

# Intradistrict Communication

DATE: April 24, 2025

TO: Elementary Principals  
Head Administrative Assistants

FROM: Odette Desmarais, Administrator of Schools  
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SUBJECT: Elementary Administrative Assistants Trade Days and Summer Hours

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Elementary administrative assistants are calendared to work 206 days in a school year, including 5 days in which students and teachers are not in the building. These days generally occur the Friday after parent-teacher conferences (2) and on grade transmittal days (3). The PTC days can already be traded for the Friday compensation day if the administrative assistant works both evenings of the PTC. They are also allowed to be paid for up to 10 additional optional days during the summer months, which are not included in their 206-day contract. These days are intended to provide additional pay for them to keep up with work, such as student enrollments, over the summer.

Beginning immediately, greater flexibility may be provided to Elementary administrative assistants by:

- Trading up to 5 non-student/teacher work days during the school year to work in the summer months, and/or
- Converting up to 5 optional summer days into pool hours for office assistants to work additional hours from July 2025 to June 2026.

## Option 1

Elementary administrative assistants may choose to trade up to 5 contracted days (three grade transmittal and two PTC compensation days) to use as additional work days the following summer. This could provide up to 15 additional work days in the summer.

## Option 2

Elementary administrative assistants may choose to convert up to (5) five of their optional summer days into additional pool hours for their office assistants to work July 2025 - June 2026. For every full day that is not used as an additional day by the administrative assistant, 10 hours will be added to the pool hours to be used by the office assistants to work from July 2025 to June 2026.

### **Option 3**

Elementary administrative assistants may choose to do a combination of options 1 and 2, not to exceed 5 trade days in the school year and not to exceed 5 converted pool hour days to use for office assistants.

### **Tracking**

For Option 1 - Administrative assistants will have an option in the Skyward Time Off System to log the grade transmittal day as a "Trade Time - Days" with the reason code "Trade Time Day Taken Off" for building principals to approve. When they work the day in the summer, they will need to log it in the Skyward Time Off System as a "Trade Time - Days" with the reason code "Trade Time Day Worked". This information will also need to be documented on the Pool Hours spreadsheet.

For Option 2 - A [Google form](#) will be available in the checkout materials to declare the number of optional days that will be converted to pool hours for the upcoming school year. These hours will then be documented and tracked in the Pool Hours spreadsheet by the district AOS administrative assistants.

A [Google form](#) will be distributed as part of Principal Checkout. Building principals will need to approve these converted days on the Google form and submit it as part of the checkout process.

cc: Cabinet  
Sarah Palmer, Director of Payroll