		\$59.48		\$587.37
	3/31/14 transfer to 4400	(\$350.00)			\$237.37
	5/23/14 stores issues		\$37.72		\$199.65
	6/3/14 trans to 5200	(\$186.00)			\$13.65
	6/10/14 Palace Art & Office		\$102.13	(\$102.13)	\$13.65
	6/10/14 Palace Art & Office		(\$11.02)	\$11.02	\$13.65
	6/10/14 Palace Art & Office		\$60.62	(\$60.62)	\$13.65
	6/10/14 Palace Art & Office		\$10.72	(\$0.58)	
	6/17/14 Budget transfer	(\$3.00)			
	Materials & Supplies	\$695.00	\$694.49	\$ 0.00	\$0.51
	01-9010-0-1110-1000-047-0050	Materials & Supplies	\$0.00		
7/1/13 Carry Over		\$1,662.00			\$1,662.00
6/17/14 trans to hourly salaries		(\$72.00)			\$1,590.00
Materials & Supplies		\$1,590.00	\$0.00	\$0.00	\$1,590.00
01-0000-0-0000-7400-4395-047-0000	Food for Workshops	\$150.00			\$150.00
	8/1/13 C Rhodes-director interviews		\$101.93		\$48.07
	9/17/13 B Summers - water		\$28.57		\$101.93
	3/31/14 transfer to 5200	(\$19.00)			\$0.50
Food for Workshops	\$131.00	\$130.50	\$0.00	\$0.50	
01-0000-0-0000-7400-4400-047-0000	Non-Capitalized Equipment	\$0.00			\$0.00
	transfer	\$600.00			\$600.00
	3/31/14 Office Max		\$584.53		\$15.47
	6/17/14 budget transfer	(\$15.00)			\$0.47
	Non-Capitalized Equipment	\$585.00	\$584.53	\$0.00	\$0.47
01-0000-0-0000-7400-5200-047-0000	Mileage, Travel & Conference	\$1,900.00			\$1,900.00
	9/9/13 ACSA Personnel Institute			\$1,390.00	\$510.00
	9/17/13 ACSA Personnel Institute		\$1,390.00	\$(1,390.00)	\$510.00
	10/29/13 Elizabeth Summers (mileage)		\$473.81		\$36.19
	10/29/13 Elizabeth Summers (meals)		\$20.00		\$16.19
	3/31/14 transfers from other accts	\$175.00			\$191.19
	4/16/14 Elizabeth Summers (mileage)		\$184.21		\$6.98
	6/3/14 budget transfer in	\$186.00			\$192.98
	6/9/14 budget transfer in	\$4.00			\$196.98
	6/12/14 Elizabeth Summers (mileage)		\$196.00		\$0.98
	Mileage, Travel & Conferencess	\$2,265.00	\$2,264.02	\$0.00	\$0.98
01-9010-0-0000-7400-047-0050	Mileage, Travel & Conference	\$0.00			\$0.00
	7/1/13 carryover	\$0.00			\$0.00
	Mileage, Travel & Conferencess	\$0.00	\$0.00	\$0.00	\$0.00
01-9010-0-0000-7400-047-0006	Contractual Benefit	\$800.00			\$800.00
	1/30/2014 Mileage for Personnel Institute		\$197.12		\$602.88
	1/30/2014 Job Analysis workshop		\$591.09		\$11.79
	4/16/2014 Elizabeth Summers (mileage)		\$11.79		\$0.00
	Contractual Benefit	\$800.00	\$788.21	\$0.00	\$(0.00)

01-0000-0-0000-7400-5300-047-0000		Dues & Membership	\$3,150.00			\$3,150.00
	9/12/13	CSPCA		\$434.00		\$2,716.00
	9/13/13	ACSA			\$585.00	\$2,131.00
	10/22/13	ACSA		\$487.50	\$(585.00)	\$2,228.50
	3/31/14	transfer to 4400	(\$250.00)			\$1,978.50
	3/28/14	CODESP		\$1,850.00		\$128.50
	3/31/14	SPCA/NC		\$95.00		\$33.50
	6/17/14	budget transfer to hrly salary	\$(33)			\$0.50
		Dues & Membership	\$2,867.00	\$2,866.50	\$0.00	\$0.50

