

## Secretaries and Assistants

Fiscal Year 2024 (Effective July 1, 2023)

Step	Grade											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
1	\$17.49	\$17.70	\$17.91	\$18.13	\$18.34	\$18.97	\$19.19	\$19.40	\$20.03	\$20.67	\$21.52	\$22.58
2	\$18.02	\$18.25	\$18.51	\$18.77	\$19.03	\$19.72	\$19.98	\$20.21	\$20.88	\$21.60	\$22.46	\$23.55
3	\$18.57	\$18.82	\$19.11	\$19.41	\$19.72	\$20.46	\$20.75	\$21.03	\$21.73	\$22.54	\$23.38	\$24.51
4	\$19.10	\$19.37	\$19.72	\$20.04	\$20.42	\$21.20	\$21.53	\$21.87	\$22.58	\$23.46	\$24.33	\$25.48
5	\$19.63	\$19.93	\$20.31	\$20.69	\$21.10	\$21.94	\$22.31	\$22.68	\$23.42	\$24.39	\$25.26	\$26.46
6	\$20.18	\$20.49	\$20.90	\$21.34	\$21.78	\$22.68	\$23.09	\$23.51	\$24.27	\$25.30	\$26.19	\$27.42
7	\$20.71	\$21.05	\$21.51	\$21.97	\$22.48	\$23.44	\$23.86	\$24.33	\$25.11	\$26.24	\$27.13	\$28.40
8	\$21.25	\$21.60	\$22.10	\$22.61	\$23.17	\$24.18	\$24.63	\$25.15	\$25.96	\$27.16	\$28.07	\$29.37
9	\$21.79	\$22.16	\$22.71	\$23.26	\$23.86	\$24.92	\$25.42	\$25.98	\$26.80	\$28.09	\$29.01	\$30.34
10	\$22.33	\$22.72	\$23.30	\$23.90	\$24.55	\$25.66	\$26.20	\$26.80	\$27.66	\$29.01	\$29.93	\$31.31
11	\$22.86	\$23.29	\$23.89	\$24.54	\$25.25	\$26.40	\$26.98	\$27.62	\$28.49	\$29.95	\$30.88	\$32.29
12	\$23.42	\$23.85	\$24.50	\$25.18	\$25.94	\$27.16	\$27.76	\$28.45	\$29.34	\$30.87	\$31.81	\$33.25
13	\$23.95	\$24.40	\$25.10	\$25.82	\$26.63	\$27.91	\$28.54	\$29.27	\$30.19	\$31.79	\$32.74	\$34.22
14	\$24.49	\$24.96	\$25.69	\$26.47	\$27.33	\$28.65	\$29.31	\$30.08	\$31.04	\$32.71	\$33.68	\$35.19
15	\$25.03	\$25.51	\$26.29	\$27.11	\$28.02	\$29.39	\$30.08	\$30.92	\$31.87	\$33.64	\$34.62	\$36.16
16	\$25.57	\$26.08	\$26.89	\$27.75	\$28.69	\$30.14	\$30.87	\$31.74	\$32.73	\$34.58	\$35.56	\$37.13
17	\$26.10	\$26.64	\$27.49	\$28.39	\$29.38	\$30.88	\$31.65	\$32.56	\$33.57	\$35.50	\$36.49	\$38.11
18	\$26.63	\$27.20	\$28.09	\$29.03	\$30.08	\$31.62	\$32.43	\$33.38	\$34.42	\$36.43	\$37.43	\$39.07
19	\$27.18	\$27.75	\$28.67	\$29.68	\$30.77	\$32.37	\$33.20	\$34.21	\$35.27	\$37.35	\$38.36	\$40.05
Over 19	\$27.72	\$28.31	\$29.28	\$30.32	\$31.46	\$33.11	\$33.98	\$35.03	\$36.11	\$38.28	\$39.30	\$41.02

## Secretaries and Assistants, Clerks- Hourly

National Association of Office Education Professionals Certification (NAOEP) Eligible unit members who successfully complete NAOEP certification shall be paid a one-time stipend of \$500.00. The number of eligible employees to receive the stipend in any given year shall be limited to ten (10).

