MEMORANDUM

To: All Principals and Directors

From: Larry A. Bowers, Chief Operating Officer

Subject: Instructions for Additional Days of School—April 21 and June 13, 2014

This memorandum is a follow up to the all staff message sent on April 2, 2014, informing you that Montgomery County Public Schools (MCPS) will be open on April 21, 2014, and that the final day of school for students will be June 13, 2013, instead of June 12, 2014. The final day will be a half day of instruction, and June 12 will be a full day of school for students. The final day for staff will be June 16, 2014.

Background

To assist you in communicating with staff, I am providing you with this additional information. The Board of Education adopted calendar for the 2013–2014 school year includes 184 days of instruction. There are four days added into the calendar beyond the required 180 days to address the loss of days due to weather or other emergency situations. In most years, the additional four days are adequate to compensate for the loss of instructional days due to emergency closings. However, this year, schools were closed for 10 days, and if we did not make up any of these days, we would have gone to school for only 174 days. The state superintendent of schools, Dr. Lillian M. Lowery, has agreed to waive four days if we make up two of the missed days. The purpose of this memorandum is to clarify expectations for operations on these two days and communicate who is expected to work on April 21 and June 13, 2014.

Since the Montgomery County Association of Administrators and Principals (MCAAP), the Montgomery County Business and Operations Administrators (MCBOA), and the Montgomery County Education Association (MCEA) unit members receive an annual salary, no additional pay will be provided for these days to make up lost instructional time. MCAAP, MCBOA, or MCEA unit members who do not work on April 21 or MCEA unit members who do not work on June 16 are required to take leave.
Service Employees International Union (SEIU) Local 500 unit members will be paid for any hours worked on April 21, 2014, in addition to holiday pay, and will not be required to take leave if they do not work. Ten-month SEIU Local 500 employees who were not scheduled to work on June 13, 2014, and are now expected to work will be paid for the hours worked on this day. Ten-month SEIU Local 500 members who were previously scheduled to work on June 13 are expected to work or take leave and will not have their work year extended.

Not all SEIU Local 500 unit members will be required to work on April 21, 2014. School-based SEIU Local 500 unit members who are needed to maintain instructional programs will report to work on April 21, 2014. In addition to instructionally-related school-based staff who are expected to work, school bus operators and attendants, some food service workers, security staff, and building service staff are expected to report to work on April 21, 2014. I will be sending you on Monday, April 7, 2014, a list of the positions of those who are expected to work and those who will not report to work. Please note that for staff in certain positions the principal will decide who is expected to work. Employees should be notified by April 11, 2014, whether or not they are expected to report to work.

Central Services SEIU Local 500 employees who are essential to ensure a successful instructional program, maintain the operations of schools and the school system, and be available to support schools will be expected to work. Central Services SEIU unit members should be notified by their supervisor by April 11, 2014, whether or not they are expected to work on April 21. The number of Central Services SEIU Local 500 staff expected to report to work will be minimal and should include only those who are needed to provide support to schools. Other SEIU unit members who are not expected to work on April 21 will receive holiday pay and are not required to take leave.

**Instructional Related Issues**

- Students are expected to attend school on April 21. If families have plans scheduled for this day that cannot be changed, students will receive excused absences.
- For schools that give out perfect attendance awards, an absence on April 21 should not count against a student receiving this award.
- Knowing that student absences will be higher than normal on April 21, teachers should not schedule any assessment or have any projects due on this day.
- Head Start and other non-special education prekindergarten programs will not be held on either April 21 or June 13.
- The final exam schedule in secondary schools should be adjusted by one day in order to add one additional instructional day.

**Staff Attendance**

- All MCAAP, MCBOA, and MCEA unit members are expected to work on April 21, 2014, or take leave if they are not able to work. Leave only should be granted for circumstances that prevent teachers from reporting to work on April 21. Leave forms need to be submitted...
to principals and substitutes need to be secured through the Substitute Employee Management System.

- Ten-month MCEA unit members are expected to work June 16, 2014, or take leave if they are not able to work.
- Designated SEIU Local 500 unit members are expected to work on April 21, 2014. SEIU Local 500 unit members who do not work do not have to take leave. Certain school-based instructionally-related positions and other school-based and central office positions have been designated as having to work. I will be sending you on Monday, April 7, 2014, a list of the positions of those who are expected to work and those who will not report to work. Other positions/staff will be designated as essential to work by the principal or supervisor. All SEIU Local 500 unit members should be informed by April 11, 2014, whether or not they are expected to work on April 21. To the extent possible, this communication should be in writing.
- Designated SEIU Local 500 unit members not previously scheduled to work on June 13, 2014, are expected to work. I will be sending you on Monday, April 7, 2014, a list of the positions of those who are expected to work and those who will not report to work.
- Central Services MCAAP and MCEA unit members should be available on April 21 to provide class coverage in schools where adequate substitute coverage is not available.

**Staff Pay**

- MCAAP, MCBOA, and MCEA unit members will not receive extra pay for working on either April 21 or June 16, 2014. Anyone who does not work on April 21 is expected to take leave. Ten-month MCEA unit members who do not work on June 16 are expected to take leave.
- Any SEIU Local 500 unit member who works on April 21 will be paid for working in addition to receiving holiday pay. The rate of pay will be time-and-a-half (in addition to the holiday pay). Anyone who does not report to work is not expected to take leave and will receive holiday pay.
- Ten-month SEIU Local 500 unit members who were not scheduled to work on June 13 and now work will be paid for the number of hours worked. If they do not work, they are not required to take leave.

