

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**OFFICE OF THE SUPERINTENDENT**

**DR. FRANK TILL  
SUPERINTENDENT OF SCHOOLS**

April 25, 2005

Signatures on File

TO: Principals & Center Directors

FROM: Dan G. Cochran, Associate Superintendent  
Human Resources

VIA: Frank Till  
Superintendent of Schools

SUBJECT: **WRITTEN NOTIFICATION TO PARAPROFESSIONALS  
BASIC WORK CALENDAR**

This memorandum is provided as a reminder to comply with language and procedures regarding the *Basic Annual Work Calendar within the ParaProfessional Contract*.

Article VI, Section E. - Basic Annual Work Calendar states:

*"The basic annual work calendar for employees shall be one hundred and eighty six (186) days, including six (6) paid holidays. Employees shall receive written verification of their calendar starting date, unit seniority date, number of hours contracted to work per day and location, **by the last workday of May** of each year and/or in accordance with approved action taken by the Board."*

Please duplicate, complete, and distribute the attached form for your paraprofessionals who will be returning next year so as to comply with the above contract language. **This form is to remain at your school for audit purposes.**

Please contact Linda A. Wetzel, Director, Employee Relations, at (754) 321-2140 if you have any questions.

FT/DGC/LAW:sn  
Attachment

c: Area Superintendents  
Area Directors

**BASIC ANNUAL WORK CALENDAR**

**VERIFICATION**

**2005-2006**

This verification is to inform you that in accordance to Article VI, Section E., Basic Annual Work Calendar, for the 2005-2006 School Year, the following conditions will apply:

Employee's Name \_\_\_\_\_

Personnel Number \_\_\_\_\_

Calendar \_\_\_\_\_ Starting Date \_\_\_\_\_  
(Number of Days Contracted to Work) (August ....., 2005)

Unit Seniority Date \_\_\_\_\_

Hours \_\_\_\_\_  
(Number of Hours Contracted to Work)

Location \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature Date

\_\_\_\_\_  
Employee's Signature Date