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ACTION REQUIRED BY: May 11, 2018

Office of the Chief Operating Officer
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

April 26, 2018

MEMORANDUM

To: All Principals and Directors

From: Andrew M. Zuckerman, Chief Operating Officer 

Subject: ACTION—Who Works on June 13–15, and June 18, 2018

Summary

The purpose of this memorandum is to clarify expectations for operations on the final day of school for students on Friday, June 15, 2018, instead of Tuesday, June 12, 2018, and to share information about which school-based Service Employees International Union (SEIU) Local 500 employees are expected to work that day. As a result of this change, Friday, June 15, 2018, will be a half day of instruction. The final day for teachers will be Monday, June 18, 2018. The attached chart includes information about all categories of employees, including 10- and 12-month positions, and who is expected to work on June 18, 2018.

The following information is provided to assist you with communication to staff members. The Board of Education adopted the 2017–2018 School Year Calendar, which includes 182 days of instruction. Two days were added into the calendar beyond the state-mandated minimum of 180 school days to address the potential loss of days due to weather or other emergency situations. This year, schools were closed for five days, and without additional make-up days, we would have held school for only 177 days.

Since the Montgomery County Association of Administrators and Principals, the Montgomery County Business and Operations Administrators, and the Montgomery County Education Association (MCEA) unit members receive an annual salary, no additional pay will be provided for this day to make up lost instructional time. All regular Montgomery County Public Schools leave procedures apply to these days.

The attached chart includes 10-month SEIU Local 500 employees who previously were not scheduled to work on June 15, 2018, and are now expected to work. Please note that you will need to determine if some of these employees are required to work to provide services to students. They should report to work if they are identified as needed but only for the hours that students are in school that day or the hours their services are required. The work day for other employees should be limited to the number

of hours they are needed that day. Employees should report only the hours they were scheduled to work. If they do not work, they are not required to take leave.

Head Start, other non-special education prekindergarten programs, and special education prekindergarten programs will not be held on June 15, 2018. The last day of school for these programs will be Thursday, June 14, 2018. Those teachers are expected to work the same work schedule as the rest of the MCEA 10-month employees. The last work day for prekindergarten paraeducators, Head Start paraeducators, and special education prekindergarten paraeducators will be June 14, 2018.

Action

- This information should be shared with your staff by **Friday, May 11, 2018**.

Questions

- Questions about staff attendance or pay issues can be directed to Ms. Nicola Diamond, chief financial officer, at 240-740-3160 or via e-mail or Mr. Krishnanda A. Tallur, director, Department of Employee and Retiree Services, at 301-517-8100 or via e-mail.
- Questions about the instructional program or student attendance can be directed to Dr. Arronza M. LaBatt, executive director to the deputy superintendent, Office of School Support and Improvement, at 240-740-3100 or via e-mail.

AMZ:mkl

Attachment

Copy to:

