

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 4

**Date:** 7/29/91

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**Reference:**

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.3 CLASSIFIED PERSONNEL**

**4.302 WORK PERIODS**

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**SECTION 4.302.2 Assignment Years**

The following are employment periods for classified personnel in the Poway Unified School District:

**Twelve (12) Month Employees:** Those employees occupying positions requiring year-round service, which shall be for the fiscal year, July 1 through June 30.

**Eleven (11) Month Employees:** Those employees occupying positions requiring eleven (11) months of service, usually from August 1 through June 30 of each fiscal year.

**Ten and One-Half (10½) Month Employees:** Those employees occupying positions requiring ten and one-half (10½) months of service, usually from the middle of August through June 30 of each fiscal year.

**Ten (10) Month Employees:** Those employees occupying positions requiring ten (10) months of service, usually from September 1 through June 30 of each fiscal year.

**Nine and One-Half (9½) Month Employees:** Those employees occupying positions requiring nine and one-half (9½) months of service, from the first day of school to the last day of school including all teacher work days plus holidays and vacation when applicable.

**Employees Working 192 Days:** Those employees occupying positions requiring 192 days of service, which includes only those days the students are present and holidays.