### Health Assistants: Coverage of Emergency Healthcare Issues during Lunch

- A HCPSS Cluster Nurse will provide emergency health care coverage for 50% of the health assistants' scheduled lunch periods during each two-week period.
- On those days that the cluster nurse is not available to provide coverage for such emergencies, the health assistant will remain in the building during their scheduled lunch period.
- If a medical emergency arises during the health assistant's scheduled lunch period on such a day, the health assistant will respond to the situation and provide health care. Once the situation is addressed, the health assistant's lunch period will be extended by the period of interrupted time, to be taken during non-emergency time.
- Emergency health care situation/student symptoms that would result in the interruption of the health assistant's 30 minute duty-free lunch period include but are not limited to:
  - Anaphylactic reaction
  - Bleeding
  - Burns
  - Cardiac/heart distress; chest pain
  - Dental trauma
  - Drug/alcohol overdose/abuse
  - Exposure incidents-exchange of body fluids during fights, bites, etc.
  - Eye injury
  - Injury involving large bones (e.g. leg or arm)
  - Severe head, neck or back trauma; paralysis
  - Medication/treatment administration – emergency (Epi-Pen, Diastat, Glucagon, Nebulizer)
  - Pain – Severe abdominal pain for pregnant students
  - Poisoning
  - Psychiatric emergency
  - Respiratory distress
  - Seizure
  - Sexual assault/rape
  - Shock
  - Unconsciousness/unresponsiveness
- Health assistants will receive an additional 30 cents on their hourly rate as compensation to remain in the building during their duty-free lunch period.

### Health Assistants: Telemedicine

Health assistants who work with telemedicine at school-based wellness centers shall receive an additional \$1.00 per hour.

**Paraeducators Assigned to Title I Schools**

Paraeducators assigned to Title I schools will receive \$0.25 more per hour if they have attained Para Pro certification, an Associate's Degree in a related area of education, or 48 credit hours in a related area of education.

**Paraeducators Assigned to Specialized Programs**

Paraeducators assigned to the following specialized programs or schools will receive \$1.50 more per hour:

- RECC Level: all MINC and PALS programs
- Elementary School Level: all regional UL & PL, regional ALS and regional ED programs
- Middle School Level: all regional ALS, regional ED, and local ALS programs
- High School Level: all regional ALS, regional ED and local ALS programs
- Cedar Lane
- The Bridges Program
- Any other programs/schools identified by the Superintendent's designee

**Summer School**

HCPSS personnel employed for summer school shall be paid an hourly rate, which is based on their current salary excluding an stipends or supplements.

Employees working in summer programs that run 20 or more calendar days will accrue one (1) day of sick leave.

HCPSS employees working in "COVID Recovery" summer programs will receive a \$1,000 incentive payment after completion of the programs. This incentive will expire at the conclusion of recovery programs associated with the COVID-19 pandemic.

**Programs Outside the Duty Day**

HCPSS personnel employed in after-school extension programs shall be paid a rate of \$25 per hour when working as a paraeducator, or \$40 per hour when working as a teacher. HCPSS personnel shall be paid a rate of \$25 per hour for attending workshops, or \$40 per hour when leading workshops. Every year starting in FY25, the rates will increase by the same COLA applied to the Secretaries, Assistants, Clerks salary scale.