01-0000-0-0000-7400-5600-047-0000		Rentals, Leases & Repairs	\$2,000.00			\$2,000.00
	7/1/13	US Bancorp-Lease			\$836.90	\$1,163.10
	8/1/13	US Bancorp-Lease		\$83.69	\$(83.69)	\$1,163.10
	9/5/13	US Bancorp-Lease		\$83.69	\$(83.69)	\$1,163.10
	10/3/13	US Bancorp-Lease		\$83.69	\$(83.69)	\$1,163.10
	10/15/13	KBA Docusys Inc			\$850.00	\$313.10
	10/31/13	US Bancorp-Lease		\$83.69	\$(83.69)	\$313.10
	10/31/13	KBA Docusys Inc		\$212.93	\$(212.93)	\$313.10
	12/10/2013	US Bancorp-Lease		\$83.69	\$(83.69)	\$313.10
	1/9/2014	US Bancorp-Lease		\$83.69	\$(83.69)	\$313.10
	1/14/2014	KBA Docusys Inc		\$147.68	\$(147.68)	\$313.10
	1/30/2014	US Bancorp-Lease		\$83.69	\$(83.69)	\$313.10
	2/27/2014	US Bancorp-Lease		\$83.69	\$(83.69)	\$313.10
	3/31/2014	Transfer to 5200	(\$150.00)			\$163.10
	4/16/2014	KBA Docusys Inc		\$141.19	\$(141.19)	\$163.10
	4/1/2014	US Bancorp-Lease		\$83.69	\$(83.69)	\$163.10
	5/1/2014	US Bancorp-Lease		\$83.69	\$(83.69)	\$163.10
	5/28/2014	US Bancorp-Lease			\$167.38	(\$4.28)
	6/3/2014	US Bancorp-Lease		\$83.69	\$(83.69)	(\$4.28)
		Rentals, Leases & Repairs	\$1,850.00	\$1,422.39	\$431.89	(\$4.28)

01-0000-0-0000-7400-5800-047-0000		Other Services/Operating Expend	\$1,600.00			\$1,600.00
	7/1/13	Mont Bay JOBS (PO)		\$315.00		\$1,285.00
	9/9/13	ACSA (Director posting)		\$90.00		\$1,195.00
	10/17/13	Alphagraphics (bus. Cards)		\$45.41		\$1,149.59
	10/17/13	Santa Cruz Sentinel (ad)			\$103.74	\$1,045.85
	11/14/13	San Joaquin COE (EdJoin)		\$400.00		\$645.85
	11/19/13	Santa Cruz Sentinel (ad)		\$100.86	\$(100.86)	\$645.85
	1/29/14	ACSA - (Ed-Cal for IT Director)		\$195.00		\$450.85
	3/10/14	transfer to classified	(\$108.00)			\$342.85
	4/16/14	Elizabeth Summers (reimb)		\$3.57		\$339.28
	5/28/04	Santa Cruz Sentinel (ad)			\$92.22	\$247.06
	6/3/14	ACSA (ad)			\$195.00	\$52.06
	6/9/14	Budget transfer	(\$4.00)			\$48.06
	6/17/14	Budget transfer	(\$48.00)			\$0.06
		Other Services	\$1,440.00	\$1,149.84	\$290.10	\$0.06

01-0000-0-0000-7400-5913-047-0000		Telephone	\$0.00			\$0.00
01-0000-0-0000-7400-6400-047-0000		Equipment, New	\$0.00			\$0.00
01-0000-0-0000-7400-6500-047-0000		Equipment, Replacement	\$0.00			\$0.00
		TOTAL	\$12,267.00	\$9,944.47	\$721.99	\$1,588.75

**SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION
2014-15 BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FTE	Allocation	
01-0000-0-0000-7400-2300-047-0000	Classified Administration	0.86	\$102,986.00	
01-0000-0-0000-7400-2400-047-0000	Clerical/Technical Wages	1.00	\$92,563.00	
01-0008-0-0000-7400-2300-047-0000	Other Classified Wages		\$364.00	up \$300 from 13/14
	Total Salary & Health and Welfare Cost		\$195,913.00	
01-0000-0-0000-7400-4200-047-0000	Books other than Textbooks		\$50.00	
01-0000-0-0000-7400-4300-047-0000	Materials & Supplies		\$1,234.00	
01-0000-0-0000-7400-4395-047-0000	Food for Workshops		\$175.00	up \$25 from 13/14
01-0000-0-0000-7400-5200-047-0000	Mileage, Travel & Conferences		\$1,900.00	
01-0000-0-0000-7400-5200-047-0006	Contractual Benefit		\$800.00	
01-0000-0-0000-7400-5300-047-0000	Dues & Membership		\$3,000.00	down \$150 from 13/14
	CODESP			
	CSPCA			
	NCSPCA			
	Ed-Join			
	ACSA			
01-0000-0-0000-7400-5600-047-0000	Rentals, Leases & Repairs		\$2,000.00	
01-0000-0-0000-7400-5800-047-0000	Other Services/Operating Expenditures		\$1,600.00	
	<i>Advertising, printing</i>			
01-0000-0-0000-7400-5913-047-0000	Telephone		\$0.00	
01-0000-0-0000-7400-6400-047-0000	Equipment, New		\$0.00	
01-0000-0-0000-7400-6500-047-0000	Equipment, Replacement		\$0.00	
	Total Other Budget Categories		\$10,759.00	
			TOTAL BUDGET	\$206,672.00

