# 2022-2023 SCHOOL YEAR
## MANSFIELD INDEPENDENT SCHOOL DISTRICT
### DUTY DAY SCHEDULE

**NOTE:** Actual Duty Day Dates May be Negotiated with Supervisor in Order to Meet the Needs of the Organization.

<table>
<thead>
<tr>
<th>226 DUTY DAYS 22-23</th>
<th>(Pay periods July-June)</th>
<th>Last Duty Day 2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, July 1, 2022– Friday, June 30, 2023</td>
<td></td>
<td>Thursday, June 30, 2022</td>
</tr>
</tbody>
</table>

Length of Day - 8.5 hours (includes lunch)
Central Administration and Department Staff
Diagnostican
Speech Therapist
Head Football/Athletic Coordinator

Length of Day – 8 hours (includes working lunch)
Police Officers

<table>
<thead>
<tr>
<th>212 DUTY DAYS 22-23</th>
<th>(Pay periods August-July)</th>
<th>Last Duty Day 2021-22</th>
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</thead>
<tbody>
<tr>
<td>Monday, July 11, 2022 – Monday, June 5, 2023</td>
<td></td>
<td>Monday, June 6, 2022</td>
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<tr>
<td>*217 DUTY DAYS 22-23</td>
<td>*217 Last Duty Day 2021-22</td>
<td></td>
</tr>
<tr>
<td>Monday, July 11, 2022 – Monday, June 12, 2023</td>
<td></td>
<td>Monday, June 13, 2022</td>
</tr>
</tbody>
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Length of Day - 8.5 hours (includes lunch)
Health Services Trainer & Secretary

Length of Day* - see below
Principal Elementary & Secretary - ES/IS
Administrator & Secretary – AEC
Head BB Coach – High School
Assistant Principal – Middle School
Assistant Principal (LHS/BBIA)

<table>
<thead>
<tr>
<th>207 DUTY DAYS 22-23</th>
<th>(Pay periods August-July)</th>
<th>Last Duty Day 2021-22</th>
</tr>
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<tbody>
<tr>
<td>Monday, July 18, 2022 – Monday, June 5, 2023</td>
<td></td>
<td>Tuesday, May 31, 2022</td>
</tr>
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</table>

Length of Day – 8 hours (includes lunch)
LSSP
Lead Speech Therapist & Brailler
Occupational Therapist
Behavior Specialist
Instructional Technology Specialist

Length of Day* - see below
Assistant Principal – High School
Computers/Registrar – MS/IS/AEC
Clerk, HS Diagnosticians

<table>
<thead>
<tr>
<th>205/202 DUTY DAYS 22-23</th>
<th>(Pay periods August-July)</th>
<th>Last Duty Day 2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>(205) Monday, July 18, 2022 – Thursday, June 1, 2023</td>
<td></td>
<td>Thursday, June 2, 2022</td>
</tr>
<tr>
<td>(202) Monday, July 25, 2022 – Monday, June 5, 2023</td>
<td></td>
<td>Tuesday, May 31, 2022</td>
</tr>
</tbody>
</table>

Length of Day – 8 hours (includes lunch)
Diagnostican/LPC/LSSP
Related Services Teacher - Visually Impaired
Occupational & Physical Therapist
Vocational Teacher – High School/AEC

Length of Day* - see below
Counselor – High School
PEIMS/Data Clerk – High School/Elementary
Instructional Coach (205)
Assistant Principal – Intermediate/Elementary

*Duty-free 30 minute lunch is included in length of day. All professional campus staff work the length of school day plus 45 minutes. All non-professional campus staff (paras and clerical) work the length of school day plus 30 minutes. Arrival and departure times are determined by Principals.
### 195 DUTY DAYS 22-23 (Pay periods September-August)
**Wednesday, August 3, 2022 – Monday, June 5, 2023**

- Length of Day – 8 hours (includes lunch)
- Diagnostician & LPC – Sp. Education
- Speech Therapist
- ARD Facilitator
- Adapted PE
- Truancy Officer
- Child Development Center Staff
- Instructional Coach (195)

**Last Duty Day 2021-22**
**Wednesday, June 1, 2022**

- Length of Day* -see below
- Counselor – Middle/AEC
- Student Support Counselor
- Teacher – Vocational – High School
- Clerk – Special Pops/Career Tech
- Social Worker
- Clerk, Diagnostician – HS/MS/IS/ES
- Attendance Clerk – Middle

### 190 DUTY DAYS 22-23 (Pay periods September-August)
**Friday, August 5, 2022 - Wednesday, May 31, 2023**

- Length of Day* -see below
- Secretary, Assistant Principal – High/Middle Schools
- Counselor – Intermediate & Elementary

**Last Duty Day 2021-22**
**Tuesday, May 31, 2022**

- Length of Day* -see below
- Librarian (all)

### 187 DUTY DAYS 22-23 (Pay periods September-August)
**Monday, August 8, 2022 - Friday, May 26, 2023**

- Length of Day – 8 hours (includes lunch)
- Speech Therapist
- LPC

**Last Duty Day 2021-22**
**Friday, May 27, 2022**

- Length of Day* -see below
- Teacher/RN/Trainers/Reading Specialists
- Band Director-MS/Asst. Band Director - HS

### 186 DUTY DAYS 22-23 (Pay periods September-August)
**Monday, August 8, 2022 - Friday, May 26, 2023**

- Length of Day – 8 hours (includes lunch)
- Truancy Officer

**Last Duty Day 2021-22**
**Friday, May 27, 2022**

- Length of Day* -see below
- Aide (All)
- LVN
- Receptionist, Campus
- Attendance Clerk – High School/Intermediate School

### 261 DUTY DAYS 22-23 (Pay periods July-June)
**Friday, July 1, 2022 – Friday, June 30, 2023**

- Non-Exempt
- Custodian/Night Supervisors
- Maintenance Staff
- Mechanic – Transportation
- Police Officer & Dispatch Staff
- Secretary to Director of Maintenance

**Last Duty Day 2021-22**
**Thursday, June 30, 2022**

- Exempt
- Shop Foreman - Transportation

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**NOTE:** November 21, 2022 is a holiday for all 186-day paraprofessionals. 186-day classroom aides and office staff need 7.5 comp time hours to be off March 13, 2023. Paras working more than 186 days need 15 hours to be off November 21, 2022 and March 13, 2023. Teachers/professional staff working 187 days or more need 12 hours of approved and verified professional development to be off November 21, 2022 and March 13, 2023. All 226-day employees must use paid leave, comp time (paras), or flex time (professionals) to be off November 21, 2022, and March 13, 2023.

*Duty-free 30 minute lunch is included in length of day. All professional campus staff work the length of school day plus 45 minutes. All non-professional campus staff (paras and clerical) work the length of school day plus 30 minutes. Arrival and departure times are determined by principals.

*Updated 1-26-22*