

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

Circular No. 51 REVISED
Series 2018-2019

June 5, 2019

CHIEF OF HUMAN RESOURCES AND PROFESSIONAL DEVELOPMENT
2019 – 2020 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 14 paid holidays (182 duty days). The 180 scheduled student days plus August 29, 2019 and August 30, 2019.

Interpreters: 196 work days including 14 paid holidays (182 duty days). The 180 scheduled student days plus August 30, 2019 and November 27, 2019.

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 18, 2019, June 16, 2020 and June 17, 2020.

Ten-month secretaries and clerks: 210 work days including 14 paid holidays (196 duty days). All 193 scheduled teacher duty days plus August 19, 2019, August 20, 2019 and June 18, 2020.

Eleven-month nurses: 222 work days including 15 paid holidays (206 duty days). All 193 scheduled teacher duty days plus July 1, 2019-July 3, 2019 and July 5, 2019-July 19, 2019.

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 1, 2019 – August 20, 2019, April 6, 2020-April 9, 2020 and June 18, 2020-June 30, 2020 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
2019-20 Non-Student and Early Dismissal Days - Required Attendance**

	Prof. Work Day	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	Parent Conf.	3 Hour Early Dismissal	3 Hour Early Dismissal	3 Hour Early Dismissal	Prof. Work Day	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. Work Day	Prof. Work Day	
	Oct. 18	Nov. 1	Nov. 25	Nov. 26	Nov. 27	Jan. 22	Jan. 23	Jan. 24	Jan. 27	Feb. 13	Feb. 14	Apr. 3	May 15	June 11	June 12	June 15	June 16	June 17	
Teacher	Yes*	Yes*	Yes	Yes	Yes	<i>HIGH SCHOOLS ONLY</i>			Yes*	<i>ELEMENTARY ONLY</i>			Yes*	Yes	Yes	Yes	Yes	Yes	Yes
Paraeducator	No	Yes	Yes	Yes	Yes**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Security Asst.	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Nurse	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Health Asst.	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Student Asst.	No	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Interpreter	No	Yes	Yes	Yes	Yes**	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
10 Month Secretaries	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
Liaisons	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No

** With approval of principal/supervisor, paraeducators and interpreters may use compensable time earned on November 25 and/or 26, 2019 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.