



HCEA ESP and Certificated Negotiations Tentative Agreement

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Goals of HCEA

- **Seek improvements in articles 11 (ESP) and 18 (Certificated) respectively concerning work hours and work load based on the membership survey results and the recommendations of the contract committee.**
- **Negotiate improvements to salary that maximize lifetime earnings, make progress toward living wage for all members who do not earn a living wage, and to restructure salary scales as necessary to increase lifetime earnings for all.**
- **Multi-year contract**




Contract Duration for both Units

- **The duration of the contract shall be effective from July 1, 2019-June 30, 2021.**
- **Healthcare is preserved at the current cost sharing rate with no changes to plan design, services within the plans, and structure of the plans offered during the next two years.** (Premium adjustments are subject to changes each year based on the claims' experience of the group.)




Memorandums of Understanding Reached for both ESP and Certificated-# 1 Compensation

- **Compensation**-If the BOE provides compensation for other bargaining units or non-represented employee groups which exceeds 4% for employees that are not eligible for a step over the FY 20, FY 21 fiscal years, then the board will provide equivalent compensation to employees represented by HCEA bargaining units that are not eligible for a step increase in FY 20, FY 21.



Memorandums #2-Staff Advisory Councils

- The HCPSS and the HCEA/HCEA ESP agree to establish a study committee to develop guidelines for the implementation of Staff Advisory Councils for the 2019-2020 school year. The committee will be composed of representation from school system leadership, HCEA and HCEA-ESP members appointed by the HCEA President, as well as representatives from all other employee groups within the HCPSS.
- The purpose of the committee will be to develop guidelines for the implementation of Staff Advisory Councils to collaborate with school/system leadership on concerns that impact operations of the work site. The goal of this initiative is to create a collaborative, solutions focused structure that provides an opportunity for employee voice in the work place.



Memorandums #3-Substitute Resolution

- The HCPSS and the HCEA bargaining units agree to gather data and work collaboratively toward a resolution that addresses the substitute problem at all levels. **The parties commit to continued implementation of the floater substitute initiative in all high school buildings, middle schools in which a need has been identified, and investigating the expansion of the program to identified elementary schools.**



Memorandum #4-Commitment to Mutually Established Compensation Goals

- The HCPSS and the HCEA bargaining units commit to continuing the work that was started in the FY 18-19 negotiations process with regards to salary scale improvements. Both parties agree mutual goals of addressing living wage, retention, recruitment, and increasing life time earnings to remain competitive in the region will be continued in future contract negotiations.
- In FY 20 and FY 21 **we have made progress by restructuring steps 1-5 on the teacher certificated scales, worked toward equity in step value on the ESP scales, furthered our goal of living wages for ESP, and made progress to increase our ability to compete for quality candidates for all positions within the HCPSS.** As we move forward we need to continue this progress to increase lifetime earnings.



Transfer Process Changes for the 2020 Cycle for both ESP and Certificated-MOU #5

- Transfer window duration will be from **February 1st- March 1st** of the current school year.
- Requests for transfers will be made in writing using an established online system. The BOE will provide **vacancy information to surplus and return from leave employees as well as to employees who have expressed an interest in a voluntary transfer. The list of vacancies will be updated weekly up until August 1st**
- An employee may apply a maximum of ten (10) schools. Requests will apply to vacancies prior to August 1st. If a vacancy occurs after August 1st in a building, department, or k-12 level the employee may still be considered. A plan will be established to consider the needs of the system while still allowing an employee to be placed provided they are offered the position.



Transfer Process MOU-Continued

- **Open Job Fairs will be held in the spring of each year no later than April 30th.** Dates for the Job Fairs will be established and advertised to all employees prior to the opening of the transfer process window. Part-time employees (.5 FTE-.9 FTE) will be invited to participate in the Job Fairs.
- **All school/work sites will participate in the Job Fairs with adequate staff to conduct interviews.** Appointments may not be requested of individual principals prior to the date of the Fairs.
- Employees who are unable to attend the Job Fairs can request an interview directly with the principal /designee/supervisor of the 10 schools/work sites to which they would like to transfer. All interviews must be completed by May 15th. Principals are encouraged to accommodate the request but are not required to do so.



