



July 1, 2016  
through  
June 30, 2020

Agreement Between the Collective Education Association  
of St. Mary's County  
and the Board of Education of St. Mary's County

*Collaboration*



Non-discrimination Statement

The St. Mary's County Public School System does not discriminate on the basis of race, color, gender, age, national origin, marital status or sexual orientation, religion, or disability in matters affecting employment, admission to or treatment in providing access to programs. For inquiries related to this policy, please contact:

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## TABLE OF CONTENTS

Article 1, Recognition .....	1
Article 2, Dues Check Off .....	4
Article 3, Grievance and Arbitration .....	5
Article 4, Working Conditions.....	7
Article 5, Association Privileges and Responsibilities .....	12
Article 6, Employee Rights.....	15
Article 7, Job Security.....	18
Article 8, Leaves .....	22
Article 9, Fringe Benefits.....	32
Article 10, Educational Assistance Benefits .....	38
Article 11, Salary .....	42
Article 12, Severability .....	46
Article 13, Distribution .....	46
Article 14, Duration .....	46
Appendix A, Schedule of Classifications .....	A-1
Appendix B, CEASMC Salary and Hourly Wage Scales.....	B-1
Appendix C, Extra Pay for Extra Duty Payment Schedule .....	C-1
Appendix D, CEASMC, EASMC, SMASA, and SMCPS Joint Sick Leave Bank and Exchange Operational Guidelines .....	D-1

# **ARTICLE 1 RECOGNITION**

## **1.1 PREAMBLE**

The Board of Education of St. Mary's County (hereafter referred to as the Board) and the Collective Education Association of St. Mary's County (CEASMC) recognize that the development of a quality educational program for the children of the county is a joint responsibility that can be best achieved by agreement that both parties work toward common goals. The Board and CEASMC enter into this Collective Bargaining Agreement (CBA) with mutual dedication, recognizing that the experience, creativity and judgment of both parties are necessary to meet the educational needs of the community. We mutually pledge to follow this CBA with patience, understanding, and good will.

## **1.2 DEFINITIONS**

The following list of terms will be used frequently in the Agreement and whenever they are used will refer to the definitions described below unless otherwise stipulated.

- a. Board - The Board of Education of St. Mary's County
- b. CBA - Collective Bargaining Agreement
- c. CEASMC or Association – The Collective Education Association of St. Mary's County, an affiliate of the Maryland State Teachers Association/Maryland State Education Association (MSEA), and the National Education Association (NEA).
- d. SMCPS – St. Mary's County Public Schools (SMCPS) and its administration
- e. Employee - Any employee of the Board who is contained within the bargaining unit represented by CEASMC.
  - Full-time: An employee who works 50% or more of the normal work week for his/her classification.
  - Part-time: An employee who works less than 50% of the normal work week for his/her classification.
  - Probationary: An employee who is employed to fill a full-time or part-time position for a trial period.
- f. Unit Member - Refers to any employee of the Board who is included in this noncertificated bargaining unit and, therefore, covered by the terms and provisions of the Agreement.
- g. Bargaining Unit – This unit shall include all noncertificated employees who are not designated by the Board as confidential, management, or supervisory employees as defined by the Annotated Code of Maryland, "Education Article", Title 6, Subtitle 5.

Appendix A of the CBA lists the known position in place at the time of execution of this CBA.

- h. Noncertificated Employee – An employee of the Board who is not required as a condition of employment to be “certificated” as defined by the Code of Maryland Regulations (COMAR), “Title 13A – State Board of Education,” Subtitle 12 – Certification.
- i. Confidential Employee – An individual whose employment with the Board requires knowledge of the Board’s posture in the negotiations process.
- j. Management Employee – An individual whose employment responsibilities with the Board require mainly executive and managerial functions.
- k. Superintendent – The Superintendent of the St. Mary’s County Public Schools (Superintendent) or his/her designee.
- l. Negotiations Law – Section 6-501 et seq. of the Maryland Code (1978).
- m. Agreement – The CBA between the Board and CEASMC, and affiliate of MSEA and NEA.
- n. Workday – Any day the unit member is scheduled to be on duty.
- o. Exempt Employee – Any unit member who is not entitled to the minimum wage or overtime pay protections of the Fair Labor Standards Act (FLSA).
- p. Nonexempt Employee – Any unit member who is entitled to the minimum wage and overtime pay protections of the FLSA.
- q. Per Diem Rate – An employee’s per diem rate is their annual salary including step, longevity, and stipends for the given year divided by the total number of paid days stipulated in Appendix A for that employee’s current job assignment plus paid holidays designated in the annual SMCPS operational calendar. Eligible stipends will be those that are specifically identified in this agreement as earnable income for the purposes of pension. The per diem rate for exempt employees will be prorated if less than a full duty day is worked.
- r. Intoxicated – Affected temporarily with diminished physical and mental control by means of alcoholic liquor, a drug, or another substance.

### 1.3 DESIGNATION

- a. CEASMC recognizes the Board as the agency charged with the legal responsibility for the successful operation of SMCPS. This responsibility shall include the determination and administration of school policy, the operation and management of the schools, and the direction of employees, subject only to the provisions of its negotiated agreements and state and federal laws.

- b. With the exception of the employee groups listed below, the Board recognizes CEASMC as the exclusive negotiating agent for all noncertificated employees of the SMCPS with regard to all matters relating to salary, wages, hours, and other working conditions.
- Legislated exceptions: Registered nurses, Junior Reserve Officers' Training Corp (JROTC) instructors, supervisory employees who have evaluative authority, and any other employee groups specified to be part of the certificated bargaining unit by the Education Article of the Annotated Code of Maryland.
  - Substitute employees: An individual who is employed to fill in for a full-time or part-time employee on a temporary basis.
  - Temporary employees: Employees who are employed to work for a period not to exceed nine months. Temporary employees shall be advised of the temporary nature of their employment at the time of hire.
  - Employees who work less than 50% of the normal workweek for their particular classification.
  - Summer youth/student employees.
  - Bus drivers and bus attendants who are hired by bus contractors.
  - Confidential employees.
- c. CEASMC recognizes its responsibility to represent fully and equally without discrimination all the members of the unit in the administration of this Agreement.

#### 1.4 NEGOTIATIONS PROCEDURES

- a. Negotiations for successor agreements shall begin no later than October 15. Team training will occur prior to negotiations beginning.
- b. In the event of impasse in negotiations, the Board and the Association will pursue resolution before the Maryland Public School Labor Relations Board in accordance with Section 6-408 of the Education Article of the Annotated Code of Maryland.
- c. Upon mutual agreement, this Agreement may be modified in whole or in part by an instrument in writing duly executed by both parties.

## **ARTICLE 2 DUES CHECK OFF**

### **2.1 DUES DEDUCTIONS**

- a. The Board shall deduct membership dues from employees' salaries for CEASMC. Association member employees voluntarily authorize such deductions by means of an appropriate written authorization form.
- b. CEASMC shall provide the Department of Fiscal Services annually, prior to October 1, with a list of members who have authorized payroll deductions for CEASMC dues. The list shall include each member's name arranged alphabetically and the appropriate amount to be deducted. For new members, an original copy shall be provided, upon request, of the authorizing membership form signed by the individual employee. Signed authorization forms will be arranged alphabetically. For members who join the Association after October 1 and authorize payroll deductions for CEASMC dues, CEASMC will provide the member's name and the total amount of prorated dues to be deducted over the remaining number of pay dates having dues deductions.
- c. The Association shall provide the Department of Fiscal Services annually, ten workdays prior to the second pay date in October, with a list of employees who have current membership in the Association, including each member's name and applicable identification number.
- d. The Board and CEASMC agree that any employee who requests dues deduction shall be responsible for full payment of the dues authorized for the current school year. An employee who is terminated or resigns his/her employment during the school year shall have deducted from his/her final salary payment an amount equal to his/her remaining dues authorization. The authorization form shall include a statement to this effect and it shall be the responsibility of CEASMC to make the employee aware of this provision before the form is completed. In the event the employee's final salary payment shall be an amount not sufficient to meet the remaining dues, the responsibility for collection of such monies shall rest entirely upon CEASMC.
- e. Deductions shall be withheld in 21 equal consecutive installments, beginning with the second pay period in October. The Board will not be required to honor any authorization for deduction that is delivered later than October 1. The Board will transmit the dues deducted to CEASMC within seven workdays after the last pay date of each month.

### **2.2 CEASMC MEMBERSHIP**

- a. Any employee who desires to terminate CEASMC membership and/or dues deductions must contact CEASMC directly. Cancellation of dues deductions can be effected only by written notice to the President of the Association from August 15 through 31 before each new school year. This written request shall be made by mail or in person.
- b. CEASMC shall indemnify and save the Board harmless against any and all claims, demands, suits, or any other forms of liability that shall rise out of, or by reason of, action taken or not taken by the Board for the purpose of complying with any of the

provisions of this article, or in reliance on any list, notice or assignment furnished under any such provisions.

### **ARTICLE 3 GRIEVANCE AND ARBITRATION**

#### **3.1 STATEMENT OF INTENT**

It is the intention of both the Board and the Association to develop a process that results in the resolution of grievances that arise from the CBA at the level within the system where the issue originates. Both parties endorse and encourage frank and open discussion of grievances and the use of a variety of nonadversarial, problem-solving techniques including, but not limited to, mediation, interest-based exploration of interests and options for solution and other means as appropriate. Employees shall be free to utilize the grievance procedure without prejudice to their employment status.

#### **3.2 DEFINITIONS**

- a. Grievant – A grievant is a unit member of CEASMC.
- b. Grievance – A grievance is any claim by a grievant that there has been a violation, misinterpretation, or misapplication of the terms of this agreement.
- c. Workday – For purposes of this article, a workday is defined as a day when the employee is scheduled to work.

#### **3.3 GENERAL**

- a. All the time limits herein shall consist of workdays. The number of days indicated at each step should be considered a maximum and every effort should be made to expedite the process.
- b. Nothing herein contained will be construed as limiting the right of any employee who has a concern to discuss the matter informally with the administrator who made the decision on the issue and to have the concern resolved without intervention of CEASMC. Such resolutions must be in accordance with the provision of this agreement or upon a mutually agreed upon resolution between CEASMC and the Board.
- c. The time limits in any step of this procedure may be extended or reduced in any specific instance by mutual written agreement between the aggrieved party and/or his/her representative, and the Superintendent or his/her designee.
- d. Any grievance concerning an alleged failure to pay the correct amount of salary, wages, or other payments shall be asserted within four years of the date of the alleged failure to pay the correct amount or shall be deemed waived.

### 3.4 PROCEDURE

CEASMC and the Board shall bear its own expenses in these arbitration proceeding, except that they shall share equally the fee and other expenses of the arbitrator in connection with the grievance submitted to him/her.

- a. Step 1 - The parties acknowledge that it is most desirable for an employee and the administrator who made the decision on the issue being grieved to resolve any problem relating to the terms of the Agreement through free and informal communications. However, if such informal processes fail to satisfy the employee, the problem may be further processed as a grievance provided that the grievance is submitted in writing within 20 days of the alleged grievance.
- b. Step 2 - The grievant must submit the grievance in writing to the administrator who made the decision on the issue being grieved. The administrator will arrange for a meeting to take place within four days after receipt of the grievance. The grievant and the administrator shall be present for the meeting. CEASMC and/or the Board's representative may be present at this step and any step thereafter. The administrator shall provide the grievant with a written answer on the grievance within four days after the meeting.
- c. Step 3 - If the grievant is not satisfied with the decision rendered by the administrator at Step 2, then he/she may appeal to the Superintendent within six days of the receipt of the decision of the administrator. The Superintendent shall arrange for a meeting with the grievant to take place within five days of his/her receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent will have ten days in which to provide his/her written decision to the grievant.
- d. Step 4 - If the grievant is not satisfied with the decision of the Superintendent in Step 3, or if the Superintendent fails to render a decision within the prescribed time, the grievance may within 15 days be submitted to arbitration by CEASMC under the Voluntary Labor Rules of the American Arbitration Association. The arbitrator shall have no authority to add to, alter, amend or modify any provision of this Agreement or to make any award which will in any way deprive the Board of any of the powers delegated to the Board by law. The award, in writing, of the arbitrator, except as noted in the above statement, shall be final and binding on the aggrieved and the Board.



## **ARTICLE 4 WORKING CONDITIONS**

### **4.1 HOURS OF A NORMAL WORKDAY EXCLUDING LUNCH**

- a. Full-time employees shall work the hours (excluding lunch) specified in Appendix A, Schedule of Classifications. Additional hours worked by nonexempt employees will be paid at the employee's hourly rate up to 40 hours worked per week, after which overtime guidelines apply. The employee categories are meant to be characteristic of the types of employees hired by SMCPS to work the indicated number of hours and may not include every single job classification.
- b. Half-time employees will normally work 50% of the above schedule.
- c. If planning time between paraeducators and teachers is warranted, it will be scheduled during the paraeducator's normal workday. This will not prohibit those reasonable activities traditionally carried on after normal student hours but within the duty day.
- d. All full-time employees shall have a one-half hour duty free lunch period.
- e. All full-time nonexempt employees shall be granted two 15-minute breaks, one scheduled during the first half of the shift and one scheduled during the second half of the shift. The specific scheduling of the breaks shall be done by mutual agreement of the employee and supervisor. Nonexempt employees working overtime will be entitled to an additional 15-minute break for every additional two hours worked.

### **4.2 ADJUSTMENTS TO THE NORMAL WORKDAY**

The needs of the school system may require adjustment in the hours assigned during the normal workday. Except in cases of emergency, SMCPS will provide the employee with ten workdays notice if there is an involuntary shift change.

SMCPS will implement a compressed summer schedule in July when regular school is closed for students excluding the week of the July 4, holiday. The duty day of all eleven- and twelve-month employees scheduled to work in any of these weeks will be extended by 25% off their normal work hours on Monday through Thursday, and employees will be off on Friday, excluding the week of the July 4 holiday. The normal core work day should be maintained. The schedule for implementing the additional 25% duty day will be mutually determined around the core work day by the employee and his/her supervisor on a case-by-case basis. Affected employees may use personal/annual leave for the 25% extension following the normal leave approval procedures defined in Article 8.1. If leave is taken on any workday, it will be assessed at 1.25% of the work hours of a normal duty day.

#### 4.3 ADJUSTMENTS TO THE SCHEDULED WORKWEEK FOR NONEXEMPT EMPLOYEES

- a. The SMCPs has the right to schedule a normal workweek for five, eight hour days in any period of seven consecutive days, on any basis including a split period of days; e.g., Monday through Wednesday and Saturday and Sunday, to cover the needs of the school system. Except in cases of emergency, SMCPs will provide the employee with ten workdays notice if it is an involuntary change in the workweek.
- b. SMCPs also has the right under the contract to meet the needs of the school system for the Saturday, Sunday, or holiday work, or on other days without incurring overtime pay by increasing or reducing preceding daily work hours.

#### 4.4 OVERTIME FOR NONEXEMPT EMPLOYEES

- a. In the event that an employee works more than the number of hours designated for his/her position in a normal workweek and does not exceed 40 hours, he/she shall be compensated at the hourly rate of pay. In the event that he/she works more than 40 hours in a normal workweek, he/she shall be compensated at 1 ½ times his/her rate of pay for all hours worked in excess of 40 hours in a normal workweek.
- b. He/she may request compensatory time which will be calculated 1 ½ times the hours worked.
- c. An employee may not volunteer or choose to give up additional compensation for extra hours worked, whether at the hourly rate or at the overtime rate of pay. SMCPs must either award the appropriate compensation or disallow the employee from working the extra hours either on site or at home. All extra hours for which an employee is to receive compensation must be approved in advance by the employee's immediate supervisor.
- d. Nothing in this section will preclude an employee from volunteering for non-paying activities.
- e. If an employee reports to assigned extended duty (beyond the normal assigned duty day) as requested and is no longer required to work the extended hours, then the employee will be paid a minimum of two additional hours for their effort whether or not the two hours are worked.
- f. When maintenance, operations, and/or technology staff members are called in for or respond to emergencies, they will receive a minimum of two hours of compensatory time or hourly rate of pay. The hourly rate of pay or compensatory time shall be at the rate of time and one-half for all time worked portal to portal. When a disaster is declared by the Superintendent or his/her designee, the hourly rate of pay will be 2 ½ times the normal rate of pay (regular hourly rate plus 1 ½ times the regular hourly rate). Compensatory time will not be accumulated beyond 80 hours. All overtime and compensatory time must be pre-approved via an SMCPs overtime/compensatory time form and documented through the payroll system.
- g. Employees shall receive notice of requested overtime work as far in advance as possible.

- h. An employee being paid for overtime shall be paid for the overtime at the employee's rate of pay existing at the time of the payment, regardless of whether that is higher than their rate paid at the time the work was performed.
- i. Upon termination from employment, either voluntary or involuntary, an employee (or his/her family in the case of death) will be paid of all unused compensatory time accumulated at the final rate of pay received by the employee or the average regular rate of pay received by the employee during the last three years of employment, whichever is higher.

#### 4.5 HEALTH AND SAFETY

The Board shall ensure that all employees have safe and healthful working conditions.

- a. The Health and Safety Committee at each site shall include one CEASMC representative. The Board agrees to provide periodic training for representative of the Health and Safety Committee.
- b. Unit members shall not be required to handle or search for: (1) any object suspected of being an improvised explosive device (IED) or similar device that could be life-threatening, or (2) any substance for which they have not received training or have not been provided with personal protection equipment. In the interest of student and staff well-being, unit members may volunteer to assist in such search, but in no way shall be subject to reprisal for choosing not to participate.
- c. All employees, who as part of their job are required to handle or are exposed to hazardous conditions, will be provided with job-appropriate training necessary for the safe performance of such job responsibilities.
- d. All employees, who as part of their job are required to handle or respond to unique student needs, will be provided with job-appropriate training necessary for the safe performance of such job responsibilities. Such training may include, but is not limited to: procedures to prevent the spread of contagious diseases, correct lifting procedures, strategies for special needs students, specific remediation techniques, and physical restraint of students (for employees authorized to use physical restraint).
- e. Employees assigned to support county or state testing shall be provided with formal advance training.
- f. The Board shall present all appropriate bargaining unit members with the appropriate annual first aid and/or health-related training.
- g. Work site security lighting at the location where staff members exit the building shall not be scheduled to go off until after the last employee is scheduled to leave.
- h. SMCPS vehicles to be used by employees shall be equipped with state and federally mandated safety features that were required in the year in which the vehicle was manufactured (unless the federal or state government requires a retrofit).

- i. Employees shall not be required to work in spaces below 60 degrees F or above 85 degrees F unless the regular responsibilities of their position require working in such conditions.
- j. All paraeducators desiring Crisis Prevention Institute (CPI) training designed to teach educators techniques to diffuse potentially violent situations before they escalate, may request the training through their site administrator.

#### 4.6 DUTY DAYS

The duty days for employees of the Board shall be as indicated in Appendix A, Schedule of Classifications.

The Board will require 190 duty days for ten-month employees, 212 duty days for 11-month employees, and 249 duty days for 12-month employees.

In the event that the Board of Education or the Superintendent close the school system to all employees during the Winter Break, bargaining unit members who would otherwise be required to work shall will be placed on paid Administrative Leave and those days will be counted as duty days.

#### 4.7 EMERGENCY SCHOOL SYSTEM CLOSING

In the event that schools are closed due to inclement weather, the Superintendent's announcement shall designate the employees who are to report to work.

#### 4.8 SUBSTITUTES

- a. Paraeducators shall not be utilized to substitute for teachers beyond two hours except in emergencies. During such emergencies, coverage will be sought on a voluntary basis.
- b. When needed due to employee absences the Board shall, if possible, obtain substitutes in the event that a paraeducator is absent for one or more days.
- c. Employees shall not be required to obtain their own substitutes when absent.
- d. Paraeducators will utilize the Board's electronic absence reporting system to report the day or days they will be absent.

#### 4.9 WORKERS' COMPENSATION

- a. Any employee who suffers a job-related injury or illness and qualifies for benefits under the Workers' Compensation Law and because of such injury or illness is medically unable to return to work for more than three consecutive days after the occurrence, may be granted administrative leave with pay for a period up to 30 duty days.
- b. For any lost time that does not qualify under the Workers' Compensation Law, leave will be charged accordingly.

- c. Any Workers' Compensation payments made for temporary disability due to said injury or illness during this 30 duty-day period shall be endorsed over to the Board.
- d. If a determination is made that the employee is eligible for Workers' Compensation, then all sick leave and annual leave up to the 30 days provided in this provision, used as a result of the job-related injury or illness prior to such determination, shall be restored to the employee.
- e. During the time the employee is drawing administrative leave with pay or Workers' Compensation benefits, the employee's leave will not be permanently charged (leave may be initially charged and subsequently reversed).
- f. For the purpose of determining weekly Workers' Compensation benefits, the weekly wage will be based on the employee's actual work year and per diem rate rather than the SMCPS 12-month pay schedule.
- g. If unable to return to work after 30 duty days of approved administrative leave an employee may elect to take sick or annual leave (sick leave must be exhausted first) in place of collecting Workers' Compensation temporary disability payments.
- h. An employee may not draw both a salary from the Board and Workers' Compensation payments. If the employee receives a payment from Workers' Compensation for the same time that sick or annual leave was used towards salary, then his or her payment will be reduced by the amount of the Workers' Compensation payment. The employee will be entitled to the payment received from Workers' Compensation.
- i. After 30 days of approved administrative leave, employees who receive Workers' Compensation in lieu of sick or annual leave will not be responsible for their health insurance premium (described in Article 9.3) for this time period.
- j. Before an employee can return to work from a work-related injury, it is required that the employee have a medical release stating when the employee is able to return to work and that the employee is able to fulfill the requirements of his/her position or stating the reasonable accommodations that need to be made.

#### 4.10 PERSONAL PROPERTY DAMAGE

- a. In the event that an employee has any clothing or other personal property damaged or destroyed as a result of an assault suffered in the course of employment, or stolen as a result of a violation by an unauthorized person from locked storage or other properly secured storage, the Board agrees to provide personal property insurance to cover said damage or loss as limited by the insurance conditions. The Board agrees to provide the personal property insurance for property owned by employees while on school premises as limited by the insurance conditions. Insurance carrier denial of an employee claim does not relieve SMCPS of the responsibility to reimburse the employee for the cost to repair or replace employee personal property not otherwise covered by the employee's homeowner's insurance, up to the value of \$600, demonstrated to have been damaged

while on school premises, due to no fault of, or an unreasonable assumption of risk by, the employee.

- b. Where possible, the Board will provide each employee a private, lockable space.
- c. Employees shall not transport students in their own private vehicles.
- d. Employees will not be required to transport SMCPs property in their own private vehicles. Employees are responsible for coordinating with their supervisor to ensure that they have the appropriate tools for their job.

#### **4.11 TAPE AND VIDEO RECORDING**

Student taping/videoing with a cell phone or any other device in the classroom is a violation of school system policy. Upon an employee reporting such an incident, the administration will take appropriate disciplinary action in accordance with Board regulations.

#### **4.12 ACQUIRED HOURS – EXEMPT EMPLOYEES**

In the event that SMCPs desires an exempt non-certificated employee to work beyond the duty day to perform additional tasks for which they are not otherwise being paid and that are not routine expectations of their position, the employee's immediate supervisor may in advance and in writing (approved SMCPs form) offer the employee acquired hours. If accepted and subsequently worked, the supervisor will document the acquired hours earned (and subsequently acquired hours used) via the payroll system. Exempt non-certificated employees may use acquired time for approved leave when a substitute is not required. Acquired hours cannot be accumulated beyond 21 hours and are not eligible for monetary compensation. SMCPs will work with immediate supervisors to support the use of previously earned acquired hours when a substitute is not required.

### **ARTICLE 5 ASSOCIATION PRIVILEGES AND RESPONSIBILITIES**

#### **5.1 USE OF FACILITIES**

CEASMC shall have the right to use school facilities for meetings and shall pay any additional cost necessitated by such use. Prior approval must be obtained from the building principal.

