June 5, 2019

<u>CHIEF OF HUMAN RESOURCES AND PROFESSIONAL DEVELOPMENT</u> 2019 – 2020 Work Year for ESP 10- and 11-Month Employees

TO: ESP 10- and 11-Month Employees

FROM: David Larner 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, 3019 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

** With app * Eligible for	Liaisons	10 Month Clerks	Secretaries	Interpreter	Student Asst.	Health Asst.	Nurse	Security Asst	Paraeducator	Teacher						
r telework p HCEA <u>ce</u> and on t a. The p to fulfill b. With grade su c. First y d. Upon e. Items	No	Yes	Yes	No	\vdash	No	No	t. No	or No	Yes*	Oct. 18	Day	Work	Prof	-	
ncipal/super er criteria o he day of th he ay of th rincipal will their profes: the approva bmissions a bmissions a ear teacher request a w a-d above o	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes*	Nov. 1	Dismissal	Early	3 Hour	-	
 <i>ral</i> of principal/supervisor, <u>paraeducators</u> lework per criteria outlined in the HCEA c HCEA <u>certificated employees</u> are eligible t and on the day of the Maryland State Edu a. The principal will determine which posto fulfill their professional responsibilities b. With the approval of the Principal, sch grade submissions according to Board point c. First year teachers will be required to v d. Upon request a written rationale will the 	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Nov. 25	Dismissal	Early	3 Hour	-	
of principal/supervisor, <u>paraeducators and interpreters</u> ma vork per criteria outlined in the HCEA certificated employee EA <u>certificated employees</u> are eligible for telework during th d on the day of the Maryland State Education Association C The principal will determine which positions, if any may nee fulfill their professional responsibilities. With the approval of the Principal, school-based educators ide submissions according to Board policy may telework on response to a written rationale will be provided by the su Upon request a written rationale will be MSEA Convention Day. Items a-d above do not apply to the MSEA Convention Day.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Nov. 26	Dismissal	Early	3 Hour	201	
<i>id interpret</i> ificated emp telework du tion Associa ons, if any m ons, if any m may telew may telew rovided by A Conventic	Yes	Yes	Yes	Yes**	No	Yes	Yes	Yes	Yes**	Yes	Nov. 27	Conf.	Parent		.9-20 Nor	
 ** With approval of principal/supervisor. <u>paraeducators and interpreters</u> 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 <u>certificated employees</u> 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. 	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	HIGH	Jan. 22	Dismissal	Early	3 Hour	2019-20 Non-Student and Early Dismissal Days - Require	10 MC
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	SCHOOLS	Jan. 23	Dismissal	Early	3 Hour	and Early	10 MONTH SCHOOL-BASED EMPLOYEES
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	ONLY	Jan. 24	Dismissal	Early	3 Hour	y Dismissa	OOL-BAS
	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes*	Jan. 27	Work Day	Prof.		al Days - I	ED EMPL
imber 25 an on N): achers. ach of their pro ach of the fi	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	ELEMENT	Feb. 13	Dismissal	Early	3 Hour		OYEES
and/or 26, 2019 during the parent conference window. Ind reporting at the end of the first, second and third gr t other professionals in the building or professional responsibilities, including le first three marking periods. rk is denied.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	VTARY ONLY	Feb. 14	Dismissal	Early	3 Hour	d Attendance	
9 during the the end of or the ponsibilities rrking perioc	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes*	Apr. 3	Dismissal	Early	3 Hour	ce	
 parent con the first, see building or s, including ds. 	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	May 15	Dismissal	Early	3 Hour		
ference wind ond and thi	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	June 11	Dismissal	Early	3 Hour		
dow. rd grading p	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	June 12	Dismissal	Early	3 Hour		
veriods,	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	June 15	Dismissal	Early	3 Hour		
	No	Yes	Yes	No	No	No	No	No	No	Yes	June 16	Day	Work	Prof		
	No	Yes	Yes	No	No	No	No	No	No	Yes	June 17	Day	Work	Prof		