Transfer-MOU Continued



- **Internal applicants will be considered prior to external candidates for all vacancies.**
- Those whose positions are not selected by principals/designee should continue to work with their immediate supervisor to seek a transfer after documenting their desire to transfer using the voluntary transfer process system.
- Surplus/Involuntary, return from leave, and voluntary transfers will participate in the Job Fairs.
- **Employees returning from leave or surplus will be given priority in job placement ahead of all other candidates.**



Tentative Agreements -ESP

- 11.1.c-Revision for clarity
- The duty year for 10 month secretaries and clerks shall be 210 work days, including paid holidays. Ten month teacher secretaries in elementary schools who are granted **additional summer hours to support the registration, enrollment, and withdrawal of students will be** paid at the appropriate hourly rate, which includes longevity, for such additional work.



ESP Tentative Agreements

- 11.2.J
- **The schedule shall be created and shared with staff at the end of the first student week, however schedules may be adjusted due to enrollment changes as needed.**
- Such breaks may be temporarily reduced or eliminated **only in emergency situations** at the principals/supervisors discretion, based on the needs of the school/office.



ESP Tentative Agreements

- **11.2.0- If there are more than 5 preservice days, 1 full day of job related training will be provided for school based ESP employees.**
- **11.3.C.-Employees shall receive notice of requested overtime work as far in advance as possible.**
- **11.5 B and D.-Revised for clarity- Employees shall not be required to obtain or to secure substitute coverage for their duties when the administration and/ or the Office of Temporary Services has been unable to do so.**



ESP-Tentative Agreements

- **11.16-Paraeducators shall have time during the duty day for consulting with his/her teacher(s) to adequately fulfill their job responsibilities. This time shall be not less than 30 minutes per week.**



Certificated Tentative Agreements

- Article 18 B- **If back to school week for teachers is eight (8) or more days 2 full days or 1 full day and 2 half days (at the principal's discretion) of this time will be meeting free periods of self-directed time for teachers. If back to school week for teachers is 6 or 7 days, 1 full day and 1 half day of time will be meeting free periods of self-directed time for teachers. If 5 or less days 1 full day will be meeting free periods of self-directed time for teachers.**
- The scheduling of days will be at the principals discretion. **Half days scheduled must be in continuous blocks of time in increments of 3.5 hours.**



Certificated Tentative Agreements

Article 18 C-unused annual leave may be accumulated up to a maximum of **45** days. Each year, annual leave in excess of **45** days that is not used or forwarded shall be automatically transferred to a certificated employees' accumulated sick leave.

Article 18 G-Secondary school teachers will not be required to teach more than two subject areas (e.g. social studies, science) **or more than three content preparations (i.e. Physics, Biology, Earth Science)** except in cases of emergency. **In the event a teacher is assigned more than three content area preparations, teachers will not be assigned non-instructional duties during their work day.**

Certificated Tentative Agreements

Article 20, Paragraph C

- Any teacher residing out of county who is a parent or legal guardian of a child enrolled in a Howard County public school shall receive a 50% discount on HCPSS tuition while the teacher is employed with HCPSS. This benefit shall cease at the time of the employee's severance with the school system.
- **Upon payment of tuition, a non-resident student whose parent is a school-based HCPSS .5 or greater full-time equivalent employee may be admitted to the HCPSS and enrolled in the school to which the parent is assigned or into a school within a prescribed feeder pattern cluster. If the employee leaves a .5 or greater full-time equivalent employment, the non-resident student may complete the current school year.**




Certificated Agreement

- Upon payment of tuition, a non-resident student whose parent is a non-school-based .5 or greater full-time equivalent represented by the Howard County Education Association, may be admitted to the HCPSS and enrolled into a school within the prescribed feeder pattern cluster as determined by HCPSS. If the employee leaves .5 or greater full-time equivalent employment, the non-resident student may complete the current school year only.
- A resident student whose parent is a .5 or greater full-time equivalent, school-based HCPSS employee may be enrolled in the school to which the parent is assigned or into a school within a prescribed feeder pattern cluster.