#### **5.2 BULLETIN BOARDS**

As designated by the principal or person in charge of the central office, a portion of the existing bulletin board space shall be reserved for use by CEASMC in each office or school for the purpose of displaying CEASMC notices, circulars and other such materials.

#### **5.3 MATERIALS DELIVERY**

CEASMC shall have the right to place official notices, circulars and other materials in employees' mailboxes. CEASMC shall have the use of the inter-school delivery system and e-mail.

#### 5.4 INFORMATION

- a. The Superintendent or his/her designee shall provide CEASMC with the names and work locations of new employees by the first week of each month.
- b. The Board shall provide CEASMC with access to a copy of the agenda prior to the meeting and official minutes of public Board meetings upon approval.
- c. CEASMC shall provide the Superintendent with access to a copy of the association minutes after their approval by the Association.

#### 5.5 ACCESS TO EMPLOYEES

CEASMC representatives shall have access to all work locations and they may meet with employees, provided there is no interference with the work of the employees, as determined by the appropriate supervisor. Upon arrival at the work location, the representative shall confer with the appropriate supervisor or a designee to facilitate the visit.

#### 5.6 CEASMC MEETINGS

- a. Employees shall be granted time off with full pay and no reduction of leave to attend CEASMC meetings.
  - 1) Attendance at said meeting will be limited to two per year.
  - 2) Said meeting shall be held after 4:30 P.M.
  - 3) No employee shall be absent from his/her job site in excess of three hours per meeting.
  - 4) Members of CEASMC shall be entitled to attend the ratification meeting, during a contract year, excluding the four regularly scheduled general membership meetings.
- b. The president of CEASMC or his/her designee will be released from his/her assignment to attend regularly scheduled Board meetings and other SMCPs events to which the CEASMC President is invited. Prior approval of the immediate supervisor is required. When a substitute must be provided by the Board, CEASMC will pay the cost to the Board. To conduct CEASMC business, the president or his/her designee may be released up to an additional 45 days provided prior approval of the immediate supervisor is secured through submission of the request via the electronic absence reporting system and the cost of the substitute is paid by CEASMC. Requests for administrative leave for the additional 45 days shall be forwarded to the Superintendent or designee for approval. Efforts will be made to minimize the impact of lost work time to any one employee. For any time in addition to the above, a request must be made in advance, in writing, to the Superintendent.

## 5.7 CONVENTION AND WORKSHOPS

Unit employees may attend the MSEA Convention, the MSEA Leadership Training Institute (LTI), and the Education Support Professional (ESP) National Conference with the Board incurring the cost of the administrative leave. The Board will not be responsible for any other related fees or expenses. These, as well as other conventions and workshops conducted for professional growth, shall be under the following conditions.

- a. Those unit members who wish to attend must receive prior written approval from the Superintendent or designee.
- b. Approved attendance will be without penalty of leave or pay. There will be no reimbursement for expenses.
- c. Employees must submit, upon completion of the event, written evidence of attendance.
- d. Upon application, two employees shall be approved for administrative leave with the Board incurring the cost of that administrative leave for both the MSEA Leadership Training Institute (LTI) and the ESP Conference. The Superintendent or designee may approve more at his/her discretion. The Board will not be responsible for any other related fees or expenses.

## 5.8 BARGAINING UNIT DATA

Each month the Board will provide an electronic transmission of bargaining unit data to MSEA including names, identification numbers, assigned sites, salaries (range, step), certifications, and positions/titles.

## 5.9 FAIR SHARE REPRESENTATION FEE

- a. With the enactment of fair share representation fee legislation pursuant to Section 6-407 of the Education Article of the Annotated Code of Maryland, bargaining unit employees who begin work after June 30, 2014 shall, as a condition of employment, be required to either join the Association or pay a representation fee. This fee shall be based on chargeable activities and shall not exceed the membership dues of the Association and its affiliates.
- b. Upon such enactment, any unit member hired after June 30, 2014 who elects not to join the Association shall be required to pay the representation fee. Prior to each October 1, the Association shall notify the Board of those unit members who have elected not to join the Association. The Board shall deduct such representation fee from employees' payroll checks in the same manner as CEASMC dues are deducted pursuant to this Agreement.
- c. The Association shall indemnify and save the Board harmless against any and all claims, demands, suits, and any other form of liability that shall arise out of or by reason of action taken or not taken by the Board for the purposes of complying with any of the provisions of this paragraph 5.9. If any provision of this paragraph 5.9 is held to be in



violation of any state or federal law, said provision shall be deemed to be modified to bring it into compliance with said law.

#### **5.10 NEW EMPLOYEES**

SMCPS will conduct no less than two orientation sessions per year for new unit employees. Participation by CEASMC in new personnel orientation (including any additional ad hoc orientation sessions) is valued and encouraged. The Association will be provided time during personnel orientation sessions for newly employed personnel for Association orientation as well as space as designated by the Board to disseminate information relative to the Association. The Association will have the right to have placed in the SMCPS hiring packet (whether hard copy, electronic, or both) for all new unit members (1) a letter prepared by the Association that welcomes the new employees and informs said employees that the Association is recognized as the exclusive negotiating representative for all unit members employed by the Board and (2) an opt-out CEASMC membership application.

### **ARTICLE 6 EMPLOYEE RIGHTS**

#### **6.1 PERSONAL FREEDOM**

The personal life of an employee shall concern and warrant the attention of the Board only as it may directly affect the employee's proper performance of his/her assigned function during duty hours. SMCPS shall not discriminate on the basis of race, color, gender, age, marital status or sexual orientation, national origin, religion or disability. In the event the Equal Employment Opportunity Commission (EEOC) creates additional designations to their nondiscrimination clause, they will automatically be added to this article.

#### **6.2 PERSONNEL FILES**

- a. A personnel file shall be maintained in the Department of Human Resources of SMCPS. Employees shall have the right, upon request, to review the contents of their personnel file, and to receive a copy at their expense, upon request, of any document contained therein, excluding letters of reference. An employee shall be entitled to have a representative of CEASMC accompany him/her during such review. No material derogatory to an employee's conduct, service, character or personality shall be placed in the employee's personnel file unless the employee has been notified in writing. Requests to remove adverse information from one's personnel files must be made in writing to the Assistant Superintendent of Fiscal Services and Human Resources. Copies of the request will go to the Principal or immediate supervisor. With regard to written material that is disciplinary, the notice requirement shall follow requirements in Article 7, Section 7.2. The employee shall have the right to submit a written response to such material.
- b. The written response must be received within 20 workdays from the date of signed receipt of document. No anonymous material shall be placed in an employee's personnel file.

### 6.3 POSTING

- a. The Board values the principle of hiring from within, and will apply that concept when filling vacancies for noncertificated positions. Any employee who meets the job qualifications as stated on the job description and who makes timely application for such vacancy or new position shall be granted an interview. Interviews will be coordinated by the Department of Human Resources according to interview procedures posted on the SMCPs web site for employees to access.
- b. Given equal qualifications, any employee who makes timely application for said vacancies or new positions shall be given preference over new hires. All other applicants shall receive notification in writing that they were not selected for an interview.
- c. All bargaining unit vacancies or new positions shall be announced electronically throughout the school system, posted in an accessible location within the Department of Human Resources, and shall be distributed to all employees on layoff, leave, and summer vacation. These positions may not be filled before 14 days from the date of the written advertisement, nor before all qualified candidates applying within those 14 days have been considered.
- d. If a vacancy is re-advertised or extended, the Assistant Superintendent of Fiscal Services and Human Resources or designee will, upon request, provide written feedback to an employee who applied but was not selected for the position, as to suggestions based on the interview that the employee may take to improve chances for future advancement or change of assignment, and the reasons for the denial without revealing personal information about other applicants.

### 6.4 VOLUNTARY REASSIGNMENT

- a. Subject to the provisions of Article 7, Section 7.3, and Article 8, Section 8.20, a unit member requesting reassignment shall be invited for an interview to the extent that a vacancy for which he/she is qualified exists and there is no conflict with the best interests of the school system.
- b. An employee who voluntarily desires to transfer to another building or department may apply for a voluntary reassignment any time after a position is advertised.
- c. Interviews will be coordinated by the Department of Human Resources according to interview procedures posted on the SMCPs web site for employees to access in order to ensure a fair and consistent process.
- d. The employee shall receive written notification from the Department of Human Resources at the time that the vacancy is filled as to the person receiving the appointment.

## 6.5 INVOLUNTARY TRANSFERS OR REASSIGNMENTS

Nothing in this article shall be interpreted as diminishing in any way the Superintendent's right to transfer or reassign employees for the good of the school system. When an involuntary transfer or reassignment is necessary and when this action is not for disciplinary reasons, SMCPS agrees to consider length of service with SMCPS in determining which employee will be transferred or reassigned.

- a. Written notice of an involuntary transfer or reassignment will be given to employees as soon as possible.
- b. An involuntary transfer or reassignment will be made only after a meeting between the employee involved and the appropriate administrator/supervisor, at which time the employee will be notified of the considerations for such transfer and reassignment. If the decision stands following the employee and administrator/supervisor meeting, the final assignment and considerations shall be summarized in writing.
- c. In the event that an employee objects to the transfer or reassignment at the meeting, upon his/her written request, the Superintendent or his/her representative will meet with him/her within a reasonable time of the request.

## 6.6 RECLASSIFICATION/JOB POSITION

Employees will be notified of the restructures of jobs, modifying job descriptions, and creation of new job positions. All new positions added to "Appendix A, Schedule of Classification," of the negotiated agreement will be posted in accordance with paragraph 6.3. In the event that the Superintendent creates a committee beyond his executive staff to explore the creation of new or adjustment to existing positions, a CEASMC member will be invited to sit on that committee. Appendix A will be revised as part of the annual budget book and the UniServ Director assigned to CEASMC will be provided with a new copy of Appendix A if the Board adds or deletes any bargaining unit classification/position.

## 6.7 WORK PERFORMED OUTSIDE CLASSIFICATION

An employee detailed in writing to duty outside his or her regular classification for more than 15 consecutive workdays shall be compensated at the appropriate rate for the classification to which he or she is detailed for the period of detail beyond the 15 days. The written notification shall be provided prior to starting the duty, if possible, and include the position title, job description, work location, work hours, pay rate for the assignment as listed in the negotiated agreement (after the first 15 days), and estimated time period of the assignment to be performed outside of the employee's regular classification. Employees shall sign indicating that they have received such written notification and agree to the assignment as described.

## 6.8 EMPLOYEE ASSISTANCE PROGRAM

The employer shall maintain and promote the availability of an Employee Assistance Program.

## **ARTICLE 7 JOB SECURITY**

### **7.1 PROBATIONARY PERIOD**

All new employees shall serve a probationary period of six work months. Any time during the probationary period, an employee may be discharged, disciplined, reprimanded, or demoted without cause. The appropriate supervisor should inform the employee in writing of the areas of weakness and give suggestions for improvement in time for the employee to demonstrate improvement, if necessary.

### **7.2 DISCHARGE AND DISCIPLINE**

- a. After completion of the probationary period, employees may be discharged, disciplined, reprimanded, or demoted only for cause. Employees shall have the right to have a CEASMC representative present at any disciplinary conference.
- b. Any written discipline shall include provision for the employee to sign that he/she has received the disciplinary material. The employee's signature indicates that a copy has been received, not that the employee necessarily agrees with the content. The employee has 15 workdays to respond in writing to any disciplinary communication. For good cause, the Department of Human Resources may grant an extension of the time for the employee to respond to a disciplinary communication.
- c. The principal, site administrator, or department head shall inform the employee in writing of the intent to recommend suspension or discharge.
- d. Employees and the Board agree that as a general rule, complaints concerning personnel should be dealt with at the lowest organizational level.
- e. Decisions on complaints shall not be made without interviewing the subordinate against whom the complaint was lodged. If the complaint is in writing, the unit member will be given a copy of the portion of the letter directly pertinent to that employee. Any identifying information about others (excluding the complainant) may be redacted, if necessary. The employee will be required to sign the material acknowledging receipt of the copy.
- f. In order to respect the rights of all persons involved, employees will be afforded due process.
- g. Any parent, student, or other third person complaints made to any member of the administration that are used in any manner in evaluating such personnel will be investigated and called to his/her attention, unless the investigation is being conducted by a law enforcement agency or the Department of Social Services/Child Protective Services.
- h. Anonymous complaints that have not been verified shall not be used against the employee in matters of discipline or evaluation.

- i. Any non-probationary employee found by the Superintendent, the Board, or the Public School Employees Labor Relations Board to be unjustly suspended or discharged shall be reinstated with full compensation for all lost time and with full restoration of all rights and conditions of employment.
- j. Any information contained in the employee's site file shall be shredded upon the permanent departure of a sitting site administrator from that site and prior to the arrival of the new site administrator at that same site, except in the case where a site administrator does not complete the school year at the location. In that case, the file will be stored in Human Resources, separate from the official personnel file, for its use only during that school year as site file content. Contents will be shredded at the end of the school year.

### 7.3 LAYOFFS

- a. For the purposes of this section, "seniority" shall mean the length of continuous service, including approved leaves of absence, with the SMCPs since the most recent date of hire. In the event of a reduction in force within an employment classification, as listed on the "Schedule of Classifications" under Article 11, Salary, and/or Article 1, Recognition, 1.2 Definitions or the recall of said employees, seniority shall be the determining factor among qualified unit members in that classification. Unit members shall retain recall rights for a period of three years.
- b. In the event that unit members may be laid off because of work performed by non-unit members, the Board agrees to notify CEASMC and explore any alternative and consider any CEASMC proposals so as to minimize the effect on unit members.
- c. When positions in their classification become vacant, nonprobationary unit members who have been laid off shall be recalled in order of the length of total satisfactory service as a unit member in the SMCPs. They shall be notified of recall by certified mail. Within 15 days of an offer to return to employment the (unit member) employee shall provide written notice of acceptance in writing, which must be received within the Department of Human Resources prior to the close of business on the fifteenth day or it shall be deemed that he/she has declined the offer. It shall be the responsibility of each laid-off unit member to keep the Department of Human Resources informed in writing of any change in address. A unit member shall remain on the recall list for three years.
- d. Unit members on leave of absence shall be eligible for layoff as though they were in active service.
- e. The Board will continue coverage for three months after the first effective day of a layoff at the regular percentage of premium split defined in Article 9 of this agreement. Health care coverage thereafter would be provided under COBRA regulations with the full premium costs being paid by the former (laid off) employee to SMCPs.
- f. Previously accrued sick leave days will be restored to all employees who return to employment with the Board.

## 7.4 EVALUATIONS

- a. Evaluation is the careful, systematic appraisal of employee work performance by the supervisor. This provides a basis for employee counseling and assistance, promotes greater work efficiency, and improves employee morale.
- b. All evaluations of an employee shall be performed at least annually and shall be based upon direct observation of work performance. Performance shall be assumed to be satisfactory if an annual evaluation is not provided to the employee.
- c. All observations shall be conducted openly and with full knowledge of the employee. All evaluations shall be reduced to writing and signed by the principal and/or central office administrator who is qualified and formally responsible for coordinating/supervising the program, school or department.
- d. A copy of the draft evaluation shall be given to the employee no less than 24 hours prior to a supervisor/employee conference on this matter. The draft evaluation shall cover all areas of the final evaluation, but may be subject to modification as a result of the evaluation conference.
- e. An evaluation conference shall be held no later than June 15 to discuss the draft evaluation. The employee may bring notes, examples, artifacts, and other data to make his/her case for modifications to the draft evaluation. If modifications result from the supervisor/employee conference on this matter, then the supervisor will provide the employee with the final, revised evaluation within ten workdays of the associated conference/meeting.
- f. In order to promote fairness and continuous self-improvement, employees will be notified as soon as possible of areas of concern in performance and will be afforded the opportunity for improvement.
- g. If the employee does not agree with the evaluation he/she shall have the opportunity to make written comments which shall be attached to the evaluation and placed in his/her personnel file.
- h. Should an employee's performance be rated as ineffective overall, the supervisor shall meet with the employee within 30 days after the evaluation to discuss a proposed plan of assistance for improvement. In developing the plan of assistance and timelines the employee shall have the right to CEASMC representation and both the supervisor and employee shall provide input. The supervisor shall ensure subsequent counseling and assistance as defined in the final plan of assistance.
- i. The plan of assistance shall include the following.
  - 1) Statement of problem(s) or concern(s) related to areas of ineffective performance
  - 2) Desired improvement including specific, measurable criteria
  - 3) Suggestions for improvement

- 4) Provisions for assisting the employee including responsible parties and associated timelines (such as peer coaching, additional training, assignment of a mentor, opportunities for visitation, and modeling/demonstration)
  - 5) Timeline and criteria for monitoring employee's future performance including an end or reevaluation date for the plan of assistance
  - 6) Signature of site administrator and the employee
- j. Employer recording/videotaping of an employee will not be conducted without the employee's permission and will not be used for evaluative purposes.

## 7.5 NOTIFICATION OF ASSIGNMENT

All employees shall be notified in writing of their assignment, range and step, and annual salary (based on duty days and work hours) prior to July 1 each year. In some cases it may be necessary for this notification to temporarily read "location of assignment to be determined later." Operational and emergency exceptions to meeting this date will be communicated to the Association in advance. In arranging schedules for unit members who are assigned to more than one site, an effort will be made to limit the amount of inter-site travel. Unit members shall be notified of a change in their schedules as soon as practical. Employees who are assigned to more than one site shall select, with input from their supervisor, which of their assigned sites will serve as a home site for the purposes of mail, paycheck, storage, meeting, and other forms of communication from outside the school.

## 7.6 SCREENING

- a. Employees may be tested for drugs and/or alcohol when an administrator who has completed training on reasonable suspicion has reason to believe that an employee may be intoxicated (see Article I, Definitions) at the work site.
- b. Employees who are required to operate a Board-owned vehicle other than a school bus for their assigned position shall be registered with the State of Maryland's License Monitoring System by the Department of Transportation, and will have their driving records reviewed by the Department of Safety and Security to authorize operation of a Board-owned vehicle. Staff identified to operate Board-owned school buses for their assigned position will have their driving records reviewed by the Department of Transportation.
- c. Employees who have the option and choose to operate an available Board-owned vehicle other than a school bus for their assigned position shall also be registered with the State of Maryland's License Monitoring System by the Department of Transportation and will have their driving records reviewed by the Department of Safety and Security to authorize operation of a Board-owned vehicle. Employees who have the option and choose not to operate an available Board-owned vehicle for their assigned duties will not be eligible for mileage reimbursement for use of a personal vehicle.

## **ARTICLE 8 LEAVES**

### **8.1 APPROVAL PROCEDURE**

- a. Before an employee takes annual or personal leave, the number of days requested must have been earned.
- b. Except in an emergency situation, prior approval must be secured from the immediate supervisor before taking annual or personal leave.
- c. An employee's leave status is a private matter and will not be discussed in front of other individuals. The appropriate supervisor shall handle any nonclerical concerns about leave.
- d. Except in an emergency, all employees shall have the approval at least two weeks prior for personal leave on the day before or the day following a school holiday, the first or last day of the school year, or on a staff development day.

### **8.2 ABSENCE REGULATIONS**

- a. Deductions for absences during one pay period will be reflected in the following pay period. Termination pay will be paid within 30 days of the last day of employment.
- b. It is the employee's responsibility to notify the immediate supervisor via the electronic absence reporting system, as soon as possible, whenever he/she expects to be absent from his/her position. When an employee has been absent for more than five days, he/she should inform the immediate supervisor at least one day in advance of the date he/she expects to return.
- c. The full payment of the annual salary will be based on the attendance of the employee. This attendance will be calculated as provided for in the Annual Operational Calendar. Employees' absences shall be reported via the electronic absence reporting system and appropriate approvals must be obtained.

### **8.3 SICK LEAVE**

- a. Sick leave will be earned at the rate of one day per month worked and may be accumulated from year to year without limitation. Such leave may be used for absences caused by illness or physical disability of the employee. An employee shall be able to request an approval for advance in sick leave equal to that which an employee earns in a year for a documented medical emergency. An employee who leave SMCPs employment prior to the end of the year in which the leave was advanced will be assessed for all advanced sick leave days used that have not been earned. Disability retirees (once approved by the Maryland State Retirement Agency and after submitting required documentation to the SMCPs Department of Human Resources) shall be granted a waiver of the proration of sick leave if a full contract year is not fulfilled.



- b. Credit will be given for prior sick leave accumulation from a Maryland public school system provided the amount earned per year does not exceed the number of days for which an employee is eligible in the SMCPS system.
- c. The unused portion of such allowance shall accumulate from year to year without limitation.
- d. Effective July 1, 2015, employees may be eligible to donate sick leave to other employees who experience serious personal illness, injury, or quarantine, or who must use leave to care for a family member experiencing such illness, injury, or quarantine, and who has used all of their accrued sick leave, personal leave, annual leave, compensatory time, and available Sick Leave Bank benefits. The employee receiving the leave donation and the donor must be members of the Sick Leave Bank and Exchange at the time of the donation. Such leave may be donated or exchanged between employees in accordance with procedures and restrictions outlined in Appendix D, the CEASMC, EASMC, SMASA, and SMCPS Joint Sick Leave Bank and Exchange Guidelines. While employees receiving leave will be considered active employees in a “leave with pay” status for the periods when donated leave is being used, neither the donor nor the recipient may utilize donated days upon retirement for additional service credit.
- e. Absences for the following reasons will be charged against sick leave.

1) Personal Illness

- The Superintendent or designee may require a doctor’s certificate of illness from the employee’s personal physician(s) whenever there is reason to believe that an absence is not due to a bona fide illness.
- An employee shall, at her request, be allowed to use sick leave for an absence due to disability connected with or resulting from pregnancy as authorized under the Family Medical Leave Act (FMLA). A physician’s statement verifying that she is disabled due to causes contributed to by pregnancy shall be required. If SMCPS has reasonable cause to believe that the employee’s health would be endangered by continued employment, it may require the employee to obtain her physician’s verification stating that she is physically able to continue her duties. The employee must return to work as soon as her health permits unless she resigns or requests a leave of absence. Before returning to duty, the employee may be required to present a physician’s certificate stating that she is physically able to resume her duties.
- An employee who is a birth or an adoptive parent may, upon request, utilize FMLA as defined in section 8.18.a. below.
- An employee shall, at his/her request made via the electronic absence reporting system, be allowed to use sick leave for an absence due to an illness of an immediate family member (spouse, parent, child, or sibling).
- An employee who suffers an injury or illness verified to be job-related (based on the Report of Injury, Employee Statement Form, and the Supervisor Accident

Report form completed by the employee or supervisor) and is able to continue work with medical treatment for such injury or illness, will be granted administrative leave for up to four visits for related medical appointments required during the duty day. A doctor's receipt or note will be required for verification of required appointments.

- Employees may submit a request in writing to the Superintendent to transfer up to five days of sick leave to other employees who are legal members of their immediate family (spouse, parent, child, or sibling) to be used for eligible sick leave purposes if the immediate family member has exhausted his/her sick leave. The employee cannot transfer more than five days to any one immediate family member. Unused sick leave that was previously transferred under this provision and not used for the defined eligible sick leave purposes will be returned to the donating employee.

## 2) Quarantine

When a communicable disease occurs in the home in which an employee resides, the employee shall state the disease and dates of quarantine.

## 3) Sick Leave Bank and Exchange

- There shall be a Sick Leave Bank and Exchange for employees. The Sick Leave Bank and Exchange Approval Committee shall review and rule on all applications/requests for the donation and exchange of sick leave and shall be comprised of the following appointed members.
  - One representative of the Department of Human Resources appointed by SMCPS
  - Two Education Association of St. Mary's County (EASMC) representatives appointed by the EASMC President
  - Two CEASMC representatives appointed by the CEASMC President
  - One St. Mary's Association of Supervisors and Administrators (SMASA) representative appointed by the SMASA President
  - One SMCPS appointed non-voting member who is an SMCPS licensed registered nurse
- One of the SMCPS appointees and one of the EASMC or CEASMC appointees will serve as co-chairpersons, as determined by the Sick Leave Bank and Exchange Approval Committee. The respective presidents will appoint replacements. All parties recognize that due to the personal and sensitive nature of sick leave donation review, the complete confidentiality by the Sick Leave Bank and Exchange Approval Committee members is essential.
- The Sick Leave Bank and Exchange Steering Committee shall be comprised of the following members.