Santa Cruz City Schools

PERSONNEL COMMISSION



405 Old San Jose Road, Soquel, California 95073 | (831) 429-3410 | www.sccs.santacruz.k12.ca.us

Mr. Brad Elliott
Chair

Dr. Jim Logsdon
Commissioner

Mr. Mark Violante
Vice-Chair

July 9, 2014

Michael C. Watkins
County Superintendent of Schools
Santa Cruz County Office of Education
400 Encinal Street
Santa Cruz, CA 95060

RE: 2014-2015 SCCS PERSONNEL COMMISSION BUDGET

Dear Mr. Watkins:

Attached is the 2014-2015 budget for the Santa Cruz City Schools Personnel Commission which was approved at the July 8, 2014 meeting of the Personnel Commission.

This budget represents an overall decrease of \$125, exclusive of personnel salaries and benefits. As has been past practice with the District, the Commission expects salaries and related benefits to be adjusted pending actual costs for health benefits and negotiations with the bargaining units.

The Personnel Commission will be staffed by a .86 FTE Director and a 1.0 FTE Personnel Assistant. Santa Cruz City Schools is committed to maintain the current allocation to the Personnel Commission. The Personnel Commission budget is subject to reductions/increases not yet identified that may result from state budget adjustments or negotiations with the bargaining units.

Please call me at (831) 429-3410 extension 239 or email me at bsummers@sccs.net if you have any questions or concerns.

Respectfully,

Beth Summers
Classified Personnel Director

cc: Personnel Commissions
Kris Munro; Santa Cruz City Schools Superintendent
Molly Parks; Santa Cruz City Schools Assistant Superintendent Human Resources

Classified Personnel Director:
Beth Summers
bsummers@sccs.net

Personnel Assistant:
Carol Rhodes
crhodes@sccs.net

Personnel Commission:
Mr. Brad Elliott; Chair
Dr. Jim Logsdon
Mr. Mark Violante; Vice-Chair

Board of Trustees:
Ms. Sheila Coonerty
Ms. Cynthia Hawthorne
Ms. Patricia Threet
Ms. Deborah Tracy-Proulx
Mr. Steve Trujillo
Ms. Claudia Vestal
Mr. Ken Wagman



SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

Lead System Support Specialist

Job Title: Lead System Support Specialist

Job Summary

Under the general supervision of the Director of Information and Technology, provide database management services for the District, coordinating the development, installation, enhancement and maintenance of the District's computerized databases and information systems. Facilitate the computerized collection, management, manipulation and distribution of information systems data and data reports used for analysis of school programs. Provide professional development and training to District staff in support of District's use of technology. Perform technical troubleshooting to resolve user and system issues, maintain and repair computer hardware, peripheral equipment, and software related to District's data systems. Direct the work of assigned personnel including help desk and problem resolution, scheduling, and training. Provide assistance to the Curriculum Department in coordinating District assessment programs and reporting requirements. This position is distinguished from class of System Support Specialist by the scope of responsibility for overseeing database operations throughout the district.

Examples of Duties

Provide technical assistance and training to District personnel, administrators and others concerning computer systems, networks and databases; respond to inquiries and provide detailed and technical information concerning related operations, equipment, hardware, software, security, configuration, malfunctions, applications, practices, techniques and procedures.

Perform a variety of specialized duties in the operation, development, modification, maintenance and analysis of the SIS (Student Information System) and other databases to meet District needs; monitor database performance to assure smooth operations; make necessary alternations and assure proper functioning and integrity of data, systems and databases.

Coordinate customization and implementation planning activities with outside system consultants, district, state, county and other personnel on applicability for District operations and reporting requirements.

Perform all necessary activities related to data extraction and reporting for district, state, and federal accountability and funding requirements, including but not limited to data entry, review, verification and extraction of records. Ensure accurate transmission of all data reports to appropriate agencies.

Create training materials and written documentation for users when necessary; provide District-level technical support for databases.