## Interpreters

Fiscal Year 2024 (Effective July 1, 2023)

Step	Grade			
	A	B	C	D
1	\$23.62	\$31.32	\$34.66	\$36.01
2	\$23.88	\$32.46	\$35.97	\$37.32
3	\$24.14	\$33.60	\$37.29	\$38.64
4	\$24.41	\$34.74	\$38.60	\$39.96
5	\$24.68	\$35.89	\$39.91	\$41.27
6	\$24.95	\$37.02	\$41.23	\$42.59
7	\$25.22	\$38.17	\$42.54	\$43.91
8	\$25.47	\$39.31	\$43.85	\$45.23
9	\$25.74	\$40.45	\$45.16	\$46.54
10	\$26.01	\$41.59	\$46.48	\$47.86
11	\$26.28	\$42.73	\$47.79	\$49.18
12	\$26.54	\$43.88	\$49.10	\$50.50
13	\$26.81	\$45.01	\$50.42	\$51.81
14	\$27.08	\$46.16	\$51.73	\$53.13
15	\$27.34	\$47.30	\$53.05	\$54.45
16	\$27.60	\$48.44	\$54.35	\$55.77
17	\$27.87	\$49.59	\$55.67	\$57.08

### Interpreters-Hourly

#### Salary Grades

**Grade A:** Graduate of an Interpreter Training Program (ITP) or holds a Bachelor’s Degree in a related field.

**Grade B:** Has passed a national interpreter written knowledge exam (NIC Knowledge Exam, CASLI Generalist Knowledge Exam); or passed the EIPA written exam or NAD exam.

**Grade C:** NIC Certification (all levels except NIC level 3 Master Certification); EIPA written and performance exam score of at least 3.7 or if MD legislature changes; or RID Certification (all levels except NAD Level 5 Master Certification)

**Grade D:** Any two national certifications/qualifications from level C or a master’s level certification (NIC Level 3 Master Certification; NAD level 5 Master Certification)

#### Notes: Interpreters-Hourly

1. Employees who fail to complete education requirements remain at the same salary grade.
2. The interpreter designated as Program Head shall receive an additional \$1.50 per hour.
3. Work performed outside the duty day will be reimbursed at the rate of \$35 per hour for non-certificated Interpreters, \$40 per hour for certificated interpreters who meet the requirements of salary grade “C,” and \$45 per hour for certificated interpreters who meet the requirements of salary grade “D.” Every year, starting in FY25, the rates will increase by the same COLA applied to the Interpreters salary scale.

## Nurses

Fiscal Year 2024 (Effective July 1, 2023)

Step	School Based, Float Pool	Cluster Nurse
	Hourly Rate	Hourly Rate
	A	B
1	\$34.60	\$36.32
2	\$35.76	\$37.53
3	\$36.91	\$38.75
4	\$38.07	\$39.96
5	\$39.23	\$41.17
6	\$40.38	\$42.39
7	\$41.54	\$43.60
8	\$42.70	\$44.81
9	\$43.85	\$46.02
10	\$45.01	\$47.23
11	\$46.17	\$48.45
12	\$47.33	\$49.66
13	\$48.48	\$50.87
14	\$49.64	\$52.08
15	\$50.80	\$53.29
16	\$51.95	\$54.51
17	\$53.11	\$55.72
18	\$54.27	\$56.93
19	\$55.42	\$58.14
20	\$56.58	\$59.36
21	\$57.74	\$60.58

### Notes: Nurses-Hourly

1. Lead cluster nurses and Telemedicine nurses shall receive an additional \$1.55 per hour.
2. Nurses who qualify for and receive National School Nurse Certification will receive an additional \$1.00 per hour as long as the certification is maintained.

## 10 Month Technical Central Office and School Based

Fiscal Year 2024 (Effective July 1, 2023)

