

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

Circular No. 45 REVISED
Series 2016-2017

June 13, 2017
Rev. 6/13/17 2:30 PM

CHIEF OF HUMAN RESOURCES AND DEVELOPMENT
2017 – 2018 Work Year for ESP 10- and 11-Month Employees

TO: ESP 10- and 11-Month Employees

FROM: Helen A. Nixon
Chief Human Resource and 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 12 paid holidays (184 duty days). The 180 scheduled student days plus August 31, 2017; September 1, 2017; September 22, 2017; and October 20, 2017.

Interpreters: 196 work days including 11 paid holidays (185 duty days). The 180 scheduled student days plus August 30, 2017; October 20, 2017; November 22, 2017; February 16, 2018; and May 18, 2018.

Ten-month paraeducators, security assistants, central office technical employees, nurses and health assistants: 204 work days including 12 paid holidays (192 duty days). All 193 scheduled teacher duty days except October 20, 2017.

Ten-month secretaries and clerks: 210 work days including 12 paid holidays (198 duty days). All 193 scheduled teacher duty days plus August 21, 2017; August 22, 2017; August 23, 2017; June 18, 2018; and June 19, 2018.

Eleven-month nurses: 222 work days including 14 paid holidays (208 duty days). All 193 scheduled teacher duty days plus July 3, 2017; July 5 – 21, 2017; June 25, 2018; and June 26, 2018.

Eleven-month registrars: 230 work days including 12 paid holidays (218 duty days). All 193 scheduled teacher duty days plus 25 duty days to be worked between July 17, 2017 – June 22, 2018, and June 27 – June 29, 2018, on an “X calendar (11-month registrars calendar).

If you have any questions, please contact Suzanne Zilber, Manager of Support/Temporary Services.

HAN/SZ/tt