- The Sick Leave Bank and Exchange Approval Committee appointees
  - The EASMC, CEASMC and SMASA Presidents
  - One SMCPs Chief Negotiator
  - One Maryland State Education Association (MSEA) UniServ Director representing EASMC/CEASMC
- The Sick Leave Bank and Exchange Steering Committee shall meet no less than annually for a Sick Leave Bank and Exchange Procedural Review. If the SMCPs Chief Negotiator is not a current SMPCS employee, then SMCPs will appoint a SMCPs administrator to participate in the annual review in place of the SMCPs Chief Negotiator. The purpose of the meeting will be to review Sick Leave Bank and Exchange Guidelines and update them if deemed necessary by the majority of the review attendees. The Sick Leave Bank and Exchange Guidelines will be posted on the CEASMC, EASMC, and SMCPs web sites for easy employee access.
  - SMCPs will indicate on each employee's electronic pay statement within the on-line Employee Access Center whether or not that employee is a member of the Sick Leave Bank and Exchange.

f. Nursing Mothers

SMCPs shall provide coverage (with no charge to the employee's leave) for up to 15 minutes once per duty day to female staff members who request to breast pump in order to nurse their children during the first year after birth. The employee and the site administrator shall work collaboratively to develop a schedule that does not negatively impact the mother or the instructional program within the school. When possible, the employee and site administrator shall schedule time during the duty day when the employee is able to breast pump in a clean, private, and secure environment (not a restroom) and when the employee is not assigned students. Employees who require more than 15 minutes in the duty day (either twice during one duty day or more than 15 minutes for one session) shall submit a leave request via the electronic absence reporting system so that the substitute coverage can be arranged.

#### 8.4 BEREAVEMENT

Employees shall be entitled to bereavement leave as follows. The professional employee shall state the relationship, and the date of death. The employee may be required to submit to the immediate supervisor a signed written documentation stating the relationship, the date of death, the date of the funeral, and the dates of absence. This explanation will be forwarded with the payroll report. Bereavement leave shall commence on or after the date of death but not after the funeral. Employees having good and sufficient reason to take eligible bereavement leave in other than consecutive days, or other than directly after the funeral, may submit a written request to their immediate supervisor.

- a. Up to seven consecutive workdays will be allowed for the death of a spouse.

- b. Up to five consecutive workdays will be allowed for immediate family members (adopted, foster, or natural child, grandchild, parent, brother, sister, or anyone who has lived regularly in the household) of the employee, spouse or life partner.
- c. Up to three consecutive workdays will be allowed for an uncle, aunt, grandparent, or brother-in-law/sister-in-law (sibling's spouse) of the employee or spouse.
- d. Up to two consecutive workdays will be allowed for nieces and nephews and for the other parent of the employee's adopted, foster, or natural child if that parent is not the employee's spouse (who is covered under 8.4 a. above).

## 8.5 COURT SUMMONS

- a. When an employee is to be absent due to a court summons, subpoena or as a witness, a copy of the summons, subpoena, or letter requesting the employee's presence as a witness must be submitted to the immediate supervisor. This requirement should be completed in time for the immediate supervisor to obtain a suitable substitute if applicable.
- b. Salary Conditions
  - 1) Witness for the Board – if an employee appears as a witness for the Board at a court hearing, with or without a subpoena, no deductions shall be made from the employee's salary.
  - 2) Subpoenaed witness – if an employee appears in court in response to a subpoena to act as a witness for the State or for a private citizen, no deduction shall be made from the employee's salary.
  - 3) Witness for a private citizen – any court appearance as a volunteer witness for a private citizen shall be with no deduction in pay, provided the employee elects to use available personal or annual leave.
  - 4) For job related personal court summons – no reduction in leave or salary unless the employee appears as a defendant and is adjudged guilty.

## 8.6 JURY DUTY

Employees summoned to serve as jurors must notify their immediate supervisor via the electronic reporting system to be granted administrative leave with pay. Employees must provide a copy of the official notification to their immediate supervisor at least seven working days prior to the period of service and provide verification of attendance within 48 hours of returning to work after each instance. An employee being released from jury duty during work hours must return to his/her assigned work site for the remainder of his/her duty day if released in sufficient time to have two or more hours on the job, excluding travel time back to the work site.

## 8.7 TEMPORARY MILITARY SERVICE

All employees who are members of the military or naval establishments of the United States or the State of Maryland shall be granted leave of absence on those days during which they are engaged in any military or naval duty to which they are ordered by proper authority. A copy of said order must be submitted to the immediate supervisor. This leave shall not exceed fifteen calendar days in any year. Employees shall not suffer loss of pay for the workdays included in such leave.

## 8.8 STUDY

A nonprobationary employee may be granted a leave of absence without pay for up to one year of legitimate study as approved by the Superintendent. An employee on such leave cannot be assured of reassignment to the same site as previously assigned, but the Board obligates itself to offer the employee, on the expiration of the leave, employment for which the employee is properly qualified, if a vacancy exists, without creating a new position or transferring an existing employee.

## 8.9 SABBATICAL LEAVE

- a. A nonprobationary employee may be granted paid sabbatical leave for professional advancement to become a Maryland certificated teacher for the Board.
- b. In order to be eligible, employees must be entering or in their final year of study in an accredited teacher education program leading to certification in Maryland.
- c. The number of employees on sabbatical leave at one time shall not exceed two with the approval of the Board.
- d. Sabbatical leave shall be reimbursed at a rate of one-half of gross salary for that time period not to exceed one year in duration.
- e. Employees on approved sabbatical leave are eligible for tuition reimbursement benefits under the conditions specified in Article 10, Educational Assistance Benefits.
- f. Only employees who have worked continuously for the Board for a period of three years will be eligible for sabbatical leave.
- g. Upon graduation and award of a Maryland teaching certificate, the employee granted sabbatical leave must guarantee to teach for SMCPs for a period of two years following the sabbatical leave, unless SMCPs does not offer the employee a full-time position.
- h. The employee shall sign a promissory note agreeing to repay the Board an amount equal to the salary he/she received plus interest at the current prime rate, if he/she is offered a job and does not fulfill the agreements, does not graduate, or does not receive a Maryland teaching certificate. The note will be considered paid if the employee fulfills two years of service teaching for the Board following the sabbatical.

## 8.10 MILITARY LEAVE

Military leave without pay shall be granted to any employee who is drafted or enlists in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment. An employee on such leave cannot be assured of reassignment to the same site as previously assigned, but the Board obligates itself to offer the employee, on the expiration of the leave, employment for which the employee is properly qualified.

## 8.11 POLITICAL LEAVE

- a. The Board may grant a leave of absence without pay to non-probationary employees who wish to campaign for public office and will grant such leave to the employee if elected to serve in said office. An employee on such leave cannot be assured of reassignment to the same site as previously assigned, but the Board obligates itself to offer the employee, on the expiration of the leave, employment for which the employee is properly qualified, if a vacancy exists, without creating a new position or transferring an existing employee.
- b. Leave will be granted in increments of no less than one semester and will not exceed four consecutive years for any employee not previously receiving such leave to campaign for or serve in a public office.

## 8.12 PARENTAL/CHILD CARE LEAVE

A nonprobationary employee may be granted, upon written request, a leave of absence without pay for child bearing and/or child rearing. Said child care leave may also be granted to an employee adopting an infant child, to commence at anytime during the first year after receiving custody of said infant or prior to receiving such custody if necessary in order to fulfill the requirements for adoption. An employee on such leave cannot be assured of reassignment to the same site as previously assigned, but the Board obligates itself to offer the employee, on the expiration of the leave, employment for which the employee is properly qualified, if a vacancy exists, without creating a new position or transferring an existing employee.

## 8.13 ANNUAL LEAVE

- a. All 12-month employees shall earn annual leave in accordance with the following.

Years of Employment	Annual Leave Days
1 – 4	15
5 – 9	19
10 – 19	22
20 +	24

- b. Twelve-month employees who are entitled to annual leave may accumulate up to 55 days. Once the employee has a total of 55 days, for those days in excess of 55 days, he or she may exercise in writing an option of selling back a maximum of three days per year starting in 2015-2016. All unused days per year beyond 55 days shall carry over as

sick leave. The employee wishing to cash in three days must make written request to the Department of Fiscal Services Payroll Office by September 15 of each year. The transfer of days over 55 days or optional remittance of leave shall be made based on their leave balance as of September 30 of each year. The transfer of or payment of leave in excess of 55 days will be made by the second paycheck in October.

- c. Supervisors responsible for approving leave requests shall answer the request within five workdays of submission via the electronic absence reporting system.

#### 8.14 IN-SERVICE TRAINING

Leave will not be reduced nor will employees suffer loss of pay for attending Board provided in-service training.

#### 8.15 PERSONAL LEAVE

Three days of personal leave for all 10- and 11-month unit members with full pay will be allowed and shall not be charged against employee's sick leave.

- a. If two or more personal days are unused, those days will automatically roll over to the following year as personal leave with a maximum of a six-day personal leave balance allowable unless an employee requests otherwise in writing in accordance with published SMCPS payroll procedures. These days may not be used consecutively in a five-day block during any of the following time periods.
  - Directly before or after the Thanksgiving break
  - Directly before or after the Winter Break
  - Directly before or after the Spring Break
  - The first five days of school for students
  - The last five days of school for students
- b. If only one day of personal leave is unused, it shall be added to the employee's accumulated sick leave.
- c. Personal days in excess of six (6) will automatically be added to the employee's accumulated sick leave. The oldest personal leave days are the first to be transferred to sick leave, with the newly allocated days remaining in the employee's personal leave balance.
- d. Permission for such leave must be obtained in advance via the electronic absence reporting system if possible, as indicated in the approval procedure. Twelve-month employees entitled to annual leave under Section 8.13 above will not be eligible for this leave.
- e. An employee who retires or terminates from SMCPS employment prior to the end of the contract year in which personal leave was advanced in July will have his/her personal leave prorated based on the date of retirement or termination and calculated on number of contract days worked in the contract year in which the personal leave was advanced.

Payout of personal leave days upon retirement will be based on the employee's current contract year personal leave balance after the calculation of prorated personal leave and shall not exceed five (5) days.

#### 8.16 PROFESSIONAL MEETINGS

Plans for attending such meetings must be approved in advance by the Superintendent or designee.

#### 8.17 SITE VISITS INSIDE/OUTSIDE COUNTY

Plans for visitation must be approved in advance by the Superintendent or designee.

#### 8.18 FAMILY AND MEDICAL LEAVE ACT

- a. The right of employees to family and medical leave shall be as set forth within this document and the FMLA. The Board will charge the employee's accumulated sick leave concurrent with time period approved under the FMLA and if no sick leave is available, annual or personal leave may be used. An eligible employee is one who has been employed during the prior year with SMCPS for at least the number of hours required for eligibility under Federal law.
- b. Nothing in this article shall be read to either eliminate or reduce in any way rights provided under the negotiated agreement.

#### 8.19 SCHOOL INVOLVEMENT LEAVE

Employees who are parents of school age children are encouraged to participate in school activities related to the education of their children. The employee may elect to use any personal or annual leave available. Leave without pay may also be used for these events. Except in cases of emergency, the employee will request such leave in accordance with leave procedures in this article.

#### 8.20 OTHER EXTENDED LEAVES

Absence without pay may be granted for good reason by the Superintendent.

#### 8.21 BENEFIT CONTINUATION

While on an approved extended leave of absence, insurance coverage may be maintained through payment of the entire premium by the employee. The employee shall assume all responsibility for paying premiums. If payment is not made within the time specified, coverage shall be terminated. An employee shall have the option to purchase within the Maryland State Retirement System the amount of time he/she was on leave to the extent permitted by law.

#### 8.22 APPLICATION

All requests for extended leaves of absence, extensions or renewals of such leaves shall be made in writing to the Assistant Superintendent of Fiscal Services and Human Resources who shall respond to all such requests in writing within ten workdays.



## 8.23 RETURN FROM LEAVE

Upon return from leave, a unit member shall be placed in the same position he/she held before taking the leave, if such position is available.

## 8.24 SMCPs INTERNAL INTERVIEW

Employees who are candidates for internal SMCPs vacancies, whether promotional opportunities or voluntary transfer requests, may use up to two hours of administrative leave to attend any related interview scheduled by SMCPs during the duty day. Plans for attending such interviews must be approved in advance via the electronic absence reporting system by the Superintendent or designee.

## 8.25 INCLEMENT WEATHER

If schools are closed for inclement weather and ten- and 11-month employees are not reporting, then exempt, non-essential, 12-month employees may choose to telecommute (work from home) on those days in lieu of taking leave by contacting in writing their immediate supervisor no less than 30 minutes prior to the normal work reporting time. Upon completion of the work day, the employee shall submit written confirmation of the hours worked by indicating both the work day start and completion times, and a brief summary of the nature of the work accomplished. The employee may be required to present evidence of work accomplished during telecommuting time.

## 8.26 MATERNITY AND PATERNITY

An employee who wishes to leave his/her position prior to the period of disability associated with childbirth and/or does not wish to return to his/her position after such period of disability shall normally be granted, upon request, a leave of absence without pay. Said employee shall notify the Superintendent in writing of his/her desire to take such leave and, except in case of emergency, shall give such notice at least 30 days prior to the date on which he/she wishes his/her leave to begin. A physician's statement verifying pregnancy shall be included with such notice. In case of interrupted pregnancy (maternity), the employee on said leave may return to active duty when her health will permit, as attested to by her physician.

An employee may be granted, upon written request to the Superintendent or designee, a leave of absence without pay in connection with the adoption of a child in accordance with the provisions of Article 8.26. Such leave may commence at any time during the first year after taking custody of said child, or prior to taking such custody if necessary in order to fulfill the requirements for adoption.

An employee on such leave cannot be given any positive assurance that he/she will be reassigned to the site where he/she was previously working, but the Board obligates itself to offer to the employee, on the expiration of leave, employment for which the employee is properly qualified without creating a new position or transferring another employee. To facilitate the employee's return consistent with his/her stated schedule, he/she should give the Superintendent, in writing, as much notice of his/her anticipated return as possible.

The maternity/paternity leave may not extend beyond June 30 of the current year; however, if requested in writing, this leave may be extended beyond that date.

Employees who are granted maternity/paternity leave may not accrue sick leave or annual leave during this approved leave.

The unused sick leave of an employee on said maternity/paternity leave will be held in abeyance until such time as he/she returns to active service.

## **ARTICLE 9 FRINGE BENEFITS**

### **9.1 END-OF-SERVICE PAY**

The Board and the Association acknowledge that it is in the best interests of the school system's students to have high employee attendance. In order to promote and reward responsible use of sick leave, any professional employee at the time of retirement or death while under contract shall receive end-of-service pay for unused sick leave at their final regular rate of pay up to a maximum limit defined below. To be eligible, the employee must have been employed by the Board for ten years.

The maximum amount of end-of-service pay will be determined by years of service and may not exceed the following amounts.

#### End-of-Service Pay for Nonexempt Employees

Sick Leave Balance Days	Years of SMCPS Service		
	10 – 20	21 – 30	31+
1 to 100	\$1,550	\$1,650	\$1,750
101 – 150	\$2,050	\$2,150	\$2,250
151 – 200	\$2,550	\$2,650	\$2,750
201+	\$3,050	\$3,150	\$3,250

#### End-of-Service Pay for Exempt Employees

Sick Leave Balance (Days)	Years of SMCPS Service		
	10 – 20	21 – 30	31+
1 to 100	\$2,700	\$2,950	\$3,200
101 – 150	\$3,700	\$3,950	\$4,200
151 – 200	\$4,700	\$4,950	\$5,200
201+	\$5,700	\$5,950	\$6,200

## 9.2 TRAVEL REIMBURSEMENT

For prior approved official school system business, including travel to administrative meetings at the SMCPs Central Office, authorized employees in the unit shall be reimbursed for use for their private vehicles at the IRS rate. Tolls and parking fees will be paid provided validated receipts are submitted.

## 9.3 HOSPITALIZATION, MAJOR MEDICAL AND DENTAL INSURANCE

- a. The Board will offer health care benefits to include: Hospitalization, Major Medical, Dental, Prescription, and Vision Care.

The benefit package offered by the Board is summarized below including the following changes.

- 1) Eligible employees (defined as active employees assigned to regularly work more than 18.75 hours per week) will have a choice of plans: “BlueChoice” Health Maintenance Organization (HMO) Plan or “BlueChoice” Triple Option Plan. Beginning in FY 2018, in addition to the above options, the following choices will be added: “BlueChoice” HMO Plan with Deductible and “BlueChoice” Triple Option Plan with Deductible.
- 2) For each employee employed not less than 18.75 hours per week who is enrolled in any of the above listed plans the Board shall pay the amount of the premium cost of the individual and dependents' group health care benefits as outlined below.
- 3) Active and retired employee wellness program (Blue Rewards): Effective July 1, 2017, SMCPs will implement a participation-based program offered to active employees and retirees enrolled in the SMCPs health care program, if the following four criteria are completed by March 1st each year:
  - a. Select a Patient-Centered Medical Home (PCMH) or PCMH Plus Primary Care Physician (ages 2+)
  - b. Agree to receive wellness communications electronically (ages 18+)
  - c. Complete an online health assessment (ages 18+)
  - d. Visit selected PCMH or PCMH Plus Primary Care Physician and complete a health evaluation (ages 2+)

SMCPs in collaboration with EASMC and CEASMC will offer support in completion of items 9.3.a.3).b and 9.3.a.3).c above during professional days prior to students returning to school and at other scheduled times through the end of September for FY 2018, and on an as-needed basis thereafter.

After all four steps are completed by March 1st each year, the participants will receive a BlueRewards Visa card issued by CareFirst for use on SMCPs Carefirst

health care plan copays, deductibles, coinsurance, and prescriptions for medical, dental, and vision.

Participant	Participation-based Reward
Adult (ages 18+)	\$100
Children (ages 2-17)	\$25
Family Maximum	\$500

Employee/Board Health Care Premium Split  
Effective July 1, 2016 (No Change)

	Board % Contribution for Active Employees Based on Hours Worked	
Health Care Plan	30+ Hours	18.75-30 Hours
“BlueChoice” HMO Plan	90.0%	45.0%
“BlueChoice” Triple Option Plan	85.0%	42.5%

Employee/Board Health Care Premium Split  
Effective July 1, 2017

	Board % Contribution for Active Employees Based on Hours Worked	
Health Care Plan	30+ Hours	18.75-30 Hours
“BlueChoice” HMO Plan with Deductible	90.0%	45.0%
“BlueChoice” HMO Plan	87.5%	43.75%
“BlueChoice” Triple Option Plan with Deductible	85.0%	42.5%
“BlueChoice” Triple Option Plan	82.5%	41.25%

Employee/Board Health Care Premium Split  
Effective July 1, 2018

	Board % Contribution for Active Employees Based on Hours Worked	
Health Care Plan	30+ Hours	18.75-30 Hours
“BlueChoice” HMO Plan with Deductible	90.0%	45.0%
“BlueChoice” HMO Plan	85.0%	42.5%
“BlueChoice” Triple Option Plan with Deductible	85.0%	42.5%
“BlueChoice” Triple Option Plan	80.0%	40.0%

- 4) The Board will continue to support the “Traditional” group health care benefits for retired employees who retired prior to July 1, 1998. Retirees not eligible for Medicare will have a choice of plans: “BlueChoice” HMO or “BlueChoice” Triple Option Plan. The Board will support the group health care benefits for those employees retiring thereafter, provided retiring employees who have participated in the health care benefits program have been employed by SMCPS for ten or more years. Within three years after retirement, retirees may participate in one of the offered health care plans and may include the same family members on their plans as can active employees. Following the retiree’s death, those family members last listed on the retiree’s health care plan may choose to continue or rejoin the plan, if eligible within the three-year period outlined below at the negotiated premium split for retirees. The payment will be based on the total years of service to SMCPS as follows.

Retiree/Board Health Care Premium Split (No Change)

Health Care Plan	Board % Contribution for Retirees Based on Years of Service to SMCPS		
	10-19 Years	20-29 Years	30+ Years
“BlueChoice” HMO Plan	65%	70%	75%
“BlueChoice” Triple Option Plan	60%	65%	70%

- 5) July 1, 2016 – June 30, 2017 Co-pay for Emergency Room Services:

- “BlueChoice” HMO - \$50
- “BlueChoice” Triple Option Plan - \$50
- Retiree Traditional Plan - \$50

July 1, 2017 Co-pay for Emergency Room Services:

- “BlueChoice” HMO with Deductible - \$75
- “BlueChoice” HMO - \$75
- “BlueChoice” Triple Option Plan with Deductible - \$75
- “BlueChoice” Triple Option Plan - \$75
- Retiree Traditional Plan - \$75

- 6) July 1, 2017 Prescription Co-pay:

- \$10/\$15 Non-maintenance Co-pay
- \$10/\$15 Maintenance Co-pay for Mail Order or if Purchased at CVS (90-day supply)
- \$20/\$30 Maintenance Co-pay if Purchased at any Retail Pharmacy Other Than CVS (90-day supply)

- 7) Effective January 1, 2017, a change to the formulary 2 prescriptions will be implemented.
  - 8) Audiology services and hearing aids will be included in all health care plans.
  - 9) Survivor Benefits: Following the death of an active employee who has worked for the Board for at least ten years, those family members last listed on the employee's health care plan may choose to continue or rejoin the plan (if eligible within the three-year period outlined above) at the negotiated premium split for employees.
- b. For employees employed for 30 or more hours per week, the Board shall pay 90% of the premium cost for term life insurance. For employees employed fewer than 30 hours but not less than 18.75 hours per week, the Board shall pay 45% of the premium cost for term life insurance. Term life insurance shall equal the employee's annual salary to the next highest thousand up to a maximum amount of \$250,000. An employee may also elect supplemental life insurance to increase the value of their term life insurance policy in increments of \$10,000, up to five times the amount of their annual contracted salary, with a maximum of \$1,250,000. (If the value exceeds two times their annual salary, evidence of insurability may be required.) Employees shall be responsible for 100% of this additional premium cost of supplemental life insurance.
  - c. The Board agrees to make the requisite payroll deductions to enable the Association to administer, without premium cost to the Board, a long-term disability plan.
  - d. All other specifications not changed herein shall remain pursuant to the current insurance contract.
  - e. The Board will deduct health insurance premiums on a pre-tax basis. The Board shall offer employees Flexible Spending Accounts (FSAs); these deductions are on a pre-tax basis.
  - f. The specifications of the Health Insurance Plan(s) for employees of the Board will be reviewed in the spring of each year by a Joint Health Care and Wellness Committee, comprised of an equal number of representatives appointed by SMASA, CEASMC, EASMC, and the Board. Any modifications to the health insurance benefit recommended by the joint committee will be forwarded to the SMASA, CEASMC, EASMC, and Board Bargaining Teams, as well as to the Superintendent and the SMASA, CEASMC, and EASMC Presidents for consideration and possible inclusion in the follow-on negotiated agreement. EASMC agrees that the CEASMC and SMASA Presidents may each appoint to the Joint Health Care and Wellness Committee a number of representatives not to exceed the number appointed by either CEASMC, EASMC, SMASA, or the Board.
- 1) The Joint Health Care and Wellness Committee shall meet at least four times per year to plan and schedule activities specifically designed to increase employee wellness.

- 2) The Board shall provide each employee with a copy of the Wellness Program's schedule of services and activities prior to the beginning of each school year.
- 3) The combined results of the online health assessment survey data shall be shared with the Joint Health Care and Wellness Committee to design and recommend wellness programs utilizing wellness grant dollars provided by the SMCPS health care provider.

#### 9.4 TERM LIFE INSURANCE

For employees, as defined in Article 1 of this Agreement and employed for 30 or more hours per week, the Board shall pay 90% of the premium cost of a term life insurance. For each employee, as defined in Article 1 of this Agreement and employed fewer than 30 hours but not less than 15 hours per week, the Board shall pay 45% of the premium cost for term life insurance. Term life insurance shall equal the employee's annual salary to the next highest thousand up to a maximum amount of \$250,000. An employee may also elect supplemental life insurance to increase the value of their term life insurance policy in increments of \$10,000 up to five times the amount of their annual contracted salary, with a maximum of \$1,250,000. (If the value exceeds two times their annual salary, evidence of insurability may be required.) Employees shall be responsible for 100% of this additional premium cost for supplemental life insurance.