Provide database management services, including database set-up, design database security algorithms, configure user accounts, plan and oversee end-of-year rollover, application tables set-up and maintenance, file reorganizations, data back-ups, restores and updates.

Provide technical troubleshooting; diagnose and provide solutions, escalating if necessary to the Director.

Compile and process information from a variety of sources including the District's data systems and external data systems to fulfill requests.

Provide technical advice on data analysis and research methodologies as needed; assist personnel to ensure maximum utilization of system resources.

Develop, design and write necessary programs and documentation for database systems and determine appropriate content and format of data to support report design; develop procedures to guarantee valid information and review databases for correctness.

Assist with the implementations of such database applications associated with data collection, analysis, dissemination and presentation as needed and provide user training; assist in the design and customization of products purchased from third party vendors.

Meet with management, vendors and user divisions to discuss needs, timelines, problems, changes and solutions.

Prepare, review, reconcile, analyze and maintain complex statistical reports; provide management with information needed for decision making; produce analytical reports that are user friendly to assist decision makers in evaluating efficacy of programs based on statistical analysis.

Coordinate integration between databases and external programs to maximize communication between systems to allow for efficient flow of information and reporting.

Organize unit assignments related to database functions and determine priorities.

Employment Standards

Training and Experience: Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. Two years of college level coursework in computer science/technology, information systems or related field desired; at least three years of progressively responsible information systems experience involving large-scale databases or data reporting systems desired. Experience using school information systems is preferred. Bilingualism may be required.

Knowledge: Advanced statistical data analysis skills; basic hardware and software configurations and troubleshooting including basic computer network and system operations; security requirements for computers and school networks; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience, and courtesy; collection and organization of information including electronic data; database and statistical software; technical data support

services and research techniques.

Abilities: Analyze uses of information systems and provide assistance and guidance to help users take advantage of technology solutions; analyze data, reason logically, draw sound conclusions and develop a variety of reports and files related to assigned activities; ability to perform training in data analysis and software applications related to this position; assist users in determining their needs; perform a variety of technical duties involving specialized knowledge of information systems; apply effective supervision and training techniques and work cooperatively with others; assign, schedule and lead support staff in meeting the needs of department and school users; communicate effectively in both oral and written form; work independently; interpret rules and regulations; exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs; meet schedules and timelines; meet the physical requirements necessary to perform the job; establish and maintain co-operative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; maintain regular attendance.

Physical Effort/Work Environment: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines; ability to conduct verbal conversation; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; lift up to 40 pounds; carry up to 40 pounds; exhibit a full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion; operate office machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to perform general repairs on equipment, and/or operate computer and peripheral equipment; work in an indoor and outdoor environment; work with routine computer and classroom noise.

Licenses and Certificates:

A valid Class C California Driver's License with evidence of appropriate insurance may be required in addition to a valid First Aid and CPR Certificate.

Approved by Personnel Commission –
Approved by Governing Board – 6/18/14
Salary Range: 49



SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

DIRECTOR OF INFORMATION TECHNOLOGY

Job Title: Director of Information Technology

Job Summary:

Under the general direction of the Assistant Superintendent of Business Services and/or his/her designee, within a broad framework of standard operating policies and procedures, plan, coordinate, organize, control and direct the vision, design, acquisition, implementation, configuration, operation, maintenance and support of all aspects of the district's technology and infrastructure systems, including administrative support, system software, network security administration, information systems operations, educational support systems, and data systems. Coordinate, plan and direct projects, resources, personnel, budgets and systems to meet technology needs and assure smooth and efficient Information Technology Services.

Examples of Duties:

- Plan, organize, control and direct Technology Services operations and activities including the development, design, installation, operation, analysis, maintenance and repair of computer and network systems and related hardware, software, databases and applications including student information systems, district networks, provision of web services, information and system security, District webpage, email accounts and other approved district technology needs.
- Project and assure adequate technology resources to meet changing district technology needs; design, develop and implement projects and systems; estimate time, personnel and resource requirements for projects; coordinating purchasing activities as appropriate, calculate and prepare cost estimates.
- Organize, coordinate and provide technical support and instruction on data processing, network and computer activities to all areas of district operations, including but not limited to personnel services, accounting and budgeting, schools, student records, State and Federal agency reports and information items; develop, monitor and enforce documentation policies and procedures;
- Develops information technology policy and strategy; provides oral and written directives; interprets, enforces and applies policies and regulatory requirements controlling the work of the department and technology throughout the district;
- Ensure that data processing and network activities are coordinated with all affected district operations and appropriate and adequate service is provided to those district functions and offices that rely heavily on information systems including, but not limited to: The Business Services Office fiscal and attendance accounting functions; Human Resources; the Superintendent's Office; Educational Services; Food Services POS systems;
- Understand, analyze and address the multiple aspects of security in a complex technology infrastructure environment. Ensure data integrity and network security through measures including firewalls, virus protection, intrusion monitoring, backups and replication, etc.
- Monitor production processes, performance standards and work methods; supervise and direct the maintenance of a computer tape library;
- Interpret and analyze utilization reports;
- Supervise the preparation and expenditures of the annual department budget; select, supervise and assess the performance of assigned personnel.
- Participate in available training in order to meet new technology standards;

