



This Memorandum of Understanding (hereinafter referred to as "MOU") is made by and between the Howard County Board of Education (the "County Board" or "BOE") and the Howard County Education Association (the "Association" or "HCEA") for employees covered under the certificated and non-certificated HCEA bargaining units. The County Board and Association will be referred to collectively as "Parties."

This MOU will address the following:

1. Compensation for staff engaged in work during summer school that is outside of the job they perform during the regular work year.
2. Vacant positions during the 2023 surplus/return from leave process.
3. In-person onboarding for the 2023-2024 hiring season.
4. Substitutes for principal secretaries and extra working days for teacher's secretaries during the summer of 2023.

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Compensation for Staff Engaged in Work During Summer School That is Outside of the Job They Perform During the regular work year.

At the time of the signing of this MOU, both certificated (teachers) and non-certificated (ESP) collective bargaining agreements contain language that sets summer school pay for staff at the same per diem rate staff earns during the school year. Occasionally, staff are employed in a position during summer school that they do not hold during the school year. The language below clarifies how staff working in positions different from their regular school year positions during summer school will be compensated.

All non-certificated staff (ESP), working within positions that are still within the ESP bargaining unit, but are outside of the job they perform during the work year, will be paid at the grade of the position they are working within. They will be placed on the step they currently hold within the grade of the summer school position. For example: A paraeducator (current grade 6) on step 15 working as a teacher's secretary, will receive compensation, per hour, based on placement on the teacher's secretary grade (currently grade 7) on step 15.

All non-certificated staff (ESP), working in a summer position in the certificated unit, will receive the hourly rate of a teacher on Step 4, Lane A of the certificated salary scale. For example, a

paraeducator (current grade 6) on step 15 working as a teacher, will receive compensation, per hour, based on placement on the teacher's scale, lane A, step 4.

All certificated staff working in summer school as an ESP will receive the hourly rate of the ESP position in which they are employed but at the last step of the grade, they are performing the work within. For example: A teacher on Lane C step 15, working as a paraeducator will receive compensation, per hour, based on placement on grade 6 step 19+.

Vacant positions during the 2023 surplus/return from leave process.

HCPSS is losing eligible candidates for open contracts in hard-to-fill positions (i.e., special education, K-12 fine arts, and secondary math and science) because they cannot tell the candidate the specific school where they will be placed. Thus, in hiring for the 2023-2024 school year, HCEA agrees to allow up to one-third of open positions in each of these areas to be placed at the same time as surplus and return from leave. We hope this will result in a qualified teacher in each classroom while still allowing for choice and movement of current staff. This language will be reassessed in February 2024.

Up to one-third of vacant positions in K-12 art and dance, as well as up to one-third of vacant positions in secondary math and science may be offered to candidates with open contracts. Vacant special education positions in elementary and secondary will be considered separately and up to one-third of each may be offered to candidates with open contracts. The choice will be the candidates' and not the administrators'.

In-Person Onboarding for the 2023-2024 hiring season.

Due to the pandemic, HCPSS transitioned to virtual onboarding to safely orient newly hired employees. For the 2023-2024 school year, HCPSS will reinstitute the pre-pandemic, in-person onboarding. With in-person onboarding, newly hired employees will have personal interaction with human resources professionals and receive knowledge of HCPSS's processes and procedures. Thus, for the 2023-2024 school year, in-person onboarding procedures in the following manner:

- During both July and August, employees will be invited to an in-person onboarding experience that will involve "stations" for employees to learn about HCPSS's processes and procedures. HCEA will be given its own station to meet with the new hires, which will be a mandatory station on the new hire's passport.
- Three additional onboarding sessions will be held during the school year in October, January, and April in an attempt to include all new hires during the school year. These events will begin at 2:30 pm and run until approximately 4:00 pm. Employees will be released from their regular assignment for the scheduled time to attend the onboarding

session but will not be paid additional compensation beyond their regular duty hours as the sessions are not mandatory.

- HCEA will be supplied with a list of new hires eligible to attend the onboarding sessions as soon as possible so that HCEA can encourage employees to attend. This list will include the information that is typically provided to HCEA for in-person onboarding events: full name, work location, position title, phone number, work email address, and personal email address. HCEA understands that HCPSS can only provide the personal email address and phone number if the employee provides this information to the HCPSS.

Substitutes for principal secretaries and extra working days for teacher's secretaries during the summer of 2023.

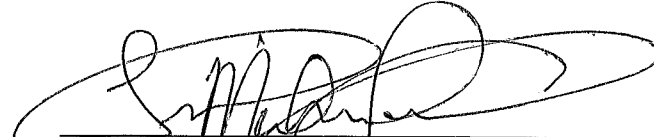
At the time of the signing of this MOU, the non-certificated (ESP) collective bargaining agreement (CBA) contains language that allows principal secretaries to receive substitutes if they are absent for two consecutive days. Additionally, the CBA contains language granting teacher secretaries an additional 21 hours or three days in the summer if they chose to use it to complete work.

For the summer of 2023, principal secretaries will only be guaranteed substitute coverage if they are absent for more than 6 consecutive days. If there is an absence of less than 6 consecutive days, coverage will have to be approved through the Office of School Management and Instructional Leadership (SMIL). For the summer of 2023, teacher secretaries may be offered up to an additional 35 hours or five days of pay for work they choose to complete in the summer.

Should there be any confusion or uncertainty when applying the language above, HCPSS, through the Office of Employee and Labor Relations, agrees to contact HCEA to collaborate/negotiate terms prior to making any decision.



Colleen Morris/HCEA President



T. Michael Carson/Director of Employee and Labor Relations

Date: 6/28/23

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