#### 9.5 LONG-TERM DISABILITY

The Board shall make payroll deductions for those employees who elect to participate in the long-term disability insurance plan administered by CEASMC.

#### 9.6 UNIFORMS

The Board will provide uniforms for members of the bargaining unit as follows:

- a. Operations, Maintenance, and Technology personnel will be issued two sets of coveralls as deemed appropriate for the job task and the season. The coveralls will be provided upon request. They will be replaced as needed upon receipt of the previously issued coveralls. The Division of Supporting Services' (DSS) Safety Committee, including a representative from CEASMC, will make the determination of eligibility with regard to job tasks.
- b. Upon request, a minimum of six pairs of cloth painter's pants will be provided for all painters in the Maintenance Department per year.
- c. Operations, Maintenance, and Technology personnel will receive reimbursement up to \$50.00 per year upon receipt of proof of purchase of safety shoes with steel toes. Requests for reimbursement must be submitted to the immediate supervisor within 30 days of receipt. This can be reached using one or more receipts during the school year.
- d. Food service personnel will be provided with five polo shirts per year, with the food service manager at each school selecting from the five available colors. Food service personnel will receive reimbursement up to \$50.00 per year upon receipt of proof of purchase of work shoes. Requests for reimbursement must be submitted to the

immediate supervisor within 30 days of receipt. This can be reached using one or more receipts during the school year.

- e. Safety Assistants and Safety Advocates will be provided with five polo shirts and five pairs of pants as coordinated with the supervisor of safety and security. Safety Assistants and Safety Advocates will receive reimbursement up to \$50.00 per year upon receipt of proof of purchase of work shoes. Requests for reimbursement must be submitted to the immediate supervisor within 30 days of receipt. This can be reached using one or more receipts during the school year.
- f. Uniforms, as defined in this article, will be issued to personnel in Maintenance, Operation, Technology, Food Services, and to Safety Assistants. Any employee who is provided specific clothing or a uniform (including coveralls for the intended job task and shoes as listed above) in accordance with this section shall be required to wear that clothing or uniform in the performance of routine work-related duties at SMCPs work sites. Employees may wear professional attire instead of the provided uniforms/clothing if scheduled to attend a work-related meeting outside of the regular work site. A winter and summer uniform can be selected from the 11 sets provided for Technology, Maintenance, and Operations staff. The summer uniform will consist of standard issue pants and standard issue short-sleeved shirts. Navy blue, hemmed shorts, as approved by the DSS Safety Committee, are acceptable for Operations personnel only, but will not be provided by SMCPs. Summer uniforms can be worn the day after the students last day of the 10-month school year. Standard issued uniforms will be worn commencing the first day of new teacher orientation.
- g. All uniforms (as defined in this article) issued to staff must be returned to the immediate supervisor when employment ends with the school system. The final paycheck will be held until a completed checkout form has been submitted.

## **ARTICLE 10**

### **EDUCATIONAL ASSISTANCE BENEFITS**

This program is designed to provide training and advanced education for permanent employees who wish to improve their performance in their present positions, in preparation for advancement, or as part of an approved career development plan.

- a. Tuition reimbursement (fees and materials are not included) will be provided for appropriate courses leading toward (1) initial certification, (2) renewal of Standard Professional Certificate, (3) Advanced Professional Certificate, (4) Master's Degree, (5) continuation of other professional license or certificate required for employment, or (6) any other approved course work.
- b. Employees may be reimbursed for tuition under the following conditions. SMCPs is not responsible for courses selected by the employee that do not meet the criteria for certification or reimbursement. While not required, SMCPs encourages employees to verify courses with the Department of Human Resources via the SMCPs tuition reimbursement form.



- 1) The course/credits taken are appropriate for the position and certification of the individual employee.
  - 2) The employee has not been previously reimbursed for the same course.
  - 3) The course/credits are from a regionally accredited college or university (if pursuing college credits).
  - 4) The following documentation is required to be submitted the Department of Human Resources within 45 days of the completion of the course (as indicated on the transcript or grade slip): (1) A reimbursement request form (pre-approval is not required for tuition reimbursement), (2) official transcript of grade received with a minimum of grade "C", and (3) original receipt or electronic confirmation of payment (if no hard copy receipt is provided) from the college or university. If an extension is needed, the employee must request it in writing within 45 days of the completion of the course.
  - 5) The employee's tuition reimbursement is allocated each July 1 for the coming year and runs through the following June 30. Tuition reimbursement up to the annual allowable amount will be deducted from the employee's annual allocation based on the date that the credits were earned as indicated on the official transcript or grade slip that must be submitted within 45 days of the credits being earned.
  - 6) SMCPS will provide reimbursement within 45 days of receipt of the required documentation.
- c. Employees enrolled in courses through Direct Pay agreements for non-SMCPS courses must submit for pre-approval to the Department of Human Resources prior to registration per the memorandum of understanding with each participating Direct Pay school. Pre-approval is not required for SMCPS Direct Pay courses, although the employee will be responsible for completing any paperwork required by the university and for any amount that exceeds his/her annual tuition allocation.
  - d. If the employee wants to confirm the appropriateness of a course prior to registration, advance written approval may be sought via an SMCPS Tuition Reimbursement Request form submitted to Human Resources. The Assistant Superintendent of Fiscal Services and Human Resources or designee will sign the SMCPS Tuition Reimbursement Request Form, indicating approval or denial, and return the signed form to the employee within ten workdays of its receipt in the Department of Human Resources.
  - e. The reimbursement will not exceed the actual amount the employee paid for tuition.
  - f. Appropriate credit will be determined by the current requirements for certificates for administrators, supervisors, and teachers, and by the current professional licensure and/or certification requirements for bargaining unit members. In order to receive tuition reimbursement for credits leading toward an Advanced Professional Certificate or a Master's Degree, the employee shall hold a valid Standard Professional Certificate or professional license/certificate for his/her present assignment.

- g. Reimbursement for tuition shall not exceed the following amounts. In determining whether the annual maximum reimbursement amount has been reached, the year to which the reimbursement applies will be based on the date of issuance of the grade slip for a completed course. An employee pursuing a Ph.D. or an Ed.D. will be allocated tuition reimbursement up to a maximum of \$5,000 per year.

School Year	Annual Maximum
2016-2017	\$3000
2017-2018	\$3100
2018-2019	\$3100
2019-2020	\$3100

- h. An employee who has received a Ph.D. or an Ed.D. may receive an additional \$3,000 professional stipend up to a maximum of three years for completing a study or problem of practice approved by the Superintendent or designee.
- i. Based upon successful application process, tuition reimbursement may also be applied as a fee waiver up to the maximum yearly amount for the following certifications and designations.
- Certificated Employees: National Board for Professional Teaching Standards (NBPTS) certification
  - Speech and Language Therapists: National Certificate of Clinical Competency (CCC)
  - Nurses: Nationally Certified School Nurse (NCSN)
  - Occupational Therapists: Doctorate of Occupational Therapy (DOT)
  - Physical Therapists: Doctorate of Physical Therapy (DPT)
  - Audiologists: Fellow of American Academy of Audiology (FAAA)
- j. In accordance with the provisions of COMAR Section 13A.12.01.14, the Board will not require coursework for certification renewal for professionally certificated employees who are 55 years of age or older or who have been employed for at least 25 years in public school service or approved nonpublic school service.
- k. Employees who pay a fee for transcripts necessary to verify course completion may be reimbursed upon submission of a receipt up to 45 days following payment; such reimbursement will be deducted from the year's annual course reimbursement allocation based on the date on the receipt for transcript payment, limited to one transcript reimbursement per semester per university or college.
- l. Any employee who leaves the Board's employ within one year after completion of a course for which they have received reimbursement from the Board shall re-pay the full amount of such reimbursement to the Board with advance written notice to the employee. The Board may deduct such re-payment from any remaining pay owed to the unit member. The employee will have the option when possible (based on remaining number of paychecks) to have the deduction divided into two or more paychecks. The Board will attempt to deduct the money evenly from remaining checks owed. This repayment provision shall not apply in the case of a unit member who must leave the

Board's employ due to military transfer, spousal job transfer necessitating a move of over 50 miles, personal or family illness, divorce or child custody issues, involuntary termination by Board, non-renewal of nontenured employees, or other cause approved by the Board. If the employee who was granted a waiver pursuant to this subsection returns to the same position less than 50 miles away within one year of his/her leaving the Board's employment, he/she shall reimburse the Board according to the above provision unless he/she sought employment with the Board and was not offered a contract. Any employee forced to repay such reimbursement shall have that same reimbursement reversed (tuition repaid) upon returning to the Board and successfully completing two more years of employment.

- m. For employees enrolled in an accredited college program leading towards Maryland teaching certification, an additional \$1,000 reimbursement for tuition shall be available annually with the following terms.
  - 1) Upon graduation and award of a Maryland teaching certificate, the employee granted the extra educational assistance must guarantee to teach for SMCPS for a period of three years following unless SMCPS does not offer the employee a full-time position.
  - 2) If the employee leaves the Board's employ within one year after completion of a course for which they have received the extra reimbursement from the Board, the employee shall re-pay the full amount of such reimbursement to the Board with advance written notice to the employee.
  - 3) The Board may deduct such re-payment from any remaining pay owed to the unit member. The employee will have the option when possible (based on remaining number of paychecks) to have the deduction divided into two or more paychecks. The Board will attempt to deduct the money evenly from remaining checks owed.
  - 4) This provision shall not apply in the case of a unit member who must leave the Board's employ due to military transfer, spousal job transfer more than 50 miles from the St. Mary's County line, personal or family illness, divorce or child custody issues, involuntary termination by Board, nonrenewal, or other cause approved by the Board.
  - 5) If the employee who was granted a waiver pursuant to this subsection returns to the same position within 50 miles of the St. Mary's County line, Maryland, within one year of his/her leaving the Board's employment, he/she shall reimburse the Board according to the above provision unless he/she sought employment with the Board and was not offered a contract. Any employee forced to repay such reimbursement shall have that same reimbursement reversed (tuition repaid) upon returning to the employment of the Board and successfully completing two more years of employment.
  - 6) The school system will pay for the cost of the Paraeducator Assessment Test one time only when an employee presents appropriate documentation that he/she has passed the test and a receipt for the cost of the test.

## **ARTICLE 11 SALARY**

### **11.1 INSTALLMENTS**

All employees who work their full contractual year will be paid in 26 installments during the year. The annual salary of employees who work less than their full contractual year and whose effective start date is prior to March 1, will be prorated and paid according to the number of available remaining installments. No summer escrow money will be held or paid for employees starting on or after March 1.

### **11.2 SALARY**

Eligible unit members shall receive the regular step progression as set forth in the salary scales as defined below.

a. School Year 2016-2017:

- All employees will be placed on the new salary scale (see Appendix B, Salary and Hourly Wage Scale) at the appropriate range and at the step with a salary more than their ending FY16 salary.
- Employees working 6 to 8 hours/day will receive a one-time stipend of \$750 in December 2016 prior to Winter Break. Employees working less than 6 hours/day will received \$375 (this does not apply to employees hired after March 1, 2016).

b. School Year 2017-2018:

- All employees will receive their normal step progression on the new salary scale.

c. School Year 2018-2019:

- All employees will receive their normal step progression on the new salary scale.

d. School Year 2019-2020:

- All employees will receive their normal step progression. The salary scales will be increased by 2%.

e. In the event that the cost of living for any years exceeds 4.5%, the Association at its option will have the right to open negotiations on the area of salary for the subsequent fiscal year. The US CPI-U for the period of September to September will be used for the above determination.

### 11.3 CREDIT FOR COLLEGE AND SPECIALIZED TRAINING

- a. Nonexempt Employees: All nonexempt employees will be compensated after satisfactory completion of job-related approved trade school or college credits as approved by the Assistant Superintendent of Fiscal Services and Human Resources according to the following. Specialized training is equated to college credits at an equivalent rate of one semester hour per 14 hours of instruction.
- 1) Employees with 30 college or trade school credits will receive an additional \$400 annually added to gross annual salary, payable bi-weekly, and included in the retirement calculation.
  - 2) Employees with 60 college or trade school credits will receive an additional \$700 annually added to gross annual salary, payable bi-weekly, and included in the retirement calculation.
  - 3) Employees with an Associate's degree will receive an additional \$800 annually added to gross annual salary, payable bi-weekly, and included in the retirement calculation.
  - 4) Beginning in FY 2017, employees with a Bachelor's degree will receive an additional \$1,000 added to gross salary, payable bi-weekly, and included in the retirement calculation.
  - 5) For every nine continuing education units (CEUs) (90 contact hours) earned within a three-year period, employees will receive a \$300 stipend.
    - The same CEUs cannot be applied to more than one \$300 stipend.
    - CEUs earned prior to employment with SMCPs will not be eligible for the stipend.
    - CEUs eligible for the stipend cannot be earned during a paid duty day.
    - Original documentation, transcripts, and/or certificates (as applicable) must be submitted to the Department of Human Resources.
    - An employee may not receive both CEUs and college/university credit hours for the same experience or offering.
- b. Exempt Employees: All exempt employees will be compensated after satisfactory completion of job-related approved college credits as approved by the Assistant Superintendent of Fiscal Services and Human Resources according to the following. This compensation is added to gross salary, payable bi-weekly, and included in the retirement calculation.
- 1) Masters Degree + 30 credits will result in \$1,500 added to gross salary.
  - 2) Masters Degree + 45 credits will result in \$2,000 added to the gross salary.
  - 3) A Doctorate earned in a program approved by the Superintendent and at an institution approved by the Superintendent will result in \$3,000.

#### 11.4 SHIFT DIFFERENTIAL

Night time building service workers who are assigned to work shifts which begin at 2:00 p.m. or later will receive a stipend of \$700 per year. Exceptions to this section must be approved by the Director of Operations.

#### 11.5 LICENSES AND CERTIFICATES REQUIRED FOR EMPLOYMENT

Employees holding a license or certificate required for their employment, other than a license provided by the Maryland State Department of Education, shall receive reimbursement for the payment of the required license or certification fee, or for the fee paid for renewal of said required license or certification, or for the cost of programs and/or courses required for continuation of licensing, approved in advance. The total reimbursement shall not exceed \$500 per year.

#### 11.6 BUILDING SERVICE WORKERS

In an effort to further increase the efficiency and effectiveness of the support staff, existing staff from the secondary schools can volunteer to participate and will be pooled to create a “travel team” of permanent, full-time building service workers who could provide staffing support to the smaller schools with immediate staffing needs. Participating building service staff will receive \$25 for each occurrence of support provided. Accrued earning of “travel team” members will be paid two times per year: in December and in June. Mileage will also be paid for travel from one school to another school or any additional mileage above the normal commute to the regularly assigned school of a “travel team” member.

#### 11.7 LONGEVITY INCREMENTS

- a. Nonexempt Employees: A \$630 longevity increment will be added to the gross salary of all 12-month employees at the 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, and 30<sup>th</sup> years of creditable service. A \$525 longevity increment will be added for ten- and 11-month employees.
- b. Exempt Employees: An \$800 longevity increment will be added to the gross salary at the 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, and 30<sup>th</sup> years of creditable service.

#### 11.8 STATIONARY ENGINEER LICENSE

Building service staff and maintenance staff who hold a stationary engineer license level I will receive a \$900 per year stipend, level 2 will receive an \$800 per year stipend, level 3 will receive a \$700 per year stipend, and level 4 will receive a \$500 per year stipend. Any consideration for the fee for the license is included in the stipend.

#### 11.9 EXTRA PAY FOR EXTRA DUTY (EPED)

Any employee who was assigned an extra pay for extra duty assignment via written EPED contract will be paid in accordance with Appendix C, Extra Pay for Extra Duty Payment Schedule. The following table lists the value of a point.

Years of Experience	\$ Value/Point
1 – 3	205
4 – 6	210
7 – 9	215
10+	220

## 11.10 PROMOTIONS

Employees receiving a promotion will be placed on the new salary scale according to the following steps.

- a. If the employee is currently in a ten-month or eleven-month assignment, the value of their current salary will be computed based on the number of months of the new assignment.
- b. Based on the salary range for the newly assigned position, the employee will be placed at the first higher salary (as established in step a above) of the new schedule plus one step.

## 11.11 INCENTIVE FOR ADVANCED NOTIFICATION OF RETIREMENT

The Board and CEASMC mutually agree that early notification by employees of their intent to retire will increase the opportunity for successful employee assignments, reassignments, and transfers, and will decrease the risk of reductions in force due to budgetary constraints. Annually on or about February 15, the Board and CEASMC will meet to discuss the availability of funds for the purpose of offering an incentive for advanced notification of retirement. The availability and total amount of funds will be determined by the Superintendent. If funds are available, the Board and CEASMC will open negotiations for Item 11.11 only to reach agreement on the terms of the incentive.

## 11.12 MOBILE PHONE ALLOCATION

Designated categories of employees will be provided a \$300 mobile phone allocation each year to support the use of a mobile phone that will facilitate the employee's ability to perform his/her assigned work. This allocation shall be prorated if less than a full year is worked and will not be included for retirement calculation purposes. Employees who received the allocation prior to FY 2017 will continue to receive the allocation until such time as their assignment changes to reflect a change in the allocation.

At the discretion of the Superintendent or designee, a SMCPs-owned mobile phone may be provided to the employee in lieu of the \$300 allocation. Additional positions approved by the Superintendent or designee with communication to CEASMC.

The following employee groups will receive the allocation:

Building Service Managers  
Assistant Building Service Managers  
Department of Information Technology

## **ARTICLE 12 SEVERABILITY**

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law by a court of competent jurisdiction, such provision or application shall not be deemed valid and subsisting except to the extent provided by law; but all other provisions or applications shall continue in full force and effect. The parties shall meet no later than 30 days after any such holding for the purpose of renegotiating the provisions affected.

## **ARTICLE 13 DISTRIBUTION**

The Board shall provide a copy of this Agreement for each employee. The Board shall give new employees a copy of this agreement along with a welcome folder provided to the Board by CEASMC. The cost of providing copies of this Agreement will be shared equally by the Board and the Association.

## **ARTICLE 14 DURATION**

The provisions of this Agreement will be effective as of July 1, 2016, and will remain in full force and effect until June 30, 2020.

The Board and the Association agree to continue a joint study committee to be convened as requested by either team and comprised of up to three representatives from the Board and three from the Association. The purpose of the committee will be to explore and make recommendations in areas of interest including the following.

- Information Technology training/initiatives to include the implementation/communication process. The recommendations of the committee will be forwarded to the bargaining teams for possible inclusion as a revision or addendum to the FY 2017 negotiated agreement.
- A joint study committee will review videotaping within the schools. The recommendations of the committee will be forwarded to the bargaining teams for possible inclusion as a revision or addendum to the FY 2017 negotiated agreement.
- A joint study committee will convene to develop a performance assessment system (PAS), similar in structure to that of the certificated employees, that (1) recognizes the diversity of knowledge, skills, and accomplishments required for education support professionals, and (2) includes a meaningful exchange with the appropriate supervisor relative to job performance and growth. The new PAS shall be effective for the FY 2017 employee evaluation cycle.
- For FY 2017, the joint Extra Pay for Extra Duty/Stipend Study Committee will reconvene to review the existing EPED positions and point system, including points allocated to existing assignments and point values. Recommendations will be forwarded to the negotiating teams for




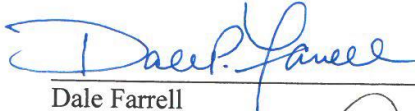
possible inclusion in the negotiated agreement. The joint committee will also continue to collaborate to streamline the EPED/stipend processes to ensure that all EPED payments and stipends are negotiated.

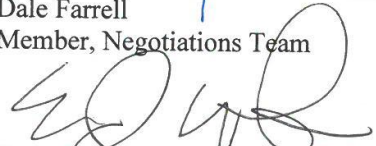
- This Agreement is contingent upon the Board of Education receiving or identifying sufficient revenue to fund the fiscal items. In the event that this Agreement is not fully funded, the parties shall continue negotiations. If, at the conclusion of negotiations, the initial Agreement was not fully funded due to a lack of funding, and if during the contract period additional non-restricted funds are identified or available, they shall be used, to the extent possible, to fully fund the priorities by the parties in the initial agreement. In addition, both parties will continue to work collaboratively in pursuit of additional funding.

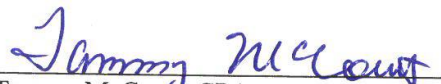
IN WITNESS WHEREOF, the parties hereunto set their hands and seals this 14<sup>th</sup> day of June 2016.