**SEIU Local 500 Central Services Staff Reporting on April 21, 2014**

- Individual supervisors will determine which staff in their office, department, or division are essential to support the operations of the schools on April 21 and are expected to report to work. All SEIU Local 500 unit members should be informed by April 11, 2014, whether or not they are expected to work on April 21. To the extent possible, this communication should be in writing.
- For many offices, only minimal staffing will be expected to report to work, and in some cases the length of the shift may be less than the regular shift an employee works.
The criteria to be used by supervisors in determining who is essential and hence required to work are staff that are necessary to continue the instructional program or are essential to provide support to schools or might be needed to address emergency situations.

A list of “Frequently Asked Questions” (FAQs) is attached (Attachment A1). You can share this memorandum as well as the FAQs with your staff. Information will be posted on the MCPS website.

Questions
- Questions about staff attendance or pay issues can be directed to Mrs. Susanne G. DeGraba, chief financial officer, at 301-279-7265 or via e-mail.
- Questions about the instructional program or student attendance can be directed to Ms. Karalee C. Turner-Little, executive director, Office of School Support and Improvement, at 301-309-6271 or via e-mail.

We appreciate your support in helping to implement these changes to the instructional day. There was no easy solution to making up the lost instructional days and none that would satisfy everyone. This resolution was acceptable to the state superintendent of schools and addressed the concerns that had been raised about the different options to the best of our ability to do so. Thank you for working with your staff through this challenging situation.

LAB:lsn

Attachment

Copy to:
Executive Staff
Mrs. DeGraba
Mrs. Cuttitta
Mrs. Gilman
Dr. Mugge
Mr. Prouty
Frequently Asked Questions about April 21, 2014
Who Must Work, Who Gets Paid, and Who Has to Take Leave

WHO MUST WORK?

The Montgomery County Association of Administrators and Principals (MCAAP), the Montgomery County Business and Operations Administrators (MCBOA), and the Montgomery County Education Association (MCEA) unit members are expected to report to work on Monday, April 21, 2014. MCAAP, MCBOA, or MCEA employees who do not work on April 21 are required to take leave.

School-based Service Employees International Union (SEIU) Local 500 unit members who are needed to maintain instructional programs will report to work on April 21, 2014. A list of the positions that are expected to work and those who will not report to work is attached (Attachment A2). In addition to instructionally-related school-based staff who are expected to work, school bus operators and attendants, some food service workers, security staff, and building service workers are expected to report to work on April 21, 2014. For certain positions, the principal will decide whether or not an employee is expected to report to work. Those employees who are expected to work and are not able to work because of plans that cannot be changed or illness do not have to take leave and will receive holiday pay. Central Services SEIU Local 500 employees who are essential to ensure a successful instructional program, maintain the operations of schools and the school system, and be available to support schools will be expected to work. Central Services SEIU Local 500 unit members will be notified by their supervisor whether or not they are expected to work on April 21. The number of central office SEIU Local 500 unit members expected to report to work will be minimal and should include only those who are needed to provide support to schools. Other SEIU Local 500 unit members who are not expected to work on April 21 will receive holiday pay and are not required to take leave.

MCAAP/MCBOA and MCEA Unit Members

Q. If staff do not report to work, are they required to use leave?

Response: Yes. All administrators, supervisors, teachers and teacher-level staff are required to come to work on April 21, and if they are not able to report to work, they must take leave.

Q. What happens to someone who has previous plans that cannot be changed and are not able to come to work and has no leave?

Response: They will have leave deducted. If there is no leave available, the leave will be deducted from Fiscal Year 2015, and they will start the year with a negative balance.
Q. Will administrators and teachers receive extra pay for working on April 21?

Response: No. MCAAP, MCBOA, and MCEA unit members receive an annual salary, and no additional pay will be provided for working on April 21.

Q. Are long-term substitute teachers paid for April 21?

Response: Yes. Long-term substitute teachers will be paid their normal daily rate.

Q. Do part-time teachers who do not normally work on Mondays have to report on April 21?

Response: No. If someone does not normally work on Monday, they are not expected to report to work on April 21.

Q. If someone is on long-term leave, does April 21 count as a duty day?

Response: Yes. For those MCAAP, MCBOA, and MCEA unit members on long-term leave, this will be a duty day and leave will have to be used.

Q. Do Infants and Toddlers staff members have to report to work on April 21?

Response: Yes. Infants and Toddlers staff members will report to work and offer services to families regularly seen on Mondays. If a staff member is unable to work, leave will be granted. Part-time staff members who do not normally report to work on Monday will not report to work.

SEIU Local 500 Unit Members

Q. Will all SEIU Local 500 employees have to work on April 21?

Response: No, not all SEIU Local 500 unit members will be required to work on April 21, but many will. At a minimum, school bus operators and attendants, school-based food service workers, security staff, building service workers, and instruction-related school-based staff are expected to report. Principals and directors will decide which other staff members are essential to maintaining the operation of the schools and school system. Only a small number of SEIU staff in Central Services will be expected to work.

Q. Will SEIU Local 500 employees receive holiday pay for April 21 if they work on this day?

Response: Yes. All active SEIU Local 500 employees will receive holiday pay for April 21. In addition, those employees who work on April 21 will be paid for the hours they work at time-and-a-half for the number of hours worked.
Q. Will overtime-ineligible SEIU Local 500 employees who work on April 21 be paid for working in addition to holiday pay?

Response: Yes. Overtime-ineligible SEIU Local 500 employees who work on April 21 will be paid for all hours worked at time-and-a-half for the number of hours worked in addition to their holiday pay.

Q. Must SEIU Local 500 employees who are required to come to work but do not come to work use leave?

Response: No. They will receive regular holiday pay and do not have to take leave.