
Terri L. Baker, SHRM-CP
Director of Human Resources

Memorandum

To: Educational Support Personnel (ESP) Employees

From: Terri Baker, Director of Human Resources

Cc: Sandy Hammond, Coordinator of Human Resources: ESP

Date: June 25, 2019

REFERENCE: ESP Salary and Attendance Incentive Update

The Washington County Board of Education (WCBOE) has signed a Memorandum of Understanding with Washington County Educational Support Personnel (WCESP) effective July 1, 2019, addressing updates to the ESP salary scale and Article 13.1 of the WCBOE and WCESP Negotiated Agreement.

The ESP salary scale will increase by 2.75%, effective July 1 (new scale is attached). This means each salary grade and step will increase by that amount. Twelve-month employees will notice this increase in their hourly rate beginning with the July 26, 2019 paycheck for time worked from July 1 – July 14. Ten and eleven-month employees will see the increase on their first paycheck when returning in August or September.

In addition to the salary increase, updates to *Article 13.1 Sick Leave Annual Allowance* give employees the potential to earn additional pay through an enhanced attendance incentive. While WCPS attempts to place the most highly qualified substitutes in the schools and operational departments, they cannot deliver the high-quality support services that ESP staff deliver on a day-to-day basis. Incentivizing employees to maintain stellar attendance is in students' best interests. The ability to buyout four (4) sick days per year at the current per diem rate allows ESP staff to earn between 1.5% - 2% more per year (based on 12-month vs. 10-month contracts).

We encourage you to (1) analyze your first paycheck with the increased pay rate, and (2) review the new provisions of Article 13.1 (below and the enhanced incentive is highlighted in yellow).

Please contact Sandy Hammond, Coordinator of Human Resources: ESP Personnel, at hammosan@wcps.k12.md.us or 301-766-2802 if you have any questions.

Article 13.1 Sick Leave Annual Allowance

Employees will be entitled to one (1) day of sick leave for each month of their assignment year calculated to the nearest half day. The total number of days will be made available beginning on the first (1st) day of the assignment year. Sick leave shall be accumulated from year-to-year unlimited.

If an employee resigns before the end of the school year, sick leave days which have been used in excess of one (1) day per month of employment and are not covered by accumulated sick leave shall be regarded as lost time with an appropriate deduction made from the final salary check.

At the conclusion of every twelve (12)-month period between July 1 and June 30, an employee who has attained perfect attendance (i.e., no use of sick leave, personal leave, leave without pay, or administrative leave resulting from a disciplinary action) may convert up to four (4) days of accumulated sick leave to pay at the current per diem rate.

At the conclusion of every twelve (12)-month period between July 1 and June 30, an employee who has used personal leave only (no use of sick leave, leave without pay, or administrative leave resulting from a disciplinary action) may convert up to three (3) days of accumulated sick leave to pay. Personal days used will reduce the days available to convert on a one-to-one basis.

The conversion of sick leave payment shall be made by separate check and/or direct deposit, payable on the first pay of November of the following fiscal year. Employees must be an employee for their entire assignment year and on the date of payout to be eligible.

Negotiated FY2020 Classified Employee Scale (ESP) - Approved by MOU 6/18/19

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
1	\$11.13	\$11.41	\$11.70	\$11.99	\$12.29	\$12.60	\$12.92	\$13.24	\$13.57	\$13.91	\$14.26	\$14.62	\$14.99	\$15.36	\$15.74	\$16.13	\$16.53	\$16.94	\$17.36	\$17.79
2	\$12.21	\$12.52	\$12.83	\$13.15	\$13.48	\$13.82	\$14.17	\$14.52	\$14.88	\$15.25	\$15.63	\$16.02	\$16.42	\$16.83	\$17.25	\$17.68	\$18.12	\$18.57	\$19.03	\$19.51
3	\$13.25	\$13.58	\$13.92	\$14.27	\$14.63	\$15.00	\$15.38	\$15.76	\$16.15	\$16.55	\$16.96	\$17.38	\$17.81	\$18.26	\$18.72	\$19.19	\$19.67	\$20.16	\$20.66	\$21.18
4	\$14.26	\$14.62	\$14.99	\$15.36	\$15.74	\$16.13	\$16.53	\$16.94	\$17.36	\$17.79	\$18.23	\$18.69	\$19.16	\$19.64	\$20.13	\$20.63	\$21.15	\$21.68	\$22.22	\$22.78
5	\$15.20	\$15.58	\$15.97	\$16.37	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.98	\$19.45	\$19.94	\$20.44	\$20.95	\$21.47	\$22.01	\$22.56	\$23.12	\$23.70	\$24.29
6	\$16.28	\$16.69	\$17.11	\$17.54	\$17.98	\$18.43	\$18.89	\$19.36	\$19.84	\$20.34	\$20.85	\$21.37	\$21.90	\$22.45	\$23.01	\$23.59	\$24.18	\$24.78	\$25.40	\$26.04
7	\$17.27	\$17.70	\$18.14	\$18.59	\$19.05	\$19.53	\$20.02	\$20.52	\$21.03	\$21.56	\$22.10	\$22.65	\$23.22	\$23.80	\$24.40	\$25.01	\$25.64	\$26.28	\$26.94	\$27.61
8	\$18.47	\$18.93	\$19.40	\$19.89	\$20.39	\$20.90	\$21.42	\$21.96	\$22.51	\$23.07	\$23.65	\$24.24	\$24.85	\$25.47	\$26.11	\$26.76	\$27.43	\$28.12	\$28.82	\$29.54
9	\$19.68	\$20.17	\$20.67	\$21.19	\$21.72	\$22.26	\$22.82	\$23.39	\$23.97	\$24.57	\$25.18	\$25.81	\$26.46	\$27.12	\$27.80	\$28.50	\$29.21	\$29.94	\$30.69	\$31.46
10	\$20.88	\$21.40	\$21.94	\$22.49	\$23.05	\$23.63	\$24.22	\$24.83	\$25.45	\$26.09	\$26.74	\$27.41	\$28.10	\$28.80	\$29.52	\$30.26	\$31.02	\$31.80	\$32.60	\$33.42
11	\$22.04	\$22.59	\$23.15	\$23.73	\$24.32	\$24.93	\$25.55	\$26.19	\$26.84	\$27.51	\$28.20	\$28.91	\$29.63	\$30.37	\$31.13	\$31.91	\$32.71	\$33.53	\$34.37	\$35.23
12	\$23.23	\$23.81	\$24.41	\$25.02	\$25.65	\$26.29	\$26.95	\$27.62	\$28.31	\$29.02	\$29.75	\$30.49	\$31.25	\$32.03	\$32.83	\$33.65	\$34.49	\$35.35	\$36.23	\$37.14
13	\$24.44	\$25.05	\$25.68	\$26.32	\$26.98	\$27.65	\$28.34	\$29.05	\$29.78	\$30.52	\$31.28	\$32.06	\$32.86	\$33.68	\$34.52	\$35.38	\$36.26	\$37.17	\$38.10	\$39.05
14	\$25.65	\$26.29	\$26.95	\$27.62	\$28.31	\$29.02	\$29.75	\$30.49	\$31.25	\$32.03	\$32.83	\$33.65	\$34.49	\$35.35	\$36.23	\$37.14	\$38.07	\$39.02	\$40.00	\$41.00
15	\$26.86	\$27.53	\$28.22	\$28.93	\$29.65	\$30.39	\$31.15	\$31.93	\$32.73	\$33.55	\$34.39	\$35.25	\$36.13	\$37.03	\$37.96	\$38.91	\$39.88	\$40.88	\$41.90	\$42.95