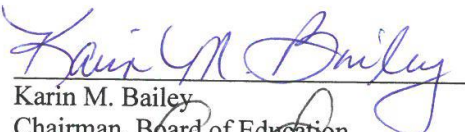
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OF ST. MARY'S COUNTY

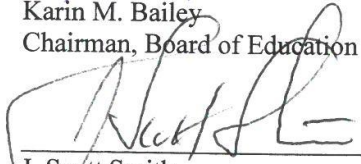
  
\_\_\_\_\_  
Jeff Walker, Ph.D.  
Chief Negotiator

  
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Dale Farrell  
Member, Negotiations Team

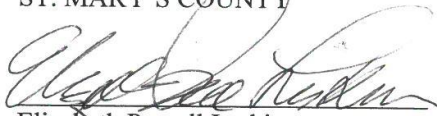
  
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Edmund W. Law, J. D.  
Member, Negotiations Team

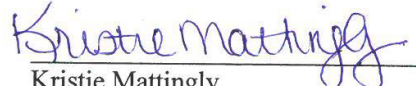
  
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Tammy McCourt, CPA  
Member, Negotiations Team

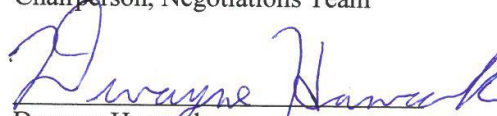
  
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Karin M. Bailey  
Chairman, Board of Education

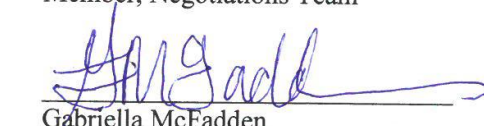
  
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J. Scott Smith  
Superintendent of Schools

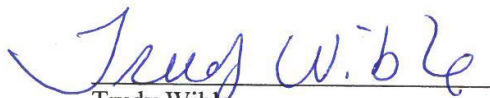
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ST. MARY'S COUNTY

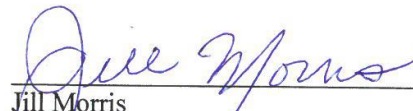
  
\_\_\_\_\_  
Elizabeth Purcell Leskinen  
Chief Negotiator

  
\_\_\_\_\_  
Kristie Mattingly  
Chairperson, Negotiations Team

  
\_\_\_\_\_  
Dwayne Hancock  
Member, Negotiations Team

  
\_\_\_\_\_  
Gabriella McFadden  
Member, Negotiations Team

  
\_\_\_\_\_  
Trudy Wible  
Member, Negotiations Team

  
\_\_\_\_\_  
Jill Morris  
President, CEASMC  
Ex-Officio, Negotiations Team

# **Appendix A**

## **Schedule of Classifications**

Title	Range	Salary Schedule	Exempt or Non-Exempt	Months Worked	Work Days	Holidays	Total Duty Days	Hours Per Day	Hours Per Year
Academic Dean I	B	SMASA	Exempt	11	212	11	223	7	1561
Academic Dean II	E	SMASA	Exempt	12	249	12	261	7	1827
Account Clerk II	13	CEASMC	Non-Exempt	12	249	12	261	7	1827
Accountability & Assessment Officer II	G	SMASA	Exempt	12	249	12	261	7	1827
Accountability Officer I - Administration	E	SMASA	Exempt	12	249	12	261	7	1827
Accountant	31	CEASMC	Exempt	12	249	12	261	7	1827
Accounts Payable Specialist	21	CEASMC	Non-Exempt	12	249	12	261	7	1827
Activity Resource Teacher	1-7	EASMC	Exempt	12	249	12	261	7	1827
Administrative Assistant I	23	CEASMC	Non-Exempt	12	249	12	261	7	1827
Administrative Assistant II (Supporting Asst. Superintendents)	25	CEASMC	Non-Exempt	12	249	12	261	7	1827
Administrative Secretary	17	CEASMC	Non-Exempt	12	249	12	261	7	1827
Alarm Specialist	13	CEASMC	Non-Exempt	12	249	12	261	8	2088
Assistant Building Service Manager I	4	CEASMC	Non-Exempt	12	249	12	261	8	2088
Assistant Building Service Manager II	7	CEASMC	Non-Exempt	12	249	12	261	8	2088
Assistant Building Service Manager III	10	CEASMC	Non-Exempt	12	249	12	261	8	2088
Assistant Principal - Elementary School (11 month)	B	SMASA	Exempt	11	212	11	223	7	1561
Assistant Principal - Elementary School (12 month)	C	SMASA	Exempt	12	249	12	261	7	1827
Assistant Principal – High School (11 month)	C	SMASA	Exempt	11	212	11	223	7	1561
Assistant Principal – High School (12 month)	E	SMASA	Exempt	12	249	12	261	7	1827
Assistant Principal – Middle School (11 month)	B	SMASA	Exempt	11	212	11	223	7	1561
Assistant Principal – Middle School (12 month)	D	SMASA	Exempt	12	249	12	261	7	1827
Assistant Superintendent of Fiscal Services and Human Resources	J	SMASA	Exempt	12	249	12	261	7	1827
Assistant Superintendent of Supporting Services	J	SMASA	Exempt	12	249	12	261	7	1827
Audiologist	1-7	EASMC	Exempt	10	190	11	201	7	1407
Behavior Specialist	1-7	EASMC	Exempt	10	190	11	201	7	1407
Budget Analyst	31	CEASMC	Exempt	12	249	12	261	7	1827
Building Logistics Support	18	CEASMC	Non-Exempt	12	249	12	261	8	2088
Building Service Crew Leader	4	CEASMC	Non-Exempt	12	249	12	261	8	2088
Building Service Floater	2	CEASMC	Non-Exempt	12	249	12	261	8	2088
Building Service Manager I	9	CEASMC	Non-Exempt	12	249	12	261	8	2088
Building Service Manager II	12	CEASMC	Non-Exempt	12	249	12	261	8	2088
Building Service Manager III	15	CEASMC	Non-Exempt	12	249	12	261	8	2088
Building Service Worker	1	CEASMC	Non-Exempt	12	249	12	261	8	2088
Building Service Worker I	1	CEASMC	Non-Exempt	12	249	12	261	8	2088
Building Service Worker II	2	CEASMC	Non-Exempt	12	249	12	261	8	2088
Bus Driver Trainer	16	CEASMC	Non-Exempt	12	249	12	261	7	1827
Capital Planning Program Analyst	29	CEASMC	Exempt	12	249	12	261	7	1827
Chief Academic Officer	I	SMASA	Exempt	12	249	12	261	7	1827
Child Development Staff	1	CEASMC	Non-Exempt	10	190	11	201	7	1407
College and Career Readiness Liaison	17	CEASMC	Non-Exempt	10	190	11	201	7	1407
Computer Support Specialist I	15	CEASMC	Non-Exempt	12	249	12	261	8	2088
Computer Support Specialist II	17	CEASMC	Non-Exempt	12	249	12	261	8	2088

Title	Range	Salary Schedule	Exempt or Non-Exempt	Months Worked	Work Days	Holidays	Total Duty Days	Hours Per Day	Hours Per Year
Computer Support Specialist III	19	CEASMC	Non-Exempt	12	249	12	261	8	2088
Computer Support Specialist IV	21	CEASMC	Non-Exempt	12	249	12	261	8	2088
Contract and Fiscal Specialist	16	CEASMC	Non-Exempt	12	249	12	261	7	1827
Coordinating Supervisor of Early Childhood	F	SMASA	Exempt	12	249	12	261	7	1827
Coordinator of Benefits	B	SMASA	Exempt	12	249	12	261	7	1827
Coordinator of Financial Services III	D	SMASA	Exempt	12	249	12	261	7	1827
Coordinator of Head Start	D	SMASA	Exempt	12	249	12	261	7	1827
Coordinator of Infants/Toddlers Special Education	1-7	EASMC	Exempt	12	249	12	261	7	1827
Coordinator of Special Programs	D	SMASA	Exempt	12	249	12	261	7	1827
Coordinator of Transportation Logistics	D	SMASA	Exempt	12	249	12	261	7	1827
Delivery Driver	3	CEASMC	Non-Exempt	12	249	12	261	8	2088
Deputy Superintendent	K	SMASA	Exempt	12	249	12	261	7	1827
Director of Capital Planning and Green Schools I	G	SMASA	Exempt	12	249	12	261	7	1827
Director of Curriculum and Instruction II	H	SMASA	Exempt	12	249	12	261	7	1827
Director of Design and Construction I	G	SMASA	Exempt	12	249	12	261	7	1827
Director of Food and Nutrition Services I	G	SMASA	Exempt	12	249	12	261	7	1827
Director of Human Resources II	H	SMASA	Exempt	12	249	12	261	7	1827
Director of Information Technology II	H	SMASA	Exempt	12	249	12	261	7	1827
Director of Maintenance I	G	SMASA	Exempt	12	249	12	261	7	1827
Director of Operations I	G	SMASA	Exempt	12	249	12	261	7	1827
Director of Safety & Security I	G	SMASA	Exempt	12	249	12	261	7	1827
Director of Special Education	H	SMASA	Exempt	12	249	12	261	7	1827
Director of Student Services II	H	SMASA	Exempt	12	249	12	261	7	1827
Director of Transportation I	G	SMASA	Exempt	12	249	12	261	7	1827
Executive Administrative Assistant	31	CEASMC	Exempt	12	249	12	261	7	1827
Executive Director of Supplemental School Programs	I	SMASA	Exempt	12	249	12	261	7	1827
Fiscal Secretary	15	CEASMC	Non-Exempt	12	249	12	261	7	1827
Fiscal/Records Specialist	23	CEASMC	Non-Exempt	12	249	12	261	7	1827
FLOW Mentoring Program Manager	17	CEASMC	Non-Exempt	11	212	11	223	7	1561
Food & Nutrition Specialist	29	CEASMC	Exempt	12	249	12	261	7	1827
Food Service Coordinator II	C	SMASA	Exempt	12	249	12	261	7	1827
Food Service Driver	7	CEASMC	Non-Exempt	12	249	12	261	8	2088
Food Service Manager I (Elementary) 6 hr.	6	CEASMC	Non-Exempt	10	184	11	195	6	1170
Food Service Manager II (Elementary) 6 hr.	9	CEASMC	Non-Exempt	10	184	11	195	6	1170
Food Service Mgr. III ( Middle/High) 7 hr.	13	CEASMC	Non-Exempt	10	184	11	195	7	1365
Food Service Worker (3 hours)	1	CEASMC	Non-Exempt	10	184	11	195	3	585
Food Service Worker (6 hours)	1	CEASMC	Non-Exempt	10	184	11	195	6	1170
General Counsel	E	SMASA	Exempt	12	249	12	261	7	1827
Head Start Program Assistant I	17	CEASMC	Non-Exempt	12	249	12	261	7	1827
High School Financial Assistant	13	CEASMC	Non-Exempt	12	249	12	261	7	1827
Human Resources and Workforce Diversity Coordinator I	35	CEASMC	Exempt	12	249	12	261	7	1827
Human Resources Assistant I	17	CEASMC	Non-Exempt	12	249	12	261	7	1827

Title	Range	Salary Schedule	Exempt or Non-Exempt	Months Worked	Work Days	Holidays	Total Duty Days	Hours Per Day	Hours Per Year
Human Resources Assistant II	23	CEASMC	Non-Exempt	12	249	12	261	7	1827
Information Tech Project Coordinator I	29	CEASMC	Exempt	12	249	12	261	7	1827
Information Technology Assistant III	17	CEASMC	Non-Exempt	12	249	12	261	8	2088
Instructional Resource Teacher (10 month)	1-7	EASMC	Exempt	10	190	11	201	7	1407
Instructional Resource Teacher (11 month)	1-7	EASMC	Exempt	11	212	11	223	7	1561
Instructional Resource Teacher (12 month)	1-7	EASMC	Exempt	12	249	12	261	7	1827
Instructional Specialist	23	CEASMC	Non-Exempt	11	212	11	223	7	1561
Instructional Technology Support	15	CEASMC	Non-Exempt	12	249	12	261	8	2088
Insurance Specialist	23	CEASMC	Non-Exempt	12	249	12	261	7	1827
Interagency Liaison	1-7	EASMC	Exempt	11	212	11	223	7	1561
JROTC Instructor I	1-7	EASMC	Exempt	11	212	11	223	7	1561
JROTC Instructor II	1-7	EASMC	Exempt	11	212	11	223	7	1561
Judy Center Early Childhood Liaison	21	CEASMC	Non-Exempt	12	249	12	261	7	1827
Judy Center Family Service Specialist	20	CEASMC	Non-Exempt	12	249	12	261	7	1827
Judy Center Program Assistant	19	CEASMC	Non-Exempt	12	249	12	261	7	1827
Judy Center Specialist	23	CEASMC	Non-Exempt	12	249	12	261	7	1827
Junior Accountant	21	CEASMC	Non-Exempt	12	249	12	261	7	1827
Licensed Practical Nurse	17	CEASMC	Non-Exempt	10	190	11	201	7	1407
Maintenance Team Leader	17	CEASMC	Non-Exempt	12	249	12	261	8	2088
Maintenance Trades I	6	CEASMC	Non-Exempt	12	249	12	261	8	2088
Maintenance Trades II	8	CEASMC	Non-Exempt	12	249	12	261	8	2088
Maintenance Trades III	12	CEASMC	Non-Exempt	12	249	12	261	8	2088
Maintenance Trades IV	14	CEASMC	Non-Exempt	12	249	12	261	8	2088
Maintenance/Operations Foreman	20	CEASMC	Non-Exempt	12	249	12	261	8	2088
Media Clerk (10 month)	10	CEASMC	Non-Exempt	10	190	11	201	7	1407
Media Production Coordinator	31	CEASMC	Exempt	12	249	12	261	7	1827
Media Specialist	1-7	EASMC	Exempt	10	190	11	201	7	1407
Network Coordinator	34	CEASMC	Exempt	12	249	12	261	7	1827
Occupational Therapist	1-7	EASMC	Exempt	10	190	11	201	7	1407
Office Manager	23	CEASMC	Non-Exempt	12	249	12	261	7	1827
Operations Coordinator II	C	SMASA	Exempt	12	249	12	261	7	1827
Paraeducator I	5	CEASMC	Non-Exempt	10	190	11	201	7	1407
Child Development Senior Staff	5	CEASMC	Non-Exempt	10	190	11	201	7	1407
In-School Intervention Center Monitor	5	CEASMC	Non-Exempt	10	190	11	201	7	1407
Instructional	5	CEASMC	Non-Exempt	10	190	11	201	7	1407
Judy Center Preschool	5	CEASMC	Non-Exempt	10	190	11	201	7	1407
Kindergarten	5	CEASMC	Non-Exempt	10	190	11	201	7	1407
Pre-Kindergarten	5	CEASMC	Non-Exempt	10	190	11	201	7	1407
Special Education	5	CEASMC	Non-Exempt	10	190	11	201	7	1407
Paraeducator II (highly qualified)	7	CEASMC	Non-Exempt	10	190	11	201	7	1407
Child Development Senior Staff	7	CEASMC	Non-Exempt	10	190	11	201	7	1407
Head Start	7	CEASMC	Non-Exempt	10	190	11	201	7	1407

Title	Range	Salary Schedule	Exempt or Non-Exempt	Months Worked	Work Days	Holidays	Total Duty Days	Hours Per Day	Hours Per Year
In-School Intervention Center Monitor	7	CEASMC	Non-Exempt	10	190	11	201	7	1407
Instructional	7	CEASMC	Non-Exempt	10	190	11	201	7	1407
Judy Center Preschool	7	CEASMC	Non-Exempt	10	190	11	201	7	1407
Kindergarten	7	CEASMC	Non-Exempt	10	190	11	201	7	1407
Pre-Kindergarten	7	CEASMC	Non-Exempt	10	190	11	201	7	1407
Special Education	7	CEASMC	Non-Exempt	10	190	11	201	7	1407
Parent Liaison	17	CEASMC	Non-Exempt	10	190	11	201	7	1407
Payroll Specialist	23	CEASMC	Non-Exempt	12	249	12	261	7	1827
Physical Therapist	1-7	EASMC	Exempt	10	190	11	201	7	1407
Physical Therapy Assistant	23	CEASMC	Non-Exempt	10	190	11	201	7	1407
Principal – High School	H	SMASA	Exempt	12	249	12	261	7	1827
Principal I – Elementary School	F	SMASA	Exempt	12	249	12	261	7	1827
Principal – Middle School	G	SMASA	Exempt	12	249	12	261	7	1827
Principal II – Elementary School	G	SMASA	Exempt	12	249	12	261	7	1827
Print Shop Clerk	10	CEASMC	Non-Exempt	12	249	12	261	7	1827
Print Shop Operator	20	CEASMC	Non-Exempt	12	249	12	261	7	1827
Procurement Coordinator I	B	SMASA	Exempt	12	249	12	261	7	1827
Program Assistant I	17	CEASMC	Non-Exempt	12	249	12	261	7	1827
Program Assistant II	19	CEASMC	Non-Exempt	12	249	12	261	7	1827
Program Manager	21	CEASMC	Non-Exempt	12	249	12	261	7	1827
Program Manager (10 month)	21	CEASMC	Non-Exempt	10	190	11	201	7	1407
Programmer/Analyst	31	CEASMC	Exempt	12	249	12	261	7	1827
Programmer/Data Base Administrator	34	CEASMC	Exempt	12	249	12	261	7	1827
Project Coordinator I	29	CEASMC	Exempt	12	249	12	261	7	1827
Project Coordinator II	32	CEASMC	Exempt	12	249	12	261	7	1827
Pupil Personnel Worker (10 month)	1-7	EASMC	Exempt	10	190	11	201	7	1407
Pupil Personnel Worker (11 month)	1-7	EASMC	Exempt	11	212	11	223	7	1561
Pupil Personnel Worker (12 month)	1-7	EASMC	Exempt	12	249	12	261	7	1827
Purchasing Buyer I	19	CEASMC	Non-Exempt	12	249	12	261	7	1827
Purchasing Specialist	16	CEASMC	Non-Exempt	12	249	12	261	7	1827
Registered Nurses (10 month)	1-7	EASMC	Exempt	10	190	11	201	7	1407
Registrar	13	CEASMC	Non-Exempt	12	249	12	261	7	1827
Safety & Security Team Leaders	15	CEASMC	Non-Exempt	11	212	11	223	7	1561
Safety and Security Assistant	7	CEASMC	Non-Exempt	10	190	11	201	7	1407
School Bus Attendant	1	CEASMC	Non-Exempt	10	181	11	192	7	1344
School Bus Driver	7	CEASMC	Non-Exempt	10	181	11	192	7	1344
School Counselor	1-7	EASMC	Exempt	10	190	11	201	7	1407
School Psychologist (10 month)	1-7	EASMC	Exempt	10	190	11	201	7	1407
School Psychologist (11 month)	1-7	EASMC	Exempt	11	212	11	223	7	1561
Secretary I (11 month)	10	CEASMC	Non-Exempt	11	212	11	223	7	1561
Secretary I (12 month)	10	CEASMC	Non-Exempt	12	249	12	261	7	1827
Secretary II	13	CEASMC	Non-Exempt	12	249	12	261	7	1827

Title	Range	Salary Schedule	Exempt or Non-Exempt	Months Worked	Work Days	Holidays	Total Duty Days	Hours Per Day	Hours Per Year
Secretary to the Principal	15	CEASMC	Non-Exempt	12	249	12	261	7	1827
Security Specialist	21	CEASMC	Non-Exempt	12	249	12	261	7	1827
Sign Language Interpreter	23	CEASMC	Non-Exempt	10	190	11	201	7	1407
Speech Pathologists	1-7	EASMC	Exempt	10	190	11	201	7	1407
Supervisor of Accounting, Auditing, & Procurement	E	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Assessments	E	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Health, Home, & Hospital Teaching	E	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Human Resources	E	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Instruction	E	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of School Counselors	E	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Special Education	E	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Student Services	E	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Title I Family, Student & Staff Engagement	E	SMASA	Exempt	12	249	12	261	7	1827
Teacher (10 month)	1-7	EASMC	Exempt	10	190	11	201	7	1407
Teacher (11 month)	1-7	EASMC	Exempt	11	212	11	223	7	1561
Teacher (12 month)	1-7	EASMC	Exempt	12	249	12	261	7	1827
Transportation Specialist I	19	CEASMC	Non-Exempt	12	249	12	261	7	1827
Transportation Specialist II	22	CEASMC	Non-Exempt	12	249	12	261	7	1827
Vocation Evaluator	1-7	EASMC	Exempt	10	190	11	201	7	1407
Warehouse Manager	9	CEASMC	Non-Exempt	12	249	12	261	8	2088
Wastewater/Building Service Operator	14	CEASMC	Non-Exempt	12	249	12	261	8	2088
Work Order Specialist	17	CEASMC	Non-Exempt	12	249	12	261	7	1827



**Appendix B**

**CEASMC Salary and Hourly Wage Scales**

# SALARY SCALE #1: CEASMC 10-MONTH 7-HOUR EMPLOYEES

## C07 SCHEDULE

Step	Range											
	01	02	03	04	05	06	07	08	09	10	11	12
A	18,291	18,840	19,403	19,993	20,584	21,203	21,837	22,498	23,173	23,863	24,580	25,326
B	18,840	19,403	19,993	20,584	21,203	21,837	22,498	23,173	23,863	24,580	25,326	26,072
C	19,403	19,993	20,584	21,203	21,837	22,498	23,173	23,863	24,580	25,326	26,072	26,860
D	19,993	20,584	21,203	21,837	22,498	23,173	23,863	24,580	25,326	26,072	26,860	27,662
E	20,584	21,203	21,837	22,498	23,173	23,863	24,580	25,326	26,072	26,860	27,662	28,492
F	21,203	21,837	22,498	23,173	23,863	24,580	25,326	26,072	26,860	27,662	28,492	29,350
G	21,837	22,498	23,173	23,863	24,580	25,326	26,072	26,860	27,662	28,492	29,350	30,236
H	22,498	23,173	23,863	24,580	25,326	26,072	26,860	27,662	28,492	29,350	30,236	31,137
I	23,173	23,863	24,580	25,326	26,072	26,860	27,662	28,492	29,350	30,236	31,137	32,080
J	23,863	24,580	25,326	26,072	26,860	27,662	28,492	29,350	30,236	31,137	32,080	33,036
K	24,580	25,326	26,072	26,860	27,662	28,492	29,350	30,236	31,137	32,080	33,036	34,021
L	25,326	26,072	26,860	27,662	28,492	29,350	30,236	31,137	32,080	33,036	34,021	35,048
M	26,072	26,860	27,662	28,492	29,350	30,236	31,137	32,080	33,036	34,021	35,048	36,104
N	26,860	27,662	28,492	29,350	30,236	31,137	32,080	33,036	34,021	35,048	36,104	37,187
O	27,662	28,492	29,350	30,236	31,137	32,080	33,036	34,021	35,048	36,104	37,187	38,299

Step	Range											
	13	14	15	16	17	18	19	20	21	22	23	24
A	26,072	26,860	27,662	28,492	29,350	30,236	31,137	32,080	33,036	34,021	35,048	36,104
B	26,860	27,662	28,492	29,350	30,236	31,137	32,080	33,036	34,021	35,048	36,104	37,187
C	27,662	28,492	29,350	30,236	31,137	32,080	33,036	34,021	35,048	36,104	37,187	38,299
D	28,492	29,350	30,236	31,137	32,080	33,036	34,021	35,048	36,104	37,187	38,299	39,452
E	29,350	30,236	31,137	32,080	33,036	34,021	35,048	36,104	37,187	38,299	39,452	40,634
F	30,236	31,137	32,080	33,036	34,021	35,048	36,104	37,187	38,299	39,452	40,634	41,844
G	31,137	32,080	33,036	34,021	35,048	36,104	37,187	38,299	39,452	40,634	41,844	43,110
H	32,080	33,036	34,021	35,048	36,104	37,187	38,299	39,452	40,634	41,844	43,110	44,391
I	33,036	34,021	35,048	36,104	37,187	38,299	39,452	40,634	41,844	43,110	44,391	45,728
J	34,021	35,048	36,104	37,187	38,299	39,452	40,634	41,844	43,110	44,391	45,728	47,106
K	35,048	36,104	37,187	38,299	39,452	40,634	41,844	43,110	44,391	45,728	47,106	48,513
L	36,104	37,187	38,299	39,452	40,634	41,844	43,110	44,391	45,728	47,106	48,513	49,963
M	37,187	38,299	39,452	40,634	41,844	43,110	44,391	45,728	47,106	48,513	49,963	51,468
N	38,299	39,452	40,634	41,844	43,110	44,391	45,728	47,106	48,513	49,963	51,468	53,016
O	39,452	40,634	41,844	43,110	44,391	45,728	47,106	48,513	49,963	51,468	53,016	54,606

Step	Range										
	25	26	27	28	29	30	31	32	33	34	35
A	37,187	38,299	39,452	40,634	41,844	43,110	44,391	45,728	47,106	48,513	49,963
B	38,299	39,452	40,634	41,844	43,110	44,391	45,728	47,106	48,513	49,963	51,468
C	39,452	40,634	41,844	43,110	44,391	45,728	47,106	48,513	49,963	51,468	53,016
D	40,634	41,844	43,110	44,391	45,728	47,106	48,513	49,963	51,468	53,016	54,606
E	41,844	43,110	44,391	45,728	47,106	48,513	49,963	51,468	53,016	54,606	56,238
F	43,110	44,391	45,728	47,106	48,513	49,963	51,468	53,016	54,606	56,238	57,926
G	44,391	45,728	47,106	48,513	49,963	51,468	53,016	54,606	56,238	57,926	59,671
H	45,728	47,106	48,513	49,963	51,468	53,016	54,606	56,238	57,926	59,671	61,458
I	47,106	48,513	49,963	51,468	53,016	54,606	56,238	57,926	59,671	61,458	63,301
J	48,513	49,963	51,468	53,016	54,606	56,238	57,926	59,671	61,458	63,301	65,200
K	49,963	51,468	53,016	54,606	56,238	57,926	59,671	61,458	63,301	65,200	67,156
L	51,468	53,016	54,606	56,238	57,926	59,671	61,458	63,301	65,200	67,156	69,168
M	53,016	54,606	56,238	57,926	59,671	61,458	63,301	65,200	67,156	69,168	71,250
N	54,606	56,238	57,926	59,671	61,458	63,301	65,200	67,156	69,168	71,250	73,375
O	56,238	57,926	59,671	61,458	63,301	65,200	67,156	69,168	71,250	73,375	75,584

