

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

Circular No. 44
Series 2019-2020

June 22, 2020

CHIEF OF HUMAN RESOURCES AND PROFESSIONAL DEVELOPMENT
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. Our recommendations for each group are as follows:

Student assistants: 196 work days including 13 paid holidays (183 duty days). The 180 scheduled student days plus August 19, 20, and 21st 2020.

Interpreters: 196 workdays including 13 paid holidays (183 duty days). The 180 scheduled student days plus August 19, 20, and 21st 2020.

Ten-month paraeducators, security assistants, central office technical employees, nurses and health assistants: 204 workdays including 13 paid holidays (191 duty days). All 193 scheduled teacher duty days except October 16, 2020 and November 2, 2020.

Ten-month secretaries and clerks: 210 workdays including 13 paid holidays (197 duty days). All 193 scheduled teacher duty days plus August 13, 2020, August 14, 2020, June 11, 2021 and June 14, 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-April 9, 2021 and June 11, 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

**10 MONTH SCHOOL-BASED EMPLOYEES
2020-21 Non-Student and Early Dismissal Days - Required Attendance**

	Prof. Work Day Oct. 16	Prof. Work Day Nov. 2	3 Hour Early Dismissal Nov. 23	3 Hour Early Dismissal Nov. 24	Parent Conf. Nov. 25	3 Hour Early Dismissal Jan. 20	3 Hour Early Dismissal Jan. 21	3 Hour Early Dismissal Jan. 22	Prof. Work Day Jan. 25	3 Hour Early Dismissal Feb. 10	3 Hour Early Dismissal Feb. 11	Prof. Work Day Feb. 12	Prof. Work Day Mar 10	3 Hour Early Dismissal April 1	Prof. Work Day May 13	3 Hour Early Dismissal June 7	3 Hour Early Dismissal June 8	3 Hour Early Dismissal June 9	3 Hour Early Dismissal June 10	
Teacher	Yes*	Yes*	Yes	Yes	Yes	HIGH SCHOOLS ONLY			Yes*	ELEMENTARY ONLY			Yes	Yes	Yes*	Yes	Yes	Yes	Yes	Yes
Paraeducator	No	No	Yes	Yes	Yes**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Security Asst.	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Nurse	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Health Asst.	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Student Asst.	No	No	Yes	Yes	No	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes	No	Yes	Yes	Yes	Yes	Yes
Interpreter	No	No	Yes	Yes	No	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes	No	Yes	Yes	Yes	Yes	Yes
10 Month Secretaries	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
10 Month Clerks	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Liaisons	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes

** With approval of principal/supervisor, paraeducators may use compensable time earned on November 23 and/or 24, 2020 during the parent conference window.

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

HCEA certificated employees are eligible for telework during the professional work days 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.

- a. 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.
- b. With the approval of the Principal, school-based educators who have demonstrated the ability to meet their professional responsibilities, including grade submissions according to Board policy may telework on the professional work day at the end of each of the first three marking periods.
- c. First year teachers will be required to work on site for the first two marking periods on these days.
- d. Upon request a written rationale will be provided by the supervisor to any educator whose request to telework is denied.
- e. Items a-d above do not apply to the MSEA Convention Day.