- Coordinate with the Curriculum department on issues related to instructional technology standards, online testing and student data;
- Communicate and keep the District compliant with legal and ethical issues associated with the use of technology (e.g. cyber ethics, privacy, child protection, public access, copyright).
- Provide for staff training in the use of technology;

Employment Standards

Training and Experience: *Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Typically this would be gained through:* completion of a four-year college degree with a major in computer science or related area; five years of increasingly responsible experience involving the operation, maintenance and repair of computer systems, hardware, software and networks. Additional experience in an educational technology setting may be substituted for the education on a year for year basis. Two years of supervisory experience, preferably in K-12 educational setting with multiple sites, are required. Bilingualism may be required.

Knowledge: Knowledge of principles and techniques of computer management in an educational environment; basic elements of systems and procedures analysis; principles and techniques of work processes for new and revised computer systems; principles of personal computer and mainframe communications systems; technical report writing; general programming, data base and object oriented languages; telecommunication standards; local networks; NEC cabling standards and data bases compatible with IBM and Macintosh computers; principles and practices of personnel management including supervision, training and performance evaluation; applicable laws, codes, regulations, policies and procedures; educational software and technology applications and trends.

Abilities: Ability to use non-traditional approaches to problem-solving; recommend new and revised standards, procedures and policies; analyze collected data; develop and implement short-term and long-term plans; provide data for long-term divisional planning; exercise independence and autonomy in decision-making under broadly stated policy guidelines, precedents, specialized knowledge and prior research; work in situations that are varied and sometimes highly complex; make decisions that sometimes have a major impact across divisions; develop and prepare a variety of accurate reports; work with contacts that are somewhat unstructured and are frequently with high-level individuals inside and outside the unit; supervise professional/specialized staff; establish and maintain co-operative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; use both oral and written communication skills effectively to communicate with a variety of individuals and groups; maintain regular attendance.

Physical Effort/Work Environment: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines; ability to conduct verbal conversation; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; lift up to 50 or more pounds with or without assistance; carry up to 50 or more pounds, with or without assistance; exhibit a full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion; operate office machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to set-up and/or operate computer and peripheral equipment; work in an indoor environment with routine computer noise.

Licenses and Certificates: A valid Class C California Driver's License and evidence of appropriate insurance may be required in addition to a valid First Aid and CPR Certificate.

Approved by Personnel Commission- 07/12/01

Approved by Governing Board- 07/11/01

Revised 5/30/14

Salary Range: Classified Management Schedule Class D

Santa Cruz City Schools 2014-15 Management Work Calendar

Name: Beth Summers

Supervisor: Personnel Commission

Position: Director, Classified Personnel

Contract Days: 191

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work Days
July	x	x	x	H			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			x	1.0	1.0	1.0	18.0
August	1.0			x	x	x	x	x			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	x			15.0
September	H	x	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	x			x	1.0	18.0	
October	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	x			x	x	x	1.0	1.0	1.0			1.0	1.0	1.0	1.0	19.0	
November			1.0	1.0	1.0	1.0	x			x	H	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			x	x						12.0	
December	1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0							H							14.0
January	H				1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	x			H	x	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0	17.0	
February		1.0	1.0	1.0	1.0	x			H	x	1.0	1.0	1.0			H	1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0				16.0
March		1.0	1.0	1.0	1.0	1.0			x	x	x	x	x			x	1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0				14.0
April						1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	x			x	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	17.0	
May	1.0			1.0	1.0	1.0	1.0	x			x	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	x			H	x	1.0	1.0	1.0	1.0	16.0	
June	1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	x	x	x			x	x	1.0	1.0	1.0			x	x		15.0
																	Work Days										191.0					

- | | | | | | |
|---|---------------|---|---------------|---|----------|
| | Week Days | | Saturdays | | Sundays |
| | Local Holiday | H | Legal Holiday | 1 | Work Day |
| X | Non-Work Day | | | | |

Employee _____ Date _____

Supervisor _____ Date _____