

HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, Maryland 21042

Circular No. 03

Series 2020-2021

**Revised** August 24, 2020

CHIEF OF HUMAN RESOURCES AND PROFESSIONAL DEVELOPMENT

Revision to Circular 44 from 2019-2020 Circular Series  
2020 – 2021 Work Year for ESP 10- and 11-Month Employees

TO: ESP 10- and 11-Month Employees

FROM: David Lerner  
Chief Human Resources and Professional Development Officer

The negotiated agreement identifies the duty year for each group of employees, including paid holidays. For the 2020-21 school year, those days are the following:

**Student assistants:** 196 work days including 13 paid holidays (183 duty days). The 180 scheduled student days plus September 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> 2020.

**Interpreters:** 196 workdays including 13 paid holidays (183 duty days). The 180 scheduled student days plus September 2, 2020, September 3, 2020 and September 4, 2020.

**Ten-month paraeducators, central office technical employees and health assistants:** 204 workdays including 13 paid holidays (191 duty days). All 193 scheduled teacher duty days except November 25, 2020 and February 12, 2021.

**Security Assistants:** 204 workdays including 13 paid holidays (191 duty days). All 193 scheduled teacher duty days except November 25, 2020 and May 13, 2020.

**Nurses:** 204 workdays including 13 paid holidays (191 duty days). All 193 scheduled teacher duty days except November 25, 2020 and January 29, 2021.

**Ten-month secretaries and clerks:** 210 workdays including 13 paid holidays (197 duty days). All 193 scheduled teacher duty days plus August 21, 2020, August 24, 2020, June 16, 2021 and June 17, 2021.

**Eleven-month nurses:** 222 workdays including 14 paid holidays (208 duty days). All 193 scheduled teacher duty days plus July 1, 2020-July 2, 2020 and July 6, 2020-July 22, 2020.

**Eleven-month registrars:** 230 work days including 13 paid holidays (217 duty days). All 193 scheduled teacher duty days plus 24 duty days to be worked between July 1, 2020 – August 14, 2020, April 6, 2021 and June 15, 2021-June 30, 2021 as indicated on an “X calendar” (11-month registrars’ calendar).

If you have any questions, please contact the Office of Staff Relations, 410-313-6759.

DL/pm

<b>10 MONTH SCHOOL-BASED EMPLOYEES 2020-21 Non-Student Days - Required Attendance</b>					
	Professional Learning Day	Parent/ Teacher Conference Day	Professional Work Day	Professional Learning Day	Professional Learning Day
	Sept. 2	Nov. 25	Jan. 29	Feb. 12	May 13
Teacher	Yes	Yes	Yes*	Yes	Yes
Paraeducator	Yes	No	Yes	No	Yes
Security Asst.	Yes	No	Yes	Yes	No
Nurse	Yes	No	No	Yes	Yes
Health Asst.	Yes	No	Yes	No	Yes
Student Asst.	Yes	No	No	No	No
Interpreter	Yes	No	No	No	No
10 Month Secretaries	Yes	Yes	Yes	Yes	Yes
10 Month Clerks	Yes	Yes	Yes	Yes	Yes
Liaisons-BSAP, HSAP & International	Yes	Yes	No	Yes	No

\*Eligible for telework per criteria outlined in the HCEA certificated employees' negotiated agreement (Article 18; Section N):

Members are eligible for teleworking during the professional workdays designated for grading and reporting at the end of the first, second and third grading periods, and on the day of the Maryland State Education Association Convention if that day is a duty day for teachers.

1. The principal will determine which positions, if any may need to be on site for all or part of the day to support other professionals in the building or to fulfill their professional responsibilities.
2. With the approval of the Principal, school-based educators who have demonstrated the ability to meet their professional responsibilities, including grade submission according to Board policy may telework on the professional workday at the end of each of the first three marking periods.
3. First year teachers will be required to work on site for the first two marking periods on these days.
4. Upon request, a written rationale will be provided by the supervisor to any educator whose request to telework is denied.