Step	Grade							
	20	21	22	23	24	25	26	27
1	\$34,412	\$39,322	\$42,538	\$45,417	\$60,656	\$68,613	\$80,463	\$87,742
2	\$36,060	\$40,982	\$44,204	\$47,089	\$62,358	\$70,333	\$82,209	\$89,503
3	\$37,708	\$42,640	\$45,870	\$48,760	\$64,063	\$72,053	\$83,954	\$91,264
4	\$39,357	\$44,300	\$47,535	\$50,432	\$65,768	\$73,773	\$85,700	\$93,025
5	\$41,005	\$45,958	\$49,201	\$52,104	\$67,471	\$75,495	\$87,445	\$94,787
6	\$42,655	\$47,617	\$50,866	\$53,775	\$69,175	\$77,215	\$89,191	\$96,547
7	\$44,302	\$49,275	\$52,531	\$55,448	\$70,878	\$78,936	\$90,937	\$98,308
8	\$45,950	\$50,934	\$54,198	\$57,119	\$72,583	\$80,656	\$92,683	\$100,070
9	\$47,599	\$52,593	\$55,864	\$58,790	\$74,286	\$82,376	\$94,428	\$101,831
10	\$49,247	\$54,252	\$57,529	\$60,462	\$75,990	\$84,098	\$96,173	\$103,591
11	\$50,896	\$55,910	\$59,195	\$62,134	\$77,694	\$85,818	\$97,919	\$105,353
12	\$52,545	\$57,569	\$60,860	\$63,806	\$79,398	\$87,539	\$99,664	\$107,114
13	\$54,193	\$59,229	\$62,526	\$65,478	\$81,101	\$89,259	\$101,410	\$108,874
14	\$55,842	\$60,887	\$64,191	\$67,150	\$82,805	\$90,979	\$103,156	\$110,635
15	\$57,490	\$62,547	\$65,856	\$68,821	\$84,509	\$92,700	\$104,902	\$112,397
16	\$59,139	\$64,204	\$67,522	\$70,493	\$86,213	\$94,421	\$106,647	\$114,158
17	\$60,787	\$65,864	\$69,188	\$72,165	\$87,916	\$96,142	\$108,393	\$115,918
18	\$62,436	\$67,522	\$70,853	\$73,837	\$89,621	\$97,862	\$110,138	\$117,680
19	\$64,085	\$69,181	\$72,519	\$75,509	\$91,324	\$99,582	\$111,883	\$119,440
20	\$65,733	\$70,840	\$74,185	\$77,180	\$93,028	\$101,303	\$113,629	\$121,201
21	\$67,382	\$72,498	\$75,850	\$78,852	\$94,733	\$103,023	\$115,374	\$122,962
22	\$69,030	\$74,157	\$77,515	\$80,524	\$96,436	\$104,744	\$117,121	\$124,723
23	\$70,678	\$75,816	\$79,181	\$82,195	\$98,141	\$106,465	\$118,866	\$126,484
24	\$72,328	\$77,475	\$80,846	\$83,868	\$99,843	\$108,186	\$120,612	\$128,246
25	\$73,976	\$79,134	\$82,513	\$85,540	\$101,548	\$109,906	\$122,357	\$130,006
26	\$75,625	\$80,793	\$84,178	\$87,210	\$103,251	\$111,626	\$124,103	\$131,767
27	\$77,273	\$82,451	\$85,844	\$88,883	\$104,955	\$113,346	\$125,847	\$133,529
28	\$78,921	\$84,111	\$87,510	\$90,555	\$106,659	\$115,068	\$127,593	\$135,289

Note

1. Salaried personnel shall not be entitled to additional holiday pay other than as compensated in annual salary.

## 12 Month Technical Central Office and School Based

Fiscal Year 2024 (Effective July 1, 2023)

