

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

Circular No. 51
Series 2017-2018

June 14, 2018

CHIEF OF HUMAN RESOURCES AND DEVELOPMENT
2018 – 2019 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 14 paid holidays (182 duty days). The 180 scheduled student days plus August 30, 2018 and August 31; 2018.

Interpreters: 196 work days including 14 paid holidays (182 duty days). The 180 scheduled student days plus August 29, 2018 and August 30, 2018.

Ten-month paraeducators, security assistants, central office technical employees, nurses and health assistants: 204 work days including 14 paid holidays (190 duty days). All 193 scheduled teacher duty days except October 19, 2018, November 7, 2018 and November 21, 2018.

Ten-month secretaries and clerks: 210 work days including 14 paid holidays (196 duty days). All 193 scheduled teacher duty days plus August 20, 2018; August 21, 2018 and June 19, 2019.

Eleven-month nurses: 222 work days including 15 paid holidays (207 duty days). All 193 scheduled teacher duty days plus July 2, 2018, July 3, 2018 and July 5, 2018-July 20, 2018.

Eleven-month registrars: 230 work days including 14 paid holidays (216 duty days). All 193 scheduled teacher duty days plus 23 duty days to be worked between July 2, 2018 – August 21, 2018, April 15, 2019 - April 18, 2019 and June 19, 2019-June 28, 2019 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.

HAN/SZ/pm

10 MONTH SCHOOL-BASED EMPLOYEES

2018-19 Non-Student and Early Dismissal Days - Required Attendance

	3 Hour Early Dismissal	Prof. Devel. Day	Prof. Devel. Day	3 Hour Early Dismissal	Parent Conf.	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	Prof. Devel. Day	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	Prof. Devel. Day	
	Oct. 3	Oct. 19	Nov. 7	Nov. 19	Nov. 20	Nov. 21	Jan. 23	Jan. 24	Jan. 25	Jan. 28	Feb. 5	Feb. 14	Feb. 15	Apr. 5	May 17	June 4	June 18							
Teacher	Yes	Yes*	Yes*	Yes	Yes	Yes	HIGH SCHOOLS ONLY	Yes	Yes	Yes*	Yes	ELEMENTARY ONLY	Yes*	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Paraeducator	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Security Asst	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Nurse	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Health Asst	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Student Asst.	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No
Interpreter	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No
10 Mo. Secretaries	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
10 Mo. Clerks	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

* 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.

- 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.
- 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.
- First year teachers will be required to work on site for the first two marking periods on these days.
- Upon request a written rationale will be provided by the supervisor to any educator whose request to telework is denied.
- Items a-d above do not apply to the MSEA Convention Day.