Certificated Agreement Article 20

- **A resident or non-resident student who is the child of a HCPSS employee requesting reassignment must maintain enrollment in the school where assigned during a given school year. The student can attend the reassigned school and the associated feeder cluster schools through the student's entire education as long as the parent remains an employee at the work location where the reassignment was granted.**
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Certificated Tentative Agreements

- **Article 12**-Personnel Employment- Removes the 2 year time period for returning to HCPSS employment to access prior accumulated sick/personal leave. **Previously accumulated sick leave days will be restored to all teachers who return to teach in Howard County.**
- **Article 13**-Reimbursement- Adds social workers to the agreement to access reimbursement for licensure not to exceed \$420.00 per year.



Salary Scale Treatment to Increase Lifetime Earnings

- Smooth out the bumps in the scales to insure more even increments across a career to increase lifetime earnings as employees work through the scales.
- Applied new money to the top and bottom of the scale in values of between 1.0 and 2% depending on the scale.
- Resulted in balancing out increments across the scale to remove places, mainly on the ESP scales where there were still some years that a step had no value or big swings in value of year to year. It also evened out the hourly increments to increase earnings at a faster pace.
- Decreased the length of the scale by one step when possible.
- **Your current Step and grade on the salary scale can be found in Work Day- Personal Information> (Right Side) About Me> (On Left in Blue) Compensation (on the right)**

Step	VI					
	1	16.68	Old		16.85	New
	2	17.01	0.33		17.5	
	3	17.41	0.4		18.16	0.66
	4	17.75	0.34		18.81	0.65
	5	18.51	0.76		19.47	0.66
	6	19.33	0.82		20.12	0.65
	7	20.17	0.84		20.78	0.66
	8	21.07	0.9		21.43	0.65
	9	22	0.93		22.09	0.66
	10	22.98	0.98		22.74	0.65
	11	24.01	1.03		23.4	0.66
	12	24.55	0.44		24.05	0.65
	13	25.1	0.55		24.71	0.66
	14	25.76	0.66		25.36	0.65
	15	26.32	0.56		26.02	0.66
	16	26.53	0.21		26.67	0.65
	17	26.76	0.23		27.33	0.66
	18	27.1	0.34		27.98	0.65
	19	27.47	0.37		28.64	0.66
	20	28.01	0.54		29.29	0.65
Over 20		28.72	0.71			



ESP Example

2018-2019 Scale June
30th-Grade 1

Secretaries and Assistants

- 1. 14.89
- 2. 15.15----.26
- 3. 15.40----.25
- 4. 15.66----.26
- 5. 15.91----.25
- 16. 21.72----.18
- 17. 21.89----.17

19-20 Increment Value

Secretaries and Assistants-Grade 1

- 1.15.04
- 2.15.51----.47
- 3.15.99----.48
- 4.16.47----.48
- 5.16.94----.47
- 16. 22.18--.48
- 17. 22.65--.47



Certificated- Example

2018-2019 Scale June
30th

10 Month Certificated-Lane A

1.47,802----213.00

2.48,015----213.00

3.48,228----213.00

Lane C

15.77,678

24.96,884

2019-2020

10 Month Certificated

1.48,519---1500.00

2.50,019---1500.00

3.51,519---1500.00

Lane C

15.79,634---

24.97,409---



Salary for All Job Classifications for both ESP and Certificated Units-Ave. 4.47 % a year

- 10 month teacher-2 yr.%-9.04%
- 11 month teacher-2 yr. %-8.87%
- Other Cert. Staff-2 yr.%-8.67%
- 10 month Tech, Office and School-2 yr. %-8.91%
- 12 month Central Office and School-2 yr. %-8.48%
- Secretaries and Assistants-2 yr. %-8.48%
- Interpreters-2 yr. %-8.10%
- Nurses-2 yr. %-7.70%
- Food Service-2 yr. %-11.43%



Next Steps

- After the contract has been published to the membership and available for review for a minimum of two weeks members will be send a link to vote on the tentative agreement.



Questions?

Send any questions you have to Dawn
Pipkin at dpipkin@mseanead.org