# SALARY SCALE #2: CEASMC 11-MONTH 7-HOUR EMPLOYEES

## C17 SCHEDULE

Step	Range											
	01	02	03	04	05	06	07	08	09	10	11	12
A	20,293	20,902	21,526	22,182	22,837	23,524	24,227	24,960	25,710	26,475	27,271	28,098
B	20,902	21,526	22,182	22,837	23,524	24,227	24,960	25,710	26,475	27,271	28,098	28,925
C	21,526	22,182	22,837	23,524	24,227	24,960	25,710	26,475	27,271	28,098	28,925	29,799
D	22,182	22,837	23,524	24,227	24,960	25,710	26,475	27,271	28,098	28,925	29,799	30,689
E	22,837	23,524	24,227	24,960	25,710	26,475	27,271	28,098	28,925	29,799	30,689	31,610
F	23,524	24,227	24,960	25,710	26,475	27,271	28,098	28,925	29,799	30,689	31,610	32,562
G	24,227	24,960	25,710	26,475	27,271	28,098	28,925	29,799	30,689	31,610	32,562	33,546
H	24,960	25,710	26,475	27,271	28,098	28,925	29,799	30,689	31,610	32,562	33,546	34,545
I	25,710	26,475	27,271	28,098	28,925	29,799	30,689	31,610	32,562	33,546	34,545	35,591
J	26,475	27,271	28,098	28,925	29,799	30,689	31,610	32,562	33,546	34,545	35,591	36,652
K	27,271	28,098	28,925	29,799	30,689	31,610	32,562	33,546	34,545	35,591	36,652	37,745
L	28,098	28,925	29,799	30,689	31,610	32,562	33,546	34,545	35,591	36,652	37,745	38,885
M	28,925	29,799	30,689	31,610	32,562	33,546	34,545	35,591	36,652	37,745	38,885	40,055
N	29,799	30,689	31,610	32,562	33,546	34,545	35,591	36,652	37,745	38,885	40,055	41,257
O	30,689	31,610	32,562	33,546	34,545	35,591	36,652	37,745	38,885	40,055	41,257	42,490

Step	Range											
	13	14	15	16	17	18	19	20	21	22	23	24
A	28,925	29,799	30,689	31,610	32,562	33,546	34,545	35,591	36,652	37,745	38,885	40,055
B	29,799	30,689	31,610	32,562	33,546	34,545	35,591	36,652	37,745	38,885	40,055	41,257
C	30,689	31,610	32,562	33,546	34,545	35,591	36,652	37,745	38,885	40,055	41,257	42,490
D	31,610	32,562	33,546	34,545	35,591	36,652	37,745	38,885	40,055	41,257	42,490	43,770
E	32,562	33,546	34,545	35,591	36,652	37,745	38,885	40,055	41,257	42,490	43,770	45,082
F	33,546	34,545	35,591	36,652	37,745	38,885	40,055	41,257	42,490	43,770	45,082	46,424
G	34,545	35,591	36,652	37,745	38,885	40,055	41,257	42,490	43,770	45,082	46,424	47,829
H	35,591	36,652	37,745	38,885	40,055	41,257	42,490	43,770	45,082	46,424	47,829	49,250
I	36,652	37,745	38,885	40,055	41,257	42,490	43,770	45,082	46,424	47,829	49,250	50,733
J	37,745	38,885	40,055	41,257	42,490	43,770	45,082	46,424	47,829	49,250	50,733	52,262
K	38,885	40,055	41,257	42,490	43,770	45,082	46,424	47,829	49,250	50,733	52,262	53,823
L	40,055	41,257	42,490	43,770	45,082	46,424	47,829	49,250	50,733	52,262	53,823	55,431
M	41,257	42,490	43,770	45,082	46,424	47,829	49,250	50,733	52,262	53,823	55,431	57,101
N	42,490	43,770	45,082	46,424	47,829	49,250	50,733	52,262	53,823	55,431	57,101	58,818
O	43,770	45,082	46,424	47,829	49,250	50,733	52,262	53,823	55,431	57,101	58,818	60,582

Step	Range										
	25	26	27	28	29	30	31	32	33	34	35
A	41,257	42,490	43,770	45,082	46,424	47,829	49,250	50,733	52,262	53,823	55,431
B	42,490	43,770	45,082	46,424	47,829	49,250	50,733	52,262	53,823	55,431	57,101
C	43,770	45,082	46,424	47,829	49,250	50,733	52,262	53,823	55,431	57,101	58,818
D	45,082	46,424	47,829	49,250	50,733	52,262	53,823	55,431	57,101	58,818	60,582
E	46,424	47,829	49,250	50,733	52,262	53,823	55,431	57,101	58,818	60,582	62,393
F	47,829	49,250	50,733	52,262	53,823	55,431	57,101	58,818	60,582	62,393	64,266
G	49,250	50,733	52,262	53,823	55,431	57,101	58,818	60,582	62,393	64,266	66,202
H	50,733	52,262	53,823	55,431	57,101	58,818	60,582	62,393	64,266	66,202	68,184
I	52,262	53,823	55,431	57,101	58,818	60,582	62,393	64,266	66,202	68,184	70,229
J	53,823	55,431	57,101	58,818	60,582	62,393	64,266	66,202	68,184	70,229	72,337
K	55,431	57,101	58,818	60,582	62,393	64,266	66,202	68,184	70,229	72,337	74,507
L	57,101	58,818	60,582	62,393	64,266	66,202	68,184	70,229	72,337	74,507	76,739
M	58,818	60,582	62,393	64,266	66,202	68,184	70,229	72,337	74,507	76,739	79,049
N	60,582	62,393	64,266	66,202	68,184	70,229	72,337	74,507	76,739	79,049	81,406
O	62,393	64,266	66,202	68,184	70,229	72,337	74,507	76,739	79,049	81,406	83,857

# SALARY SCALE #3: CEASMC 12-MONTH 7-HOUR EMPLOYEES

## C27 SCHEDULE

Step	Range											
	01	02	03	04	05	06	07	08	09	10	11	12
A	23,751	24,464	25,194	25,962	26,729	27,533	28,355	29,214	30,091	30,986	31,918	32,886
B	24,464	25,194	25,962	26,729	27,533	28,355	29,214	30,091	30,986	31,918	32,886	33,854
C	25,194	25,962	26,729	27,533	28,355	29,214	30,091	30,986	31,918	32,886	33,854	34,877
D	25,962	26,729	27,533	28,355	29,214	30,091	30,986	31,918	32,886	33,854	34,877	35,919
E	26,729	27,533	28,355	29,214	30,091	30,986	31,918	32,886	33,854	34,877	35,919	36,997
F	27,533	28,355	29,214	30,091	30,986	31,918	32,886	33,854	34,877	35,919	36,997	38,111
G	28,355	29,214	30,091	30,986	31,918	32,886	33,854	34,877	35,919	36,997	38,111	39,262
H	29,214	30,091	30,986	31,918	32,886	33,854	34,877	35,919	36,997	38,111	39,262	40,432
I	30,091	30,986	31,918	32,886	33,854	34,877	35,919	36,997	38,111	39,262	40,432	41,656
J	30,986	31,918	32,886	33,854	34,877	35,919	36,997	38,111	39,262	40,432	41,656	42,898
K	31,918	32,886	33,854	34,877	35,919	36,997	38,111	39,262	40,432	41,656	42,898	44,177
L	32,886	33,854	34,877	35,919	36,997	38,111	39,262	40,432	41,656	42,898	44,177	45,511
M	33,854	34,877	35,919	36,997	38,111	39,262	40,432	41,656	42,898	44,177	45,511	46,881
N	34,877	35,919	36,997	38,111	39,262	40,432	41,656	42,898	44,177	45,511	46,881	48,288
O	35,919	36,997	38,111	39,262	40,432	41,656	42,898	44,177	45,511	46,881	48,288	49,731

Step	Range											
	13	14	15	16	17	18	19	20	21	22	23	24
A	33,854	34,877	35,919	36,997	38,111	39,262	40,432	41,656	42,898	44,177	45,511	46,881
B	34,877	35,919	36,997	38,111	39,262	40,432	41,656	42,898	44,177	45,511	46,881	48,288
C	35,919	36,997	38,111	39,262	40,432	41,656	42,898	44,177	45,511	46,881	48,288	49,731
D	36,997	38,111	39,262	40,432	41,656	42,898	44,177	45,511	46,881	48,288	49,731	51,229
E	38,111	39,262	40,432	41,656	42,898	44,177	45,511	46,881	48,288	49,731	51,229	52,764
F	39,262	40,432	41,656	42,898	44,177	45,511	46,881	48,288	49,731	51,229	52,764	54,335
G	40,432	41,656	42,898	44,177	45,511	46,881	48,288	49,731	51,229	52,764	54,335	55,979
H	41,656	42,898	44,177	45,511	46,881	48,288	49,731	51,229	52,764	54,335	55,979	57,642
I	42,898	44,177	45,511	46,881	48,288	49,731	51,229	52,764	54,335	55,979	57,642	59,378
J	44,177	45,511	46,881	48,288	49,731	51,229	52,764	54,335	55,979	57,642	59,378	61,168
K	45,511	46,881	48,288	49,731	51,229	52,764	54,335	55,979	57,642	59,378	61,168	62,995
L	46,881	48,288	49,731	51,229	52,764	54,335	55,979	57,642	59,378	61,168	62,995	64,877
M	48,288	49,731	51,229	52,764	54,335	55,979	57,642	59,378	61,168	62,995	64,877	66,832
N	49,731	51,229	52,764	54,335	55,979	57,642	59,378	61,168	62,995	64,877	66,832	68,841
O	51,229	52,764	54,335	55,979	57,642	59,378	61,168	62,995	64,877	66,832	68,841	70,906

Step	Range										
	25	26	27	28	29	30	31	32	33	34	35
A	48,288	49,731	51,229	52,764	54,335	55,979	57,642	59,378	61,168	62,995	64,877
B	49,731	51,229	52,764	54,335	55,979	57,642	59,378	61,168	62,995	64,877	66,832
C	51,229	52,764	54,335	55,979	57,642	59,378	61,168	62,995	64,877	66,832	68,841
D	52,764	54,335	55,979	57,642	59,378	61,168	62,995	64,877	66,832	68,841	70,906
E	54,335	55,979	57,642	59,378	61,168	62,995	64,877	66,832	68,841	70,906	73,025
F	55,979	57,642	59,378	61,168	62,995	64,877	66,832	68,841	70,906	73,025	75,218
G	57,642	59,378	61,168	62,995	64,877	66,832	68,841	70,906	73,025	75,218	77,483
H	59,378	61,168	62,995	64,877	66,832	68,841	70,906	73,025	75,218	77,483	79,803
I	61,168	62,995	64,877	66,832	68,841	70,906	73,025	75,218	77,483	79,803	82,197
J	62,995	64,877	66,832	68,841	70,906	73,025	75,218	77,483	79,803	82,197	84,663
K	64,877	66,832	68,841	70,906	73,025	75,218	77,483	79,803	82,197	84,663	87,203
L	66,832	68,841	70,906	73,025	75,218	77,483	79,803	82,197	84,663	87,203	89,815
M	68,841	70,906	73,025	75,218	77,483	79,803	82,197	84,663	87,203	89,815	92,519
N	70,906	73,025	75,218	77,483	79,803	82,197	84,663	87,203	89,815	92,519	95,278
O	73,025	75,218	77,483	79,803	82,197	84,663	87,203	89,815	92,519	95,278	98,146

**SALARY SCALE #4: CEASMC 12-MONTH 8-HOUR EMPLOYEES**

**C28 SCHEDULE**

Step	Range											
	01	02	03	04	05	06	07	08	09	10	11	12
A	27,144	27,958	28,794	29,670	30,547	31,466	32,406	33,387	34,389	35,412	36,477	37,584
B	27,958	28,794	29,670	30,547	31,466	32,406	33,387	34,389	35,412	36,477	37,584	38,691
C	28,794	29,670	30,547	31,466	32,406	33,387	34,389	35,412	36,477	37,584	38,691	39,860
D	29,670	30,547	31,466	32,406	33,387	34,389	35,412	36,477	37,584	38,691	39,860	41,050
E	30,547	31,466	32,406	33,387	34,389	35,412	36,477	37,584	38,691	39,860	41,050	42,282
F	31,466	32,406	33,387	34,389	35,412	36,477	37,584	38,691	39,860	41,050	42,282	43,556
G	32,406	33,387	34,389	35,412	36,477	37,584	38,691	39,860	41,050	42,282	43,556	44,871
H	33,387	34,389	35,412	36,477	37,584	38,691	39,860	41,050	42,282	43,556	44,871	46,207
I	34,389	35,412	36,477	37,584	38,691	39,860	41,050	42,282	43,556	44,871	46,207	47,606
J	35,412	36,477	37,584	38,691	39,860	41,050	42,282	43,556	44,871	46,207	47,606	49,026
K	36,477	37,584	38,691	39,860	41,050	42,282	43,556	44,871	46,207	47,606	49,026	50,488
L	37,584	38,691	39,860	41,050	42,282	43,556	44,871	46,207	47,606	49,026	50,488	52,012
M	38,691	39,860	41,050	42,282	43,556	44,871	46,207	47,606	49,026	50,488	52,012	53,578
N	39,860	41,050	42,282	43,556	44,871	46,207	47,606	49,026	50,488	52,012	53,578	55,186
O	41,050	42,282	43,556	44,871	46,207	47,606	49,026	50,488	52,012	53,578	55,186	56,835

Step	Range											
	13	14	15	16	17	18	19	20	21	22	23	24
A	38,691	39,860	41,050	42,282	43,556	44,871	46,207	47,606	49,026	50,488	52,012	53,578
B	39,860	41,050	42,282	43,556	44,871	46,207	47,606	49,026	50,488	52,012	53,578	55,186
C	41,050	42,282	43,556	44,871	46,207	47,606	49,026	50,488	52,012	53,578	55,186	56,835
D	42,282	43,556	44,871	46,207	47,606	49,026	50,488	52,012	53,578	55,186	56,835	58,548
E	43,556	44,871	46,207	47,606	49,026	50,488	52,012	53,578	55,186	56,835	58,548	60,301
F	44,871	46,207	47,606	49,026	50,488	52,012	53,578	55,186	56,835	58,548	60,301	62,097
G	46,207	47,606	49,026	50,488	52,012	53,578	55,186	56,835	58,548	60,301	62,097	63,976
H	47,606	49,026	50,488	52,012	53,578	55,186	56,835	58,548	60,301	62,097	63,976	65,876
I	49,026	50,488	52,012	53,578	55,186	56,835	58,548	60,301	62,097	63,976	65,876	67,860
J	50,488	52,012	53,578	55,186	56,835	58,548	60,301	62,097	63,976	65,876	67,860	69,906
K	52,012	53,578	55,186	56,835	58,548	60,301	62,097	63,976	65,876	67,860	69,906	71,994
L	53,578	55,186	56,835	58,548	60,301	62,097	63,976	65,876	67,860	69,906	71,994	74,145
M	55,186	56,835	58,548	60,301	62,097	63,976	65,876	67,860	69,906	71,994	74,145	76,379
N	56,835	58,548	60,301	62,097	63,976	65,876	67,860	69,906	71,994	74,145	76,379	78,676
O	58,548	60,301	62,097	63,976	65,876	67,860	69,906	71,994	74,145	76,379	78,676	81,035

Step	Range										
	25	26	27	28	29	30	31	32	33	34	35
A	55,186	56,835	58,548	60,301	62,097	63,976	65,876	67,860	69,906	71,994	74,145
B	56,835	58,548	60,301	62,097	63,976	65,876	67,860	69,906	71,994	74,145	76,379
C	58,548	60,301	62,097	63,976	65,876	67,860	69,906	71,994	74,145	76,379	78,676
D	60,301	62,097	63,976	65,876	67,860	69,906	71,994	74,145	76,379	78,676	81,035
E	62,097	63,976	65,876	67,860	69,906	71,994	74,145	76,379	78,676	81,035	83,457
F	63,976	65,876	67,860	69,906	71,994	74,145	76,379	78,676	81,035	83,457	85,963
G	65,876	67,860	69,906	71,994	74,145	76,379	78,676	81,035	83,457	85,963	88,552
H	67,860	69,906	71,994	74,145	76,379	78,676	81,035	83,457	85,963	88,552	91,204
I	69,906	71,994	74,145	76,379	78,676	81,035	83,457	85,963	88,552	91,204	93,939
J	71,994	74,145	76,379	78,676	81,035	83,457	85,963	88,552	91,204	93,939	96,758
K	74,145	76,379	78,676	81,035	83,457	85,963	88,552	91,204	93,939	96,758	99,660
L	76,379	78,676	81,035	83,457	85,963	88,552	91,204	93,939	96,758	99,660	102,646
M	78,676	81,035	83,457	85,963	88,552	91,204	93,939	96,758	99,660	102,646	105,736
N	81,035	83,457	85,963	88,552	91,204	93,939	96,758	99,660	102,646	105,736	108,889
O	83,457	85,963	88,552	91,204	93,939	96,758	99,660	102,646	105,736	108,889	112,167

**SALARY SCALE #5: CEASMC 10-MONTH 3-HOUR FOOD SERVICE EMPLOYEES**

Step	Range											
	01	02	03	04	05	06	07	08	09	10	11	12
A	7,605	7,833	8,067	8,313	8,559	8,816	9,079	9,354	9,635	9,922	10,220	10,530
B	7,833	8,067	8,313	8,559	8,816	9,079	9,354	9,635	9,922	10,220	10,530	10,840
C	8,067	8,313	8,559	8,816	9,079	9,354	9,635	9,922	10,220	10,530	10,840	11,168
D	8,313	8,559	8,816	9,079	9,354	9,635	9,922	10,220	10,530	10,840	11,168	11,501
E	8,559	8,816	9,079	9,354	9,635	9,922	10,220	10,530	10,840	11,168	11,501	11,846
F	8,816	9,079	9,354	9,635	9,922	10,220	10,530	10,840	11,168	11,501	11,846	12,203
G	9,079	9,354	9,635	9,922	10,220	10,530	10,840	11,168	11,501	11,846	12,203	12,572
H	9,354	9,635	9,922	10,220	10,530	10,840	11,168	11,501	11,846	12,203	12,572	12,946
I	9,635	9,922	10,220	10,530	10,840	11,168	11,501	11,846	12,203	12,572	12,946	13,338
J	9,922	10,220	10,530	10,840	11,168	11,501	11,846	12,203	12,572	12,946	13,338	13,736
K	10,220	10,530	10,840	11,168	11,501	11,846	12,203	12,572	12,946	13,338	13,736	14,145
L	10,530	10,840	11,168	11,501	11,846	12,203	12,572	12,946	13,338	13,736	14,145	14,572
M	10,840	11,168	11,501	11,846	12,203	12,572	12,946	13,338	13,736	14,145	14,572	15,011
N	11,168	11,501	11,846	12,203	12,572	12,946	13,338	13,736	14,145	14,572	15,011	15,462
O	11,501	11,846	12,203	12,572	12,946	13,338	13,736	14,145	14,572	15,011	15,462	15,924

Step	Range											
	13	14	15	16	17	18	19	20	21	22	23	24
A	10,840	11,168	11,501	11,846	12,203	12,572	12,946	13,338	13,736	14,145	14,572	15,011
B	11,168	11,501	11,846	12,203	12,572	12,946	13,338	13,736	14,145	14,572	15,011	15,462
C	11,501	11,846	12,203	12,572	12,946	13,338	13,736	14,145	14,572	15,011	15,462	15,924
D	11,846	12,203	12,572	12,946	13,338	13,736	14,145	14,572	15,011	15,462	15,924	16,403
E	12,203	12,572	12,946	13,338	13,736	14,145	14,572	15,011	15,462	15,924	16,403	16,895
F	12,572	12,946	13,338	13,736	14,145	14,572	15,011	15,462	15,924	16,403	16,895	17,398
G	12,946	13,338	13,736	14,145	14,572	15,011	15,462	15,924	16,403	16,895	17,398	17,924
H	13,338	13,736	14,145	14,572	15,011	15,462	15,924	16,403	16,895	17,398	17,924	18,457
I	13,736	14,145	14,572	15,011	15,462	15,924	16,403	16,895	17,398	17,924	18,457	19,013
J	14,145	14,572	15,011	15,462	15,924	16,403	16,895	17,398	17,924	18,457	19,013	19,586
K	14,572	15,011	15,462	15,924	16,403	16,895	17,398	17,924	18,457	19,013	19,586	20,171
L	15,011	15,462	15,924	16,403	16,895	17,398	17,924	18,457	19,013	19,586	20,171	20,773
M	15,462	15,924	16,403	16,895	17,398	17,924	18,457	19,013	19,586	20,171	20,773	21,399
N	15,924	16,403	16,895	17,398	17,924	18,457	19,013	19,586	20,171	20,773	21,399	22,043
O	16,403	16,895	17,398	17,924	18,457	19,013	19,586	20,171	20,773	21,399	22,043	22,704

Step	Range										
	25	26	27	28	29	30	31	32	33	34	35
A	15,462	15,924	16,403	16,895	17,398	17,924	18,457	19,013	19,586	20,171	20,773
B	15,924	16,403	16,895	17,398	17,924	18,457	19,013	19,586	20,171	20,773	21,399
C	16,403	16,895	17,398	17,924	18,457	19,013	19,586	20,171	20,773	21,399	22,043
D	16,895	17,398	17,924	18,457	19,013	19,586	20,171	20,773	21,399	22,043	22,704
E	17,398	17,924	18,457	19,013	19,586	20,171	20,773	21,399	22,043	22,704	23,382
F	17,924	18,457	19,013	19,586	20,171	20,773	21,399	22,043	22,704	23,382	24,084
G	18,457	19,013	19,586	20,171	20,773	21,399	22,043	22,704	23,382	24,084	24,810
H	19,013	19,586	20,171	20,773	21,399	22,043	22,704	23,382	24,084	24,810	25,553
I	19,586	20,171	20,773	21,399	22,043	22,704	23,382	24,084	24,810	25,553	26,319
J	20,171	20,773	21,399	22,043	22,704	23,382	24,084	24,810	25,553	26,319	27,109
K	20,773	21,399	22,043	22,704	23,382	24,084	24,810	25,553	26,319	27,109	27,922
L	21,399	22,043	22,704	23,382	24,084	24,810	25,553	26,319	27,109	27,922	28,759
M	22,043	22,704	23,382	24,084	24,810	25,553	26,319	27,109	27,922	28,759	29,624
N	22,704	23,382	24,084	24,810	25,553	26,319	27,109	27,922	28,759	29,624	30,508
O	23,382	24,084	24,810	25,553	26,319	27,109	27,922	28,759	29,624	30,508	31,426

# SALARY SCALE #6: CEASMC 10-MONTH 6-HOUR FOOD SERVICE EMPLOYEES

## F06 SCHEDULE

Step	Range											
	01	02	03	04	05	06	07	08	09	10	11	12
A	15,210	15,666	16,134	16,626	17,117	17,632	18,158	18,708	19,270	19,843	20,440	21,060
B	15,666	16,134	16,626	17,117	17,632	18,158	18,708	19,270	19,843	20,440	21,060	21,680
C	16,134	16,626	17,117	17,632	18,158	18,708	19,270	19,843	20,440	21,060	21,680	22,335
D	16,626	17,117	17,632	18,158	18,708	19,270	19,843	20,440	21,060	21,680	22,335	23,002
E	17,117	17,632	18,158	18,708	19,270	19,843	20,440	21,060	21,680	22,335	23,002	23,693
F	17,632	18,158	18,708	19,270	19,843	20,440	21,060	21,680	22,335	23,002	23,693	24,406
G	18,158	18,708	19,270	19,843	20,440	21,060	21,680	22,335	23,002	23,693	24,406	25,143
H	18,708	19,270	19,843	20,440	21,060	21,680	22,335	23,002	23,693	24,406	25,143	25,892
I	19,270	19,843	20,440	21,060	21,680	22,335	23,002	23,693	24,406	25,143	25,892	26,676
J	19,843	20,440	21,060	21,680	22,335	23,002	23,693	24,406	25,143	25,892	26,676	27,472
K	20,440	21,060	21,680	22,335	23,002	23,693	24,406	25,143	25,892	26,676	27,472	28,291
L	21,060	21,680	22,335	23,002	23,693	24,406	25,143	25,892	26,676	27,472	28,291	29,145
M	21,680	22,335	23,002	23,693	24,406	25,143	25,892	26,676	27,472	28,291	29,145	30,022
N	22,335	23,002	23,693	24,406	25,143	25,892	26,676	27,472	28,291	29,145	30,022	30,923
O	23,002	23,693	24,406	25,143	25,892	26,676	27,472	28,291	29,145	30,022	30,923	31,847