Step	Grade							
	20	21	22	23	24	25	26	27
1	\$41,628	\$47,578	\$51,477	\$54,965	\$73,432	\$83,075	\$97,438	\$106,260
2	\$43,357	\$49,317	\$53,223	\$56,717	\$75,218	\$84,879	\$99,267	\$108,105
3	\$45,085	\$51,057	\$54,969	\$58,470	\$77,004	\$86,682	\$101,096	\$109,950
4	\$46,814	\$52,796	\$56,715	\$60,223	\$78,790	\$88,485	\$102,925	\$111,795
5	\$48,542	\$54,535	\$58,462	\$61,975	\$80,575	\$90,288	\$104,754	\$113,640
6	\$50,271	\$56,275	\$60,208	\$63,728	\$82,361	\$92,092	\$106,584	\$115,485
7	\$51,999	\$58,014	\$61,954	\$65,481	\$84,147	\$93,895	\$108,413	\$117,330
8	\$53,728	\$59,753	\$63,701	\$67,233	\$85,933	\$95,698	\$110,242	\$119,176
9	\$55,457	\$61,493	\$65,447	\$68,986	\$87,719	\$97,501	\$112,071	\$121,021
10	\$57,185	\$63,232	\$67,193	\$70,738	\$89,505	\$99,305	\$113,901	\$122,866
11	\$58,914	\$64,971	\$68,940	\$72,491	\$91,291	\$101,108	\$115,730	\$124,711
12	\$60,642	\$66,711	\$70,686	\$74,244	\$93,077	\$102,911	\$117,559	\$126,556
13	\$62,371	\$68,450	\$72,432	\$75,996	\$94,863	\$104,714	\$119,388	\$128,401
14	\$64,100	\$70,189	\$74,178	\$77,749	\$96,649	\$106,518	\$121,218	\$130,246
15	\$65,828	\$71,929	\$75,925	\$79,502	\$98,435	\$108,321	\$123,047	\$132,091
16	\$67,557	\$73,668	\$77,671	\$81,254	\$100,221	\$110,124	\$124,876	\$133,937
17	\$69,285	\$75,407	\$79,417	\$83,007	\$102,007	\$111,928	\$126,705	\$135,782
18	\$71,014	\$77,147	\$81,164	\$84,759	\$103,793	\$113,731	\$128,534	\$137,627
19	\$72,743	\$78,886	\$82,910	\$86,512	\$105,578	\$115,534	\$130,364	\$139,472
20	\$74,471	\$80,625	\$84,656	\$88,265	\$107,364	\$117,337	\$132,193	\$141,317
21	\$76,200	\$82,365	\$86,403	\$90,017	\$109,150	\$119,141	\$134,022	\$143,162
22	\$77,928	\$84,104	\$88,149	\$91,770	\$110,936	\$120,944	\$135,851	\$145,007
23	\$79,657	\$85,843	\$89,895	\$93,522	\$112,722	\$122,747	\$137,681	\$146,852
24	\$81,386	\$87,583	\$91,642	\$95,275	\$114,508	\$124,550	\$139,510	\$148,697
25	\$83,114	\$89,322	\$93,388	\$97,028	\$116,294	\$126,354	\$141,339	\$150,543
26	\$84,843	\$91,061	\$95,134	\$98,780	\$118,080	\$128,157	\$143,168	\$152,388
27	\$86,571	\$92,801	\$96,880	\$100,533	\$119,866	\$129,960	\$144,997	\$154,233
28	\$88,300	\$94,540	\$98,627	\$102,286	\$121,652	\$131,763	\$146,827	\$156,078

Note

1. Salaried personnel shall not be entitled to additional holiday pay other than as compensated in annual salary.

## Food and Nutrition Services Assistants

Fiscal Year 2024 (Effective July 1, 2023)

Step	GRADE	
	II	III
3	\$16.69	\$17.42
4	\$17.36	\$18.15
5	\$18.04	\$18.89
6	\$18.71	\$19.61
7	\$19.37	\$20.35
8	\$20.05	\$21.08
9	\$20.72	\$21.81
10	\$21.40	\$22.54
11	\$22.07	\$23.28
12	\$22.74	\$24.00
13	\$23.41	\$24.73
14	\$24.09	\$25.45
15	\$24.76	\$26.19
16	\$25.42	\$26.92

### Notes: All Hourly Support Personnel

#### Longevity

- Hourly Support personnel with 13-14 years of regular service the Howard County Public School System will receive an additional \$ .25 per hour.
- Hourly Support personnel with 15-19 years of regular service in the Howard County Public School System will receive an additional \$ .56 per hour.
- Hourly Support personnel with 20 or more years of regular service in the Howard County Public School System will receive \$1.00 per hour.
- Hourly Support Personal hired before April 1 of a fiscal year will be granted a full year toward longevity.
- Longevity payments are not cumulative from year to year.

#### Field Trips

All hourly employees that go on extended-day field trips will receive their hourly rate of pay, which includes any earned longevity, and applicable overtime.