



TO: Nine-Month Classified Employees

FROM: Mark J. Zacovic, Ph.D.
Interim Vice President, Human Resources and Employee Relations

SUBJECT: 2021-2022 Assignment Dates, Nine-Month Classified Schedule

Before you start planning your summer break, be sure to select your assignment dates for the next academic year. Please submit your classified schedule to your supervisor by **June 10, 2021**. Nine-month classified employees are scheduled to work **August 16, 2021 through December 17, 2021 and January 24, 2022 through May 27, 2022**. Any adjustment in these duty dates must be cleared through your supervisor and notification provided to Jennifer Baker, Human Resources Specialist, at jbaker@collegeofthedesert.edu.

The May 27, 2022 ending date shall be flexible and will be based upon the written mutual agreement between employee and his/her supervisor. Any adjustment in ending dates should not extend the total months worked beyond nine months unless additional funds are budgeted and approved for such extensions. Vacation is to be scheduled during assigned workdays.

Questions regarding the summer schedule may be directed to your supervisor, appropriate Vice President, or the Office of Human Resources. Thank you for your commitment to College of the Desert. I hope you are all staying safe and healthy.

cc: Administrators
Payroll
Jennifer Baker
Liliana Casas