

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

Circular No. 24

Series 2020-2021

June 3, 2021

CHIEF OF HUMAN RESOURCES AND PROFESSIONAL DEVELOPMENT
2021 – 2022 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. For the 2021-22 school year, those days are the following:

Student assistants: 196 workdays including 12 paid holidays (184 duty days). The 180 scheduled student days plus August 24, 25, 26 and 27 2021.

Interpreters: 196 workdays including 12 paid holidays (184 duty days). The 180 scheduled student days plus August 24, 25, 26 and 27 2021.

Ten-month paraeducators, central office technical employees, nurses, liaisons, security assistants and health assistants: 204 workdays including 12 paid holidays (192 duty days). All 193 scheduled teacher duty days except October 15, 2021.

Ten-month secretaries and clerks: 210 workdays including 12 paid holidays (198 duty days). All 193 scheduled teacher duty days plus August 16, 17 and 18, 2021 and June 15 and 16, 2022.

Eleven-month nurses: 222 workdays including 13 paid holidays (209 duty days). All 193 scheduled teacher duty days plus July 1, 2 and July 6, 2021- July 23, 2021.

Eleven-month registrars: 230 workdays including 12 paid holidays (218 duty days). All 193 scheduled teacher duty days plus 25 duty days to be worked between July 6, 2021 – August 18, 2021, April 11, 2022- April 14, 2022 and June 15, 2022-June 24, 2022 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						
2021-2022 Non-Student Days - Required Attendance (All staff are expected to work their full scheduled day on student early dismissal days)						
	Professional Learning Day (MSEA Convention)	Professional Learning Day	Parent Teacher Conference Day	Professional Learning Day	Professional Learning Day	Professional Learning Day
	Oct. 15	Nov. 4	Nov. 24	Jan. 24	Feb. 1	May 3
Teacher	Yes*	Yes*	Yes	Yes*	Yes	Yes
Paraeducator	No	Yes	Yes	Yes	Yes	Yes
Security Asst.	No	Yes	Yes	Yes	Yes	Yes
Nurse	No	Yes	Yes	Yes	Yes	Yes
Health Asst.	No	Yes	Yes	Yes	Yes	Yes
Student Asst.	No	No	No	No	No	No
Interpreter	No	No	No	No	No	No
10 Month Secretaries	Yes	Yes	Yes	Yes	Yes	Yes
10 Month Clerks	Yes	Yes	Yes	Yes	Yes	Yes
10 Month Liaison-BSAP, HSAP & International	No	Yes	Yes	Yes	Yes	Yes

*Eligible for telework per criteria outlined in the HCEA certificated employees' (ESP employees are not eligible for telework) negotiated agreement (Article 18; Section N):

Members are eligible for teleworking during the professional workdays 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.

1. 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.
2. With the approval of the Principal, school-based educators who have demonstrated the ability to meet their professional responsibilities, including grade submission according to Board policy may telework on the professional workday at the end of each of the first three marking periods.
3. First year teachers will be required to work on site for the first two marking periods on these days.
4. Upon request, a written rationale will be provided by the supervisor to any educator whose request to telework is denied.