Step	Range											
	13	14	15	16	17	18	19	20	21	22	23	24
A	21,680	22,335	23,002	23,693	24,406	25,143	25,892	26,676	27,472	28,291	29,145	30,022
B	22,335	23,002	23,693	24,406	25,143	25,892	26,676	27,472	28,291	29,145	30,022	30,923
C	23,002	23,693	24,406	25,143	25,892	26,676	27,472	28,291	29,145	30,022	30,923	31,847
D	23,693	24,406	25,143	25,892	26,676	27,472	28,291	29,145	30,022	30,923	31,847	32,807
E	24,406	25,143	25,892	26,676	27,472	28,291	29,145	30,022	30,923	31,847	32,807	33,790
F	25,143	25,892	26,676	27,472	28,291	29,145	30,022	30,923	31,847	32,807	33,790	34,796
G	25,892	26,676	27,472	28,291	29,145	30,022	30,923	31,847	32,807	33,790	34,796	35,849
H	26,676	27,472	28,291	29,145	30,022	30,923	31,847	32,807	33,790	34,796	35,849	36,914
I	27,472	28,291	29,145	30,022	30,923	31,847	32,807	33,790	34,796	35,849	36,914	38,025
J	28,291	29,145	30,022	30,923	31,847	32,807	33,790	34,796	35,849	36,914	38,025	39,172
K	29,145	30,022	30,923	31,847	32,807	33,790	34,796	35,849	36,914	38,025	39,172	40,342
L	30,022	30,923	31,847	32,807	33,790	34,796	35,849	36,914	38,025	39,172	40,342	41,547
M	30,923	31,847	32,807	33,790	34,796	35,849	36,914	38,025	39,172	40,342	41,547	42,799
N	31,847	32,807	33,790	34,796	35,849	36,914	38,025	39,172	40,342	41,547	42,799	44,086
O	32,807	33,790	34,796	35,849	36,914	38,025	39,172	40,342	41,547	42,799	44,086	45,408

Step	Range										
	25	26	27	28	29	30	31	32	33	34	35
A	30,923	31,847	32,807	33,790	34,796	35,849	36,914	38,025	39,172	40,342	41,547
B	31,847	32,807	33,790	34,796	35,849	36,914	38,025	39,172	40,342	41,547	42,799
C	32,807	33,790	34,796	35,849	36,914	38,025	39,172	40,342	41,547	42,799	44,086
D	33,790	34,796	35,849	36,914	38,025	39,172	40,342	41,547	42,799	44,086	45,408
E	34,796	35,849	36,914	38,025	39,172	40,342	41,547	42,799	44,086	45,408	46,765
F	35,849	36,914	38,025	39,172	40,342	41,547	42,799	44,086	45,408	46,765	48,169
G	36,914	38,025	39,172	40,342	41,547	42,799	44,086	45,408	46,765	48,169	49,620
H	38,025	39,172	40,342	41,547	42,799	44,086	45,408	46,765	48,169	49,620	51,106
I	39,172	40,342	41,547	42,799	44,086	45,408	46,765	48,169	49,620	51,106	52,638
J	40,342	41,547	42,799	44,086	45,408	46,765	48,169	49,620	51,106	52,638	54,218
K	41,547	42,799	44,086	45,408	46,765	48,169	49,620	51,106	52,638	54,218	55,844
L	42,799	44,086	45,408	46,765	48,169	49,620	51,106	52,638	54,218	55,844	57,517
M	44,086	45,408	46,765	48,169	49,620	51,106	52,638	54,218	55,844	57,517	59,249
N	45,408	46,765	48,169	49,620	51,106	52,638	54,218	55,844	57,517	59,249	61,016
O	46,765	48,169	49,620	51,106	52,638	54,218	55,844	57,517	59,249	61,016	62,852



# SALARY SCALE #7: CEASMC 10-MONTH 7-HOUR FOOD SERVICE EMPLOYEES

## F07 SCHEDULE

Step	Range											
	01	02	03	04	05	06	07	08	09	10	11	12
A	17,745	18,277	18,823	19,397	19,970	20,571	21,185	21,826	22,482	23,150	23,847	24,570
B	18,277	18,823	19,397	19,970	20,571	21,185	21,826	22,482	23,150	23,847	24,570	25,293
C	18,823	19,397	19,970	20,571	21,185	21,826	22,482	23,150	23,847	24,570	25,293	26,058
D	19,397	19,970	20,571	21,185	21,826	22,482	23,150	23,847	24,570	25,293	26,058	26,836
E	19,970	20,571	21,185	21,826	22,482	23,150	23,847	24,570	25,293	26,058	26,836	27,641
F	20,571	21,185	21,826	22,482	23,150	23,847	24,570	25,293	26,058	26,836	27,641	28,474
G	21,185	21,826	22,482	23,150	23,847	24,570	25,293	26,058	26,836	27,641	28,474	29,334
H	21,826	22,482	23,150	23,847	24,570	25,293	26,058	26,836	27,641	28,474	29,334	30,207
I	22,482	23,150	23,847	24,570	25,293	26,058	26,836	27,641	28,474	29,334	30,207	31,122
J	23,150	23,847	24,570	25,293	26,058	26,836	27,641	28,474	29,334	30,207	31,122	32,050
K	23,847	24,570	25,293	26,058	26,836	27,641	28,474	29,334	30,207	31,122	32,050	33,006
L	24,570	25,293	26,058	26,836	27,641	28,474	29,334	30,207	31,122	32,050	33,006	34,002
M	25,293	26,058	26,836	27,641	28,474	29,334	30,207	31,122	32,050	33,006	34,002	35,026
N	26,058	26,836	27,641	28,474	29,334	30,207	31,122	32,050	33,006	34,002	35,026	36,077
O	26,836	27,641	28,474	29,334	30,207	31,122	32,050	33,006	34,002	35,026	36,077	37,155

Step	Range											
	13	14	15	16	17	18	19	20	21	22	23	24
A	25,293	26,058	26,836	27,641	28,474	29,334	30,207	31,122	32,050	33,006	34,002	35,026
B	26,058	26,836	27,641	28,474	29,334	30,207	31,122	32,050	33,006	34,002	35,026	36,077
C	26,836	27,641	28,474	29,334	30,207	31,122	32,050	33,006	34,002	35,026	36,077	37,155
D	27,641	28,474	29,334	30,207	31,122	32,050	33,006	34,002	35,026	36,077	37,155	38,275
E	28,474	29,334	30,207	31,122	32,050	33,006	34,002	35,026	36,077	37,155	38,275	39,421
F	29,334	30,207	31,122	32,050	33,006	34,002	35,026	36,077	37,155	38,275	39,421	40,595
G	30,207	31,122	32,050	33,006	34,002	35,026	36,077	37,155	38,275	39,421	40,595	41,824
H	31,122	32,050	33,006	34,002	35,026	36,077	37,155	38,275	39,421	40,595	41,824	43,066
I	32,050	33,006	34,002	35,026	36,077	37,155	38,275	39,421	40,595	41,824	43,066	44,363
J	33,006	34,002	35,026	36,077	37,155	38,275	39,421	40,595	41,824	43,066	44,363	45,700
K	34,002	35,026	36,077	37,155	38,275	39,421	40,595	41,824	43,066	44,363	45,700	47,065
L	35,026	36,077	37,155	38,275	39,421	40,595	41,824	43,066	44,363	45,700	47,065	48,471
M	36,077	37,155	38,275	39,421	40,595	41,824	43,066	44,363	45,700	47,065	48,471	49,932
N	37,155	38,275	39,421	40,595	41,824	43,066	44,363	45,700	47,065	48,471	49,932	51,433
O	38,275	39,421	40,595	41,824	43,066	44,363	45,700	47,065	48,471	49,932	51,433	52,976

Step	Range										
	25	26	27	28	29	30	31	32	33	34	35
A	36,077	37,155	38,275	39,421	40,595	41,824	43,066	44,363	45,700	47,065	48,471
B	37,155	38,275	39,421	40,595	41,824	43,066	44,363	45,700	47,065	48,471	49,932
C	38,275	39,421	40,595	41,824	43,066	44,363	45,700	47,065	48,471	49,932	51,433
D	39,421	40,595	41,824	43,066	44,363	45,700	47,065	48,471	49,932	51,433	52,976
E	40,595	41,824	43,066	44,363	45,700	47,065	48,471	49,932	51,433	52,976	54,559
F	41,824	43,066	44,363	45,700	47,065	48,471	49,932	51,433	52,976	54,559	56,197
G	43,066	44,363	45,700	47,065	48,471	49,932	51,433	52,976	54,559	56,197	57,890
H	44,363	45,700	47,065	48,471	49,932	51,433	52,976	54,559	56,197	57,890	59,623
I	45,700	47,065	48,471	49,932	51,433	52,976	54,559	56,197	57,890	59,623	61,411
J	47,065	48,471	49,932	51,433	52,976	54,559	56,197	57,890	59,623	61,411	63,254
K	48,471	49,932	51,433	52,976	54,559	56,197	57,890	59,623	61,411	63,254	65,151
L	49,932	51,433	52,976	54,559	56,197	57,890	59,623	61,411	63,254	65,151	67,103
M	51,433	52,976	54,559	56,197	57,890	59,623	61,411	63,254	65,151	67,103	69,124
N	52,976	54,559	56,197	57,890	59,623	61,411	63,254	65,151	67,103	69,124	71,185
O	54,559	56,197	57,890	59,623	61,411	63,254	65,151	67,103	69,124	71,185	73,328



# SALARY SCALE #8: CEASMC 10-MONTH 7-HOUR BUS DRIVERS & ATTENDANTS

## B07 SCHEDULE

Step	Range											
	01	02	03	04	05	06	07	08	09	10	11	12
A	17,472	17,996	18,534	19,098	19,663	20,254	20,859	21,491	22,136	22,794	23,480	24,192
B	17,996	18,534	19,098	19,663	20,254	20,859	21,491	22,136	22,794	23,480	24,192	24,904
C	18,534	19,098	19,663	20,254	20,859	21,491	22,136	22,794	23,480	24,192	24,904	25,657
D	19,098	19,663	20,254	20,859	21,491	22,136	22,794	23,480	24,192	24,904	25,657	26,423
E	19,663	20,254	20,859	21,491	22,136	22,794	23,480	24,192	24,904	25,657	26,423	27,216
F	20,254	20,859	21,491	22,136	22,794	23,480	24,192	24,904	25,657	26,423	27,216	28,036
G	20,859	21,491	22,136	22,794	23,480	24,192	24,904	25,657	26,423	27,216	28,036	28,883
H	21,491	22,136	22,794	23,480	24,192	24,904	25,657	26,423	27,216	28,036	28,883	29,743
I	22,136	22,794	23,480	24,192	24,904	25,657	26,423	27,216	28,036	28,883	29,743	30,643
J	22,794	23,480	24,192	24,904	25,657	26,423	27,216	28,036	28,883	29,743	30,643	31,557
K	23,480	24,192	24,904	25,657	26,423	27,216	28,036	28,883	29,743	30,643	31,557	32,498
L	24,192	24,904	25,657	26,423	27,216	28,036	28,883	29,743	30,643	31,557	32,498	33,479
M	24,904	25,657	26,423	27,216	28,036	28,883	29,743	30,643	31,557	32,498	33,479	34,487
N	25,657	26,423	27,216	28,036	28,883	29,743	30,643	31,557	32,498	33,479	34,487	35,522
O	26,423	27,216	28,036	28,883	29,743	30,643	31,557	32,498	33,479	34,487	35,522	36,584

Step	Range											
	13	14	15	16	17	18	19	20	21	22	23	24
A	24,904	25,657	26,423	27,216	28,036	28,883	29,743	30,643	31,557	32,498	33,479	34,487
B	25,657	26,423	27,216	28,036	28,883	29,743	30,643	31,557	32,498	33,479	34,487	35,522
C	26,423	27,216	28,036	28,883	29,743	30,643	31,557	32,498	33,479	34,487	35,522	36,584
D	27,216	28,036	28,883	29,743	30,643	31,557	32,498	33,479	34,487	35,522	36,584	37,686
E	28,036	28,883	29,743	30,643	31,557	32,498	33,479	34,487	35,522	36,584	37,686	38,815
F	28,883	29,743	30,643	31,557	32,498	33,479	34,487	35,522	36,584	37,686	38,815	39,971
G	29,743	30,643	31,557	32,498	33,479	34,487	35,522	36,584	37,686	38,815	39,971	41,180
H	30,643	31,557	32,498	33,479	34,487	35,522	36,584	37,686	38,815	39,971	41,180	42,403
I	31,557	32,498	33,479	34,487	35,522	36,584	37,686	38,815	39,971	41,180	42,403	43,680
J	32,498	33,479	34,487	35,522	36,584	37,686	38,815	39,971	41,180	42,403	43,680	44,997
K	33,479	34,487	35,522	36,584	37,686	38,815	39,971	41,180	42,403	43,680	44,997	46,341
L	34,487	35,522	36,584	37,686	38,815	39,971	41,180	42,403	43,680	44,997	46,341	47,725
M	35,522	36,584	37,686	38,815	39,971	41,180	42,403	43,680	44,997	46,341	47,725	49,164
N	36,584	37,686	38,815	39,971	41,180	42,403	43,680	44,997	46,341	47,725	49,164	50,642
O	37,686	38,815	39,971	41,180	42,403	43,680	44,997	46,341	47,725	49,164	50,642	52,161

Step	Range										
	25	26	27	28	29	30	31	32	33	34	35
A	35,522	36,584	37,686	38,815	39,971	41,180	42,403	43,680	44,997	46,341	47,725
B	36,584	37,686	38,815	39,971	41,180	42,403	43,680	44,997	46,341	47,725	49,164
C	37,686	38,815	39,971	41,180	42,403	43,680	44,997	46,341	47,725	49,164	50,642
D	38,815	39,971	41,180	42,403	43,680	44,997	46,341	47,725	49,164	50,642	52,161
E	39,971	41,180	42,403	43,680	44,997	46,341	47,725	49,164	50,642	52,161	53,720
F	41,180	42,403	43,680	44,997	46,341	47,725	49,164	50,642	52,161	53,720	55,332
G	42,403	43,680	44,997	46,341	47,725	49,164	50,642	52,161	53,720	55,332	56,999
H	43,680	44,997	46,341	47,725	49,164	50,642	52,161	53,720	55,332	56,999	58,706
I	44,997	46,341	47,725	49,164	50,642	52,161	53,720	55,332	56,999	58,706	60,467
J	46,341	47,725	49,164	50,642	52,161	53,720	55,332	56,999	58,706	60,467	62,281
K	47,725	49,164	50,642	52,161	53,720	55,332	56,999	58,706	60,467	62,281	64,149
L	49,164	50,642	52,161	53,720	55,332	56,999	58,706	60,467	62,281	64,149	66,071
M	50,642	52,161	53,720	55,332	56,999	58,706	60,467	62,281	64,149	66,071	68,060
N	52,161	53,720	55,332	56,999	58,706	60,467	62,281	64,149	66,071	68,060	70,090
O	53,720	55,332	56,999	58,706	60,467	62,281	64,149	66,071	68,060	70,090	72,200

# SALARY SCALE #9: CEASMC HOURLY WAGE SCALE

Step	Range											
	01	02	03	04	05	06	07	08	09	10	11	12
A	13.00	13.39	13.79	14.21	14.63	15.07	15.52	15.99	16.47	16.96	17.47	18.00
B	13.39	13.79	14.21	14.63	15.07	15.52	15.99	16.47	16.96	17.47	18.00	18.53
C	13.79	14.21	14.63	15.07	15.52	15.99	16.47	16.96	17.47	18.00	18.53	19.09
D	14.21	14.63	15.07	15.52	15.99	16.47	16.96	17.47	18.00	18.53	19.09	19.66
E	14.63	15.07	15.52	15.99	16.47	16.96	17.47	18.00	18.53	19.09	19.66	20.25
F	15.07	15.52	15.99	16.47	16.96	17.47	18.00	18.53	19.09	19.66	20.25	20.86
G	15.52	15.99	16.47	16.96	17.47	18.00	18.53	19.09	19.66	20.25	20.86	21.49
H	15.99	16.47	16.96	17.47	18.00	18.53	19.09	19.66	20.25	20.86	21.49	22.13
I	16.47	16.96	17.47	18.00	18.53	19.09	19.66	20.25	20.86	21.49	22.13	22.80
J	16.96	17.47	18.00	18.53	19.09	19.66	20.25	20.86	21.49	22.13	22.80	23.48
K	17.47	18.00	18.53	19.09	19.66	20.25	20.86	21.49	22.13	22.80	23.48	24.18
L	18.00	18.53	19.09	19.66	20.25	20.86	21.49	22.13	22.80	23.48	24.18	24.91
M	18.53	19.09	19.66	20.25	20.86	21.49	22.13	22.80	23.48	24.18	24.91	25.66
N	19.09	19.66	20.25	20.86	21.49	22.13	22.80	23.48	24.18	24.91	25.66	26.43
O	19.66	20.25	20.86	21.49	22.13	22.80	23.48	24.18	24.91	25.66	26.43	27.22

Step	Range											
	13	14	15	16	17	18	19	20	21	22	23	24
A	18.53	19.09	19.66	20.25	20.86	21.49	22.13	22.80	23.48	24.18	24.91	25.66
B	19.09	19.66	20.25	20.86	21.49	22.13	22.80	23.48	24.18	24.91	25.66	26.43
C	19.66	20.25	20.86	21.49	22.13	22.80	23.48	24.18	24.91	25.66	26.43	27.22
D	20.25	20.86	21.49	22.13	22.80	23.48	24.18	24.91	25.66	26.43	27.22	28.04
E	20.86	21.49	22.13	22.80	23.48	24.18	24.91	25.66	26.43	27.22	28.04	28.88
F	21.49	22.13	22.80	23.48	24.18	24.91	25.66	26.43	27.22	28.04	28.88	29.74
G	22.13	22.80	23.48	24.18	24.91	25.66	26.43	27.22	28.04	28.88	29.74	30.64
H	22.80	23.48	24.18	24.91	25.66	26.43	27.22	28.04	28.88	29.74	30.64	31.55
I	23.48	24.18	24.91	25.66	26.43	27.22	28.04	28.88	29.74	30.64	31.55	32.50
J	24.18	24.91	25.66	26.43	27.22	28.04	28.88	29.74	30.64	31.55	32.50	33.48
K	24.91	25.66	26.43	27.22	28.04	28.88	29.74	30.64	31.55	32.50	33.48	34.48
L	25.66	26.43	27.22	28.04	28.88	29.74	30.64	31.55	32.50	33.48	34.48	35.51
M	26.43	27.22	28.04	28.88	29.74	30.64	31.55	32.50	33.48	34.48	35.51	36.58
N	27.22	28.04	28.88	29.74	30.64	31.55	32.50	33.48	34.48	35.51	36.58	37.68
O	28.04	28.88	29.74	30.64	31.55	32.50	33.48	34.48	35.51	36.58	37.68	38.81

Step	Range										
	25	26	27	28	29	30	31	32	33	34	35
A	26.43	27.22	28.04	28.88	29.74	30.64	31.55	32.50	33.48	34.48	35.51
B	27.22	28.04	28.88	29.74	30.64	31.55	32.50	33.48	34.48	35.51	36.58
C	28.04	28.88	29.74	30.64	31.55	32.50	33.48	34.48	35.51	36.58	37.68
D	28.88	29.74	30.64	31.55	32.50	33.48	34.48	35.51	36.58	37.68	38.81
E	29.74	30.64	31.55	32.50	33.48	34.48	35.51	36.58	37.68	38.81	39.97
F	30.64	31.55	32.50	33.48	34.48	35.51	36.58	37.68	38.81	39.97	41.17
G	31.55	32.50	33.48	34.48	35.51	36.58	37.68	38.81	39.97	41.17	42.41
H	32.50	33.48	34.48	35.51	36.58	37.68	38.81	39.97	41.17	42.41	43.68
I	33.48	34.48	35.51	36.58	37.68	38.81	39.97	41.17	42.41	43.68	44.99
J	34.48	35.51	36.58	37.68	38.81	39.97	41.17	42.41	43.68	44.99	46.34
K	35.51	36.58	37.68	38.81	39.97	41.17	42.41	43.68	44.99	46.34	47.73
L	36.58	37.68	38.81	39.97	41.17	42.41	43.68	44.99	46.34	47.73	49.16
M	37.68	38.81	39.97	41.17	42.41	43.68	44.99	46.34	47.73	49.16	50.64
N	38.81	39.97	41.17	42.41	43.68	44.99	46.34	47.73	49.16	50.64	52.15
O	39.97	41.17	42.41	43.68	44.99	46.34	47.73	49.16	50.64	52.15	53.72

## **Appendix C**

### **Extra Pay for Extra Duty Payment Schedule**

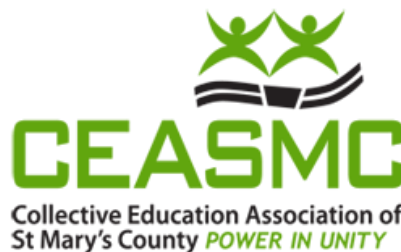
<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Academic Competition Coordinator - E.S./M.S. (1)	4	\$820	\$840	\$860	\$880
Auditorium Coordinator	6	\$1,230	\$1,260	\$1,290	\$1,320
Band Programs & Competitions - H.S. (1)	14	\$2,870	\$2,940	\$3,010	\$3,080
Band Programs & Competitions - M.S. (1)	11	\$2,255	\$2,310	\$2,365	\$2,420
Baseball Assistant Coach (3)	6	\$1,230	\$1,260	\$1,290	\$1,320
Baseball Coach (1)	10	\$2,050	\$2,100	\$2,150	\$2,200
Basketball Assistant Coach (4)	6.6	\$1,353	\$1,386	\$1,419	\$1,452
Basketball Coach (2)	11	\$2,255	\$2,310	\$2,365	\$2,420
Basketball Freshman Coach Winter (1)	6.6	\$1,353	\$1,386	\$1,419	\$1,452
Best Buddies - H.S. (2)	5	\$1,025	\$1,050	\$1,075	\$1,100
Bocce Ball Head Coach - Corollary Sports Program (Spring) (1)	3.5	717.50	n/a	n/a	n/a
Bocce Ball Assistant Coach - Corollary Sports Program (Spring) (1)	3	\$615	\$630	\$645	\$660
Bowling Head Coach- Corollary Sports Program (Winter) (1)	3.5	\$717.50	n/a	n/a	n/a
Bowling Assistant Coach- Corollary Sports Program (Winter) (1)	3	\$615	\$630	\$645	\$660
Cheerleaders (Fall) Assistant Coach (1)	5.9	\$1,210	\$1,239	\$1,269	\$1,298
Cheerleaders (Fall) Coach (1)	9	\$1,845	\$1,890	\$1,935	\$1,980
Cheerleaders (Fall) Freshman Coach (1)	5.9	\$1,210	\$1,239	\$1,269	\$1,298
Cheerleaders (Winter) Assistant Coach (1)	5.9	\$1,210	\$1,239	\$1,269	\$1,298
Cheerleaders (Winter) Freshman Coach (1)	5.9	\$1,210	\$1,239	\$1,269	\$1,298
Cheerleaders (Winter) Coach (1)	9	\$1,845	\$1,890	\$1,935	\$1,980
Chorus Director - Chorus Programs & Competitions - H.S. (1)	11	\$2,255	\$2,310	\$2,365	\$2,420
Chorus Director - Chorus Programs & Competitions - M.S. (1)	10	\$2,050	\$2,100	\$2,150	\$2,200
Class Sponsor, 11th and 12th Grades (2)	10	\$2,050	\$2,100	\$2,150	\$2,200
Class Sponsor, 9th and 10th Grades (2)	10	\$2,050	\$2,100	\$2,150	\$2,200
Cross Country Assistant Coach (2)	6	\$1,230	\$1,260	\$1,290	\$1,320
Cross Country Coach (1)	9	\$1,845	\$1,890	\$1,935	\$1,980
Cycling Coach - Corollary Sports Program (1)	3.5	717.50	n/a	n/a	n/a
Cycling Assistant Coach - Corollary Sports Program (1)	3	\$615	\$630	\$645	\$660
DECA Sponsor - H.S. (1)	5	\$1,025	\$1,050	\$1,075	\$1,100
Destination Imagination - E.S./M.S.	7	\$1,445	n/a	n/a	n/a
Drama Director - M.S. (1)	5	\$1,025	\$1,050	\$1,075	\$1,100
Event Chef - JFCTC (1)	9	\$1,845	\$1,890	\$1,935	\$1,980
Environthon Sponsor - H.S. (1)	5	\$1,025	\$1,050	\$1,075	\$1,100
FBLA Sponsor - M.S. (1)	7	\$1,435	\$1,470	\$1,505	\$1,540
FBLA Sponsor - H.S. (1)	8	\$1,640	\$1,680	\$1,720	\$1,760
Field Hockey Assistant Coach (2)	6	\$1,230	\$1,260	\$1,290	\$1,320
Field Hockey Coach (1)	10	\$2,050	\$2,100	\$2,150	\$2,200
Flags/Majorettes Sponsor (1)	7	\$1,435	\$1,470	\$1,505	\$1,540
Football Assistant Coach (5)	7.2	\$1,476	\$1,512	\$1,548	\$1,584
Football Coach (1)	12	\$2,460	\$2,520	\$2,580	\$2,640
Foreign Language Club Sponsor - H.S. (1)	7	\$1,435	\$1,470	\$1,505	\$1,540

