



Anchorage School District

Education Center

5530 E. Northern Lights Blvd. • Anchorage, AK 99504 • 907-742-4000 • www.asdk12.org

MEMORANDUM

TO: Level III

FROM: Matthew Teaford, Chief Human Resources Officer

DATE: April 22, 2020

SUBJECT: TOTEM Employees' Start and End Dates

The table below reflects TOTEM employee 2019-20 end dates, as well as TOTEM start and end dates for the 2020-21 school year.

The dates were established by the Human Resources Division and were approved by Elementary and Secondary Education. It is expected that TOTEM employees will adhere to these dates unless there is a specific and unique need of the department or school requiring a modification of the employees' work year. In those circumstances, the supervisor/principal may adjust the dates shown. School-based employees are not to work outside of the principal's start and end dates without prior authorization from the division senior director and the chief human resources officer.

Positions by work year category:

- 9-month employees: TAs, tutors, IEP clerical support clerks, nurse assistants, and library media assistants
- 10-month employees: School based secretaries and elementary AAs
- 11-month employees: Alternative, middle, and high school AAs, registrars, activity clerks, and FDCCs

Months Worked	2019-20 End Date	2020-21 Start Date	2021-20 End Date
9	05/22/2020	08/13/2020	05/21/2021
10	**06/01/2020	*07/22/2020	**06/01/2021
11	**06/12/2020	*07/13/2020	**06/09/2021
12	06/30/2020	07/01/2020	06/30/2021

*Representing the earliest date, a position may report to work.

**Representing the latest date, a position may report to work.

cc: Payroll
Human Resources
Sandra Thompson, President, TOTEM Association

Educating All Students for Success in Life

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