Executive Staff
Dr. LaBatt
Mr. Tallur
Mrs. Cuttitta
Mr. Koutsos
Mr. Lloyd

EMPLOYEE WORK SCHEDULE FOR FY 2018 MAKE-UP DAYS

	Work Schedule	Wednesday, June 13 & Thursday, June 14, 2018				Friday, June 15, 2018 (Half Day of Instruction)				Monday, June 18, 2018 (Professional Day-Teachers)			
		Previously Scheduled Work Day	Expected to Work	Use Leave	Pay Code Reported	Previously Scheduled Work Day	Expected to Work	Use Leave	Pay Code Reported	Previously Scheduled Work Day	Expected to Work	Use Leave	Pay Code Reported
12-month MCAAP	12-01	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave
11-month MCAAP	11-21	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave	No	Yes	Yes (See Note 2)	REG/Approved Leave
12-month MCBOA	12-01	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave
12-month MCEA	12-01	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave
10-month MCEA	10-02	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave	No	Yes	Yes (See Note 2)	REG/Approved Leave
12-month SEIU	12-01	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave
9- & 10-month SEIU													
9-month													
9-month Cafeteria Worker I (7510)	09-09	WORK SCHEDULE NOT ACTIVE FOR FY2018											
Cafeteria Manager II (7641)	09-09	WORK SCHEDULE NOT ACTIVE FOR FY2018											
10-month													
School Secretary I (4210)	10-03	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave
School Secretary II (4230)	10-03	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave
Office Assistant II (4020)	10-03	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave
Field Trip Assistant (9480)	10-03	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave
Media Assistant	10-04	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave
Special Education Paraeducator (6450 & 6550)	10-05	Yes	Yes	Yes	REG/Approved Leave	No	See Note 1	No	MDW	No	No		
Speech/Language Pathology Assistant (6530)	10-05	Yes	Yes	Yes	REG/Approved Leave	No	See Note 1	No	MDW	No	No		
Physical Therapy Assistant (6940)	10-05	Yes	Yes	Yes	REG/Approved Leave	No	See Note 1	No	MDW	No	No		
Interpreter for Hearing Impaired I & II (6560 & 6570)	10-05	Yes	Yes	Yes	REG/Approved Leave	No	See Note 1	No	MDW	No	No		
Occupational Therapy Assistant (6580)	10-05	Yes	Yes	Yes	REG/Approved Leave	No	See Note 1	No	MDW	No	No		
Bus Operator I (9210)	10-06	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Bus Operator II (9230)	10-06	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Radio Bus Operator (9325)	10-06	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Bus Operator I—Permanent Sub (9490)	10-06	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Bus Attendant—Special Education (6510)	10-06	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Food Services Field Manager (7740)	10-07	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
DFNS Family Day Care Assistant	10-07	Yes	Yes	Yes	REG/Approved Leave	No	No	No		No	No		
Cafeteria Permanent Sub (7531)	10-08	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Food Services Satellite Manager I, II & III (7600, 7610 & 7615)	10-08	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Security Assistant (5190)	10-10	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Parent Community Coordinator (6500)	10-10	Yes	Yes	Yes	REG/Approved Leave	No	No	No		No	No		
Paraeducator (Not Special Education) (6600, 6602, 6603, 6604, 6605 & 6860)	10-10	Yes	Yes	Yes	REG/Approved Leave	No	No	No		No	No		
Dual Enrollment Paraeducator (6540)	10-10	Yes	Yes	Yes	REG/Approved Leave	No	No	No		No	No		
Lunch Hour Aide—Permanent (6490 & 6491)	10-11	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Prekindergarten Paraeducator	10-12	Yes	Yes	Yes	REG/Approved Leave	No	No	No		No	No		
Head Start Paraeducator (6700)	10-12	Yes	Yes	Yes	REG/Approved Leave	No	No	No		No	No		
Social Services Assistant (6990)	10-13	Yes	Yes	Yes	REG/Approved Leave	No	See Note 1	No	MDW	No	No		
Cafeteria Worker I (7511)	10-14	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Warehouse Worker (9310)	10-14	Yes	Yes	Yes	REG/Approved Leave	No	No	No		No	No		
Truck Driver/Warehouse Worker (9330)	10-14	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
English Composition Assistant (6990)	10-15	Yes	Yes	Yes	REG/Approved Leave	No	No	No		No	No		
Security Team Leader (5130)	10-16	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
CPF Worker I (7520)*	10-17	No	No	No		No	No	No		No	No		
Catering Services Worker (7525)*	10-17	No	No	No		No	No	No		No	No		
CPF Worker II (7560)*	10-18	No	No	No		No	No	No		No	No		
CPF Manager V (7690)	10-19	WORK SCHEDULE NOT ACTIVE FOR FY2018											
CPF Office Assistant IV (7500)	10-20	WORK SCHEDULE NOT ACTIVE FOR FY2018											
Cafeteria Manager I (7620)	10-21	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Cafeteria Manager II (7640)	10-21	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Cafeteria Manager III (7661)	10-21	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Cafeteria Manager IV (7680)	10-21	Yes	Yes	Yes	REG/Approved Leave	No	Yes	No	MDW	No	No		
Media Service Technicians	10-22	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave	Yes	Yes	Yes	REG/Approved Leave

Note 1: Only employees identified by the school administrator or employee supervisor as being required for students on Friday, June 15, 2018 will work. Hours will be based on the service(s) required and will not exceed the student day.

Note 2: The following are the only types of leave to be reported for 10 and 11-month professionals: sick, illness in family, child care, personal, family crisis bank, or no pay reported.

*Note 3: The last scheduled work day was June 8, 2018. These employees will now work June 11 and June 12, 2018, but not June 13 or June 14, 2018.