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Future Educators - H.S. (1)	5	\$1,025	\$1,050	\$1,075	\$1,100
Future Educators - M.S. (1)	4	\$820	\$840	\$860	\$880
Future Farmers of America (FFA) - JFCTC (1)	6	\$1,230	\$1,260	\$1,290	\$1,320
Future Homemakers of America Sponsor (1)	5	\$1,025	\$1,050	\$1,075	\$1,100
Golf Coach (1)	7	\$1,435	\$1,470	\$1,505	\$1,540
Indoor Track (1)	8	\$1,640	\$1,680	\$1,720	\$1,760
Indoor Track, Assistant Coach (2)	6	\$1,230	\$1,260	\$1,290	\$1,320
Intramural Coach - M.S. (12)	4	\$820	\$840	\$860	\$880
JROTC Drill Team Assistant Coach - H.S. (1)	7	\$1,435	\$1,470	\$1,505	\$1,540
JROTC Drill Team Head Coach - H.S. (1)	8	\$1,640	\$1,680	\$1,720	\$1,760
Lacrosse Assistant Coach (4)	6	\$1,230	\$1,260	\$1,290	\$1,320
Marching Band Programs & Competitions - H.S. (1)	14	\$2,870	\$2,940	\$3,010	\$3,080
MESA Sponsor - H.S. (1)	5	\$1,025	\$1,050	\$1,075	\$1,100
MESA Sponsor - M.S. (1)	4	\$820	\$840	\$860	\$880
MGA/MUN Sponsor - H.S.(1)	6	\$1,230	\$1,260	\$1,290	\$1,320
Mock Trial Sponsor - H.S.(1)	6	\$1,230	\$1,260	\$1,290	\$1,320
Music Programs & Competitions Elementary (1)	5	\$1,025	\$1,050	\$1,075	\$1,100
Musical Programs & Competitions High School (1)	9	\$1,845	\$1,890	\$1,935	\$1,980
Music Programs & Competitions, Middle School (1)	7	\$1,435	\$1,470	\$1,505	\$1,540
Musical Pit Coordinator - H.S. (1)	4	\$820	\$840	\$860	\$880
Musical Rehearsal Pianist/Vocal Director - H.S. (1)	6	\$1,230	\$1,260	\$1,290	\$1,320
National Honor Society Advisor - H.S.(1)	9	\$1,845	\$1,890	\$1,935	\$1,980
National Jr. Honor Society Advisor - M.S. (1)	5	\$1,025	\$1,050	\$1,075	\$1,100
Newspaper Advisor (1) - JFCTC	6	\$1,230	\$1,260	\$1,290	\$1,320
Newspaper Sponsor - H.S. (1)	6	\$1,230	\$1,260	\$1,290	\$1,320
Ninth Grade Scholars Sponsor (1)	5	\$1,025	\$1,050	\$1,075	\$1,100
Orchestra Director - H.S. (1)	11	\$2,255	\$2,310	\$2,365	\$2,420
Orchestra Director - M.S. (1)	10	\$2,050	\$2,100	\$2,150	\$2,200
Orchestra Director, Multi-Level - H.S. (1)	11	\$2,255	\$2,310	\$2,365	\$2,420
Peer Mediator Sponsor - H.S. (1)	2	\$410	\$420	\$430	\$440
Physics Olympic Team Sponsor - H.S. (1)	4	\$820	\$840	\$860	\$880
Pom Pons Coach - H.S. (1)	7	\$1,435	\$1,470	\$1,505	\$1,540
Robotics Team Advisor - JFCTC/GMHS (1)	11	\$2,255	\$2,310	\$2,365	\$2,420
SGA/SCA Sponsor - H.S. (1)	14	\$2,870	\$2,940	\$3,010	\$3,080
Science Fair Club Sponsor - M.S./H.S. (1)	5	\$1,025	\$1,050	\$1,075	\$1,100
SkillsUSA Advisor - JFCTC (2)	12	\$2,460	\$2,520	\$2,580	\$2,640
Soccer Assistant Coach (4)	6	\$1,230	\$1,260	\$1,290	\$1,320
Soccer Coach (2)	10	\$2,050	\$2,100	\$2,150	\$2,200
Softball Coach (1)	10	\$2,050	\$2,100	\$2,150	\$2,200
Strength and Conditioning Coach- (Fall) (1)	9	\$1,845	\$1,890	\$1,935	\$1,980
Strength and Conditioning Coach- (Winter) (1)	9	\$1,845	\$1,890	\$1,935	\$1,980

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Student Council Sponsor - M.S. (1)	5	\$1,025	\$1,050	\$1,075	\$1,100
Swimming Assistant Coach (1)	5	\$1,025	\$1,050	\$1,075	\$1,100
Swimming Coach (1)	7	\$1,435	\$1,470	\$1,505	\$1,540
Tennis Assistant Coach (1)	6	\$1,230	\$1,260	\$1,290	\$1,320
Tennis Coach (1)	9	\$1,845	\$1,890	\$1,935	\$1,980
Theatre Programs & Competitions	10	\$2,050	\$2,100	\$2,150	\$2,200
Theatre Programs & Competitions, Assistant Director - H.S.	6	\$1,230	\$1,260	\$1,290	\$1,320
Track Assistant Coach (4)	6	\$1,230	\$1,260	\$1,290	\$1,320
Track Coach (2)	10	\$2,050	\$2,100	\$2,150	\$2,200
Tutoring Our Peers (T.O.P.) Sponsor - H.S. (1)	3	\$615	\$630	\$645	\$660
Volleyball Assistant Coach (1)	6	\$1,230	\$1,260	\$1,290	\$1,320
Volleyball Coach (1)	10	\$2,050	\$2,100	\$2,150	\$2,200
Wrestling Assistant Coach (1)	6.6	\$1,353	\$1,386	\$1,419	\$1,452
Wrestling Coach (1)	11	\$2,255	\$2,310	\$2,365	\$2,420
Yearbook Advisor - H.S. (1)	6	\$1,230	\$1,260	\$1,290	\$1,320
Yearbook Advisor - M.S. (1)	4	\$820	\$840	\$860	\$880
Year Book Advisor - E.S. (1)	3	\$615	\$630	\$645	\$660

**Appendix D**

**CEASMC, EASMC, SMASA, and SMCPS Joint  
Sick Leave Bank and Exchange  
Operational Guidelines**



# Joint Sick Leave Bank and Exchange Operational Guidelines

(Revised, Approved, and Adopted – June 8, 2016)

## 1. HISTORY AND MAINTENANCE

A Joint Sick Leave Bank for employees was jointly established by representatives of St. Mary's County Public Schools (SMCPS), the Education Association of St. Mary's County (EASMC), and the Collective Education of St. Mary's County (CEASMC) as a result of collective bargaining for the 2002-2003 negotiated agreements.

Through collective bargaining for the 2015-2016 negotiated agreements, CEASMC, EASMC, SMASA, and SMCPS agreed to enhance the Sick Leave Bank by adding an option to exchange sick leave among bank members, resulting in the current Joint Sick Leave Bank and Exchange. The exchange will be implemented during the 2015-2016 school year beginning with open enrollment during the month of September 2015. Requests for eligibility to receive sick leave allocations through the exchange will be approved by the current Joint Sick Leave Bank and Exchange Approval Committee.

The Joint Sick Leave Bank and Exchange Steering Committee includes the Joint Sick Leave Bank and Exchange Approval Committee; the CEASMC, EASMC, and SMASA Presidents; one SMCPS chief negotiator; one Maryland State Education Association (MSEA) UniServ Director representing EASMC/CEASMC; and one MSEA UniServ Director representing SMASA. The steering committee will meet no less than annually for a Joint Sick Leave Bank and Exchange Procedural Review. If the SMCPS chief negotiator is not a current SMCPS employee, then SMCPS will appoint a designee to participate in the annual review in place of the SMCPS chief negotiator. The purpose of the meeting will be to review Joint Sick Leave Bank and Exchange guidelines and update them if deemed necessary by the majority of the review attendees.

The latest approved operational guidelines will be available on the SMCPS, CEASMC, EASMC, and SMASA web sites, and in the appendices of the CEASMC, EASMC, and SMASA negotiated agreements. Employees desiring to apply for Joint Sick Leave Bank and Exchange benefits should request an SMCPS Joint Sick Leave Bank and Exchange Request and Waiver of Medical Records form from the SMCPS Department of Human Resources.

## 2. MEMBERSHIP

### 2.1 Membership Eligibility

Participation in the Joint Sick Leave Bank and Exchange is on a voluntary basis. Joint Sick Leave Bank and Exchange benefits are available to all SMCPS employees who are eligible to earn leave and have an accrued leave balance (consisting of sick, personal or annual leave) of at least ten (10) days, with a minimum of five (5) days of accrued sick leave. Pre-allocated leave, acquired hours and compensatory time will not be considered for purposes of membership eligibility. New employees may elect to enroll in the Joint Sick Leave Bank and Exchange within 30 calendar days of initial employment (if they have at least one day of sick leave to donate, regardless of their date of employment) or during the open enrollment held annually from August 15 – September 15.

The purpose of the Joint Sick Leave Bank and Exchange is to allow continuation of salary and benefits for the employee. The Joint Sick Leave Bank and Exchange operates independently, and is not governed by and does not impact the employee's rights under the Family and Medical Leave Act (FMLA). The use of leave allocated under the Joint Sick Leave Bank and Exchange does not guarantee that an employee will maintain his or her position.



## 2.2 Membership Enrollment

Employees may elect to enroll in the Joint Sick Leave Bank and Exchange within 30 calendar days of initial employment or during the open enrollment in September. Employees returning from a leave of absence in the following school year who were not previously members of the Joint Sick Leave Bank and Exchange may enroll within 30 days of their date of return. SMCPS will indicate on each employee's personal pay statement whether or not that employee is a member of the Joint Sick Leave Bank and Exchange.

## 2.3 Required Leave Contributions for Members

In order to participate in the Joint Sick Leave Bank and Exchange, an employee must contribute one day of sick leave to the bank. In order to remain a member, an employee must contribute an additional day of sick leave to the bank each time there is a replenishment request (see Paragraph 7.2, Ongoing Donations, below). Donated sick leave will not be returned. All members who utilize Sick Leave Bank benefits in a given year will be required to donate one day back to the bank from the sick days they are granted in the following school year.

## 2.4 Membership Cancellation

Members may cancel membership in or opt out of the Joint Sick Leave Bank and Exchange by sending a written notice to the Department of Human Resources or by choosing not to donate another day during a replenishment request.

# 3. **SICK LEAVE BANK BENEFITS**

## 3.1 Sick Leave Bank Benefits Waiting Period

Employees who have been employed by SMCPS for a year or more must be enrolled in the Joint Sick Leave Bank and Exchange for a period of three months prior to receiving Sick Leave Bank benefits. Employees who have been employed by SMCPS for less than a year are exempt from the three-month waiting period requirement.

## 3.2 Sick Leave Bank Benefits Eligibility

Sick Leave Bank days may be awarded to Joint Sick Leave Bank and Exchange members for use on regularly scheduled duty days for temporarily incapacitating and debilitating personal illness, injury, or quarantine **of the member** that is not likely to result in permanent disability of that employee. In order to be eligible for sick leave bank benefits, a member must qualify for approved leave under personal illness.

The purpose of the Joint Sick Leave Bank and Exchange is to allow continuation of salary and benefits for the employee. The Joint Sick Leave Bank and Exchange operates independently, and is not governed by and does not impact the employee's rights under the FMLA. The use of leave allocated under the Joint Sick Leave Bank and Exchange does not guarantee that an employee will maintain his or her position.

## 3.3 Sick Leave Bank Benefit Exclusions

Exclusions from Sick Leave Bank benefits include but are not limited to the following.

- a. Any illness, injury, or quarantine of anyone other than the Joint Sick Leave Bank and Exchange member.
- b. Any employee eligible for Worker's Compensation is not eligible for Sick Leave Bank benefits.
- c. Once an employee is eligible for disability retirement, all Joint Sick Leave Bank and Exchange benefits will cease.
- d. An employee who at the time of Joint Sick Leave Bank and Exchange application is on an approved leave of absence, suspended, or terminated from SMCPS is not eligible for Joint Sick Leave Bank and Exchange benefits.
- e. Normal pregnancies and childbirth are not considered eligible reasons for Sick Leave Bank benefits.
- f. Members with available accumulated leave (Examples: sick, personal, annual, compensatory time, etc.) are not eligible for Joint Sick Leave Bank and Exchange benefits. Members must use all accumulated leave (Examples: sick, personal, annual, compensatory time, etc.) before being eligible for awards from the bank. **Members eligible for direct sick leave exchange from other employees must exhaust those options first. (Refer to the appropriate negotiated agreement: CEASMC Article 8.3, d, 1, 5<sup>th</sup> bullet – EASMC Article VIII, C, 1, a, 5 – SMASA Article VIII, C, 1 and Article VIII, C, 1, a, 5.)**
- g. Donated Sick Leave Bank days granted in one school year cannot be carried over and used in a subsequent school year. Unused Sick Leave Bank days will be returned to the bank.
- h. A member who is receiving benefits from the Joint Sick Leave Bank and Exchange may not work secondary employment. A member who is receiving benefits from the Joint Sick Leave Bank and Exchange may not perform actions contrary to the limitations set forth in the medical documentation

provided in the application and supporting documents. To do so may result in disciplinary action, immediate termination of Joint Sick Leave Bank and Exchange benefits, and/or revocation of any previously granted days.

### 3.4 Leave Limits

The maximum number of Sick Leave Bank days available per employee per school year is 60 days with a maximum of no more than 120 days in any five-year period. Leave donations for other than full-time members will be proportionate to the hours worked of the individual requesting leave. Utilization will conform to the appropriate negotiated agreements. Total salary and Joint Sick Leave Bank and Exchange benefits shall not exceed a member's annual SMCPS salary.

## 4. **SICK LEAVE EXCHANGE BENEFITS**

### 4.1 Sick Leave Exchange Benefits Waiting Period

Excluding the requirement to utilize any available leave to the employee, there is no waiting period to request Sick Leave Exchange benefits.

### 4.2 Sick Leave Exchange Benefits Eligibility

Sick Leave Exchange days may be awarded to Joint Sick Leave Bank and Exchange members for use on regularly scheduled duty days for (1) temporarily incapacitating and debilitating personal illness, injury, or quarantine **of the member** that is not likely to result in permanent disability of that employee or (2) to allow the member to care for an immediate family member (adopted, foster, or natural child, grandchild, parent, brother, sister, spouse/life partner, or anyone who has lived regularly in the household) facing temporarily incapacitating and debilitating personal illness, injury, or quarantine. In order to be eligible for Sick Leave Bank benefits, a member must qualify for approved leave under personal illness.

The purpose of the Joint Sick Leave Bank and Exchange is to allow continuation of salary and benefits for the employee. The Joint Sick Leave Bank and Exchange operates independently, and is not governed by and does not impact the employee's rights under the FMLA. The use of leave allocated under the Joint Sick Leave Bank and Exchange does not guarantee that an employee will maintain his or her position.

### 4.3 Sick Leave Exchange Benefit Exclusions

Exclusions from Sick Leave Exchange benefits include but are not limited to the following.

- a. Employees may not request Sick Leave Exchange benefits to care for anyone other than themselves or immediate family members (adopted, foster, or natural child, grandchild, parent, brother, sister, spouse/life partner, or anyone who has lived regularly in the household).
- b. Any employee eligible for Worker's Compensation is not eligible for Sick Leave Exchange benefits.
- c. Once an employee is eligible for disability retirement, all Joint Sick Leave Bank and Exchange benefits will cease.
- d. An employee who at the time of Joint Sick Leave Bank and Exchange application is on an approved leave of absence, suspended, or terminated from SMCPS is not eligible for Joint Sick Leave Bank and Exchange benefits.
- e. Members with available accumulated leave (Examples: sick, personal, annual, compensatory time, etc.) are not eligible for Joint Sick Leave Bank and Exchange benefits. Members must use all available accumulated leave (Examples: sick, personal, annual, compensatory time, etc.) before being eligible for awards from the bank. **Members eligible for direct sick leave exchange from other employees must exhaust those options first. (Refer to appropriate negotiated agreement: CEASMC Article 8.3, d, 1, 5<sup>th</sup> bullet – EASMC Article VIII, C, 1, a, 5 – SMASA Article VIII, C, 1 and Article VIII, C, 1, a, 5.)**
- f. Donated sick leave exchange days, once granted, cannot be returned to the donor and remain available to the employee for use for the purposes stated in the application form until June 30 of that year, but shall not be applied to the sick leave balance reported at time of retirement, termination or resignation. All unused Sick Leave Exchange days not utilized by the employee by June 30 for the purposes stated in the application form shall be transferred to the Sick Leave Bank.
- g. A member who is receiving benefits from the Joint Sick Leave Bank and Exchange may not work secondary employment. A member who is receiving benefits from the Joint Sick Leave Bank and Exchange may not perform actions contrary to the limitations set forth in the medical documentation provided in the application and supporting documents. To do so may result in disciplinary action,

immediate termination of Joint Sick Leave Bank and Exchange benefits. And/or revocation of any previously granted days.

#### **4.4 Leave Limits**

The maximum number of Sick Leave Exchange days available per employee per school year is 30 days if the employee has also been granted Sick Leave Bank days. The maximum number of Sick Leave Exchange days available per employee per school year is 60 days if the employee was ineligible for Sick Leave Bank days, but is eligible for Sick Leave Exchange Days. Leave donations for other than full-time members will be proportionate to the hours worked of the individual requesting leave. Utilization will conform to the appropriate negotiated agreements. Total salary and Joint Sick Leave Bank and Exchange benefits shall not exceed a member's annual SMCPs salary.

### **5. APPLICATION REQUIREMENTS**

#### **5.1 Application Timeline**

When possible, all leave requests should be made within the 30 calendar days prior to the first date Joint Sick Leave Bank and Exchange usage is requested. (In extreme and unusual cases, an exception for retroactive days may be approved.)

#### **5.2 Required Documentation**

Requests for and allocation of sick leave days shall be in full day increments. A complete SMCPs Joint Sick Leave Bank and Exchange Request and Waiver of Medical Records form must be submitted prior to consideration of a request. If the request for Sick Leave Exchange is to care for an immediate family member, the family member must also sign a waiver allowing SMCPs to access medical records necessary to make a determination of benefits. Among other information, this form must include the following.

- History of the illness
- Date the illness began or that treatment was first administered
- A diagnosis and prognosis
- The physician's signature and stamp
- Any other related information that supports the benefits eligibility
- Detailed plan of treatment including any prescribed medications or therapies
- Anticipated return to work release date

#### **5.3 Ethics**

Any violation, withholding of information, or false representation of information may result in disciplinary action or termination of Joint Sick Leave Bank and Exchange benefits and may require repayment.

### **6. APPLICATION REVIEW**

#### **6.1 Joint Sick Leave Bank and Exchange Approval Committee Members**

The Joint Sick Leave Bank and Exchange Approval Committee will be comprised of a representative of the Department of Human Resources, one SMASA representative appointed by the SMASA President, two EASMC representatives appointed by the EASMC President, two CEASMC representatives appointed by the CEASMC President, and one non-voting member who would be the Supervisor of Health Services or an SMCPs registered nurse. The respective organizations will submit the name of their appointees annually on July 1 to the superintendent. One of the SMCPs appointees and one of the CEASMC, EASMC, or SMASA appointees will serve as co-chairpersons, as determined by the Joint Sick Leave Bank and Exchange Committee. The respective presidents will appoint replacements. All parties recognize that due to the personal and sensitive nature of sick leave donation review, the complete confidentiality by the Joint Sick Leave Bank and Exchange Approval Committee members is essential. All correspondence pertaining to the Joint Sick Leave Bank and Exchange will be issued by the Director of Human Resources. A quorum of the committee will be four members and will be required to make official decisions relative to leave requests.

#### **6.2 Joint Sick Leave Bank and Exchange Approval Review Process**

The six-member Joint Sick Leave Bank and Exchange Approval Committee will review all applications for the donation of sick leave in accordance with the following process. The Joint Sick Leave Bank and Exchange Approval Committee will meet regularly each month to consider any complete application packages that have been received. The Joint Sick Leave Bank and Exchange application allows a Joint Sick Leave Bank and Exchange co-chairperson or designee to contact the physician(s) who provided the necessary documentation. The committee may also confer with

the SMCPS Insurance Specialist. The committee may also review and request additional documentation during the course of the eligibility period. Decision of the committee will be by consensus.

### 6.3 Final Decision

The Joint Sick Leave Bank and Exchange Approval Committee's decision and reason will be communicated in writing to the employee within seven business days following the decision of the Joint Sick Leave Bank and Exchange Approval Committee. The decision of the Joint Sick Leave Bank and Exchange Approval Committee is final. **There is no process to appeal a decision of the Joint Sick Leave Bank and Exchange Approval Committee.** If employees believe it would be advantageous, they may reapply with additional information within 15 days of the notice of denial for the same condition considered in the original application. If leave is granted, allocation will be equal to the normal workday of the individual requesting leave. Utilization will conform to the appropriate negotiated agreements.

## 7. MAINTENANCE OF JOINT SICK LEAVE BANK AND EXCHANGE

### 7.1 Initial Donations

New employees may elect to join the Joint Sick Leave Bank and Exchange within 30 calendar days of initial employment or during the open enrollment in September. Joint Sick Leave Bank and Exchange membership requires an initial donation of one sick leave day per member. To participate, current employees (those not new to SMCPS) must have at least 10 days of accrued sick leave. New Joint Sick Leave Bank and Exchange members cannot be asked to donate more than one sick leave day in their initial year of enrollment.

### 7.2 Ongoing Donations

When the Joint Sick Leave Bank and Exchange balance drops to 25% of the membership, then CEASMC, EASMC, SMASA and SMCPS representatives will convene to review the status of the bank and determine if a request for replenishment is necessary.

#### 7.2.1 Replenishment

If the sick leave bank needs to be replenished, all members will be requested to donate an additional day. Members with a current sick leave balance of at least 100 days may contribute a maximum of two days during open enrollment or a request to replenish the sick leave bank. Members with a current sick leave balance of at least 200 days may contribute a maximum of three days during open enrollment or a request to replenish the sick leave bank. Members who cannot or do not donate another day during a replenishment request will be removed from Joint Sick Leave Bank and Exchange membership. A Joint Sick Leave Bank and Exchange member returning from a leave of absence has 30 days to make the required donation to maintain Joint Sick Leave Bank and Exchange membership.

#### 7.2.2 Repayment

Members who utilized Sick Leave Bank benefits in a given year will be required to donate one day back to the bank from the new sick days they are granted by SMCPS in the following school year. Members who cannot or do not donate another day during the following year will be removed from Joint Sick Leave Bank and Exchange membership.

#### 7.2.3 Voluntary Donations

Employees with a current sick leave balance of at least 100 days may contribute a maximum of two (2) days during open enrollment or a request to replenish the sick leave bank. Employees with a current sick leave balance of at least 200 days may contribute a maximum of three (3) days during open enrollment or a request to replenish the sick leave bank. Current Joint Sick Leave Bank and Exchange Members, at time of retirement, may contribute no more than ten days of their current sick leave balance to the sick leave bank.