

**MASTER AGREEMENT**

**between**

**THE BOARD OF EDUCATION  
OF  
BALTIMORE COUNTY**

**AND**

**THE COUNCIL OF ADMINISTRATIVE AND SUPERVISORY  
EMPLOYEES**

**EXHIBIT K -3 CASE**

**Effective**

**July 1, 2003 - June 30, 2007**

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## **Definitions**

The following terms used in this agreement refer to the definitions as written:

**Board** – The Board of Education of Baltimore County

**Superintendent** – The Superintendent of the Baltimore County Public Schools or his/her designee.

**CASE** – The Council of Administrative and Supervisory Employees of Baltimore County, which includes certificated and non-certificated employees.

**Member** – An administrative and supervisory employee represented by CASE which presently includes the following positions: Managers, Coordinators, Supervisors, Specialists, Pupil Personnel Workers, Principals, and Assistant Principals and positions that are part of the Supervisory and Technical Salary Scale.

## **Article I Recognition**

This Agreement is made and entered into by and between the Board of Education of Baltimore County and The Council of Administrative and Supervisory Employees. It has as its purpose the promotion of harmonious relations between the Board and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, and conditions of employment.

The Board recognizes CASE as the exclusive collective bargaining representative for all bargaining units members with regard to all matters relating to salary, wages, hours, and other working conditions.

## **Article II Union Rights and Responsibilities**

- 2.1** The Board agrees to make payroll deductions for dues to CASE for members who request it in writing. A CASE member may join at any time. If a CASE member terminates his or her employment during a school year, the Payroll Office will deduct the balance of unpaid dues to CASE from the final paycheck and remit this sum to CASE, except in case of death, retirement and unpaid medical leave when such leave extends through the duration of the school year in which instance deductions will stop immediately. Deduction of CASE dues will remain in effect from year to year, as long as an employee is eligible, unless an eligible member withdraws from membership between September 1 and September 15 in writing.
- 2.2** The Board will provide CASE with copies of all communications concerning salaries, wages, benefits, hours and other working conditions of CASE members. Similarly, decisions made by the Board affecting groups of CASE members will be provided. CASE will supply the Board with copies of each flyer, newsletter or other communication which is given general distribution to its members. Distribution to the Board and to CASE will be made concurrently with other distribution.
- 2.3** The Board will provide to CASE with a complete copy of its official policy manual and with updates to that manual as they are issued.
- 2.4** CASE may use the interschool mail delivery service to distribute official CASE materials.
- 2.5** CASE will have the right to use school buildings, equipment and other facilities in accordance with Board policy for its meetings and for the conduct of its business. CASE will pay the cost of materials and supplies incidental to the use of equipment and will be liable for any damage resulting from such use.
- 2.6** By October 15, the Board will provide CASE with the names and assignments of all CASE eligible members and, upon its publication, with two copies of the

- Directory of School and Office Personnel which it produces. The Board will provide CASE with the names and assignments of new administrators and supervisors, as well as listings of transfers and retirements as soon as possible after Board action.
- 2.7** An official representative for CASE may attend any Board meeting to offer comments at the conclusion of the public session. CASE will receive a copy of the agenda prior to each regular meeting of the Board and a copy of the approved minutes following each meeting.
  - 2.8** CASE will be provided exhibit space at the annual Administrative and Supervisory Meeting held prior to the beginning of school each year.
  - 2.9** The Superintendent may permit CASE officers and representatives to be absent from their regular work sites for the purpose of attending official meetings or conducting official CASE business except when their presence in the schools or work sites is essential or when their absence unreasonably interferes with their duties.
  - 2.10** The Superintendent and his/her designated representatives will meet quarterly with the President of CASE and his/her designated representatives. Either may recommend items of mutual concern for the agenda of such meetings.
  - 2.11** Representatives of CASE may submit suggested calendar changes to the Director of the Office of Communications regarding the Board's School Calendar. CASE will also have the right to place its meetings and events on the Annual Calendar.
  - 2.12** Any recommendations from any committee established by the Superintendent to study and/or recommend changes in salary, benefits, hours and working conditions of CASE members will be brought to the negotiation process.
  - 2.13** The Superintendent shall determine the membership of any committee established to develop or revise curriculum guides, courses of study, instructional and operational policy. When deemed appropriate by the Superintendent a representative of CASE shall be appointed to serve on the committee.
  - 2.14** There shall be no reprisals of any kind taken against any employee because of his or her membership in CASE or his or her legal activity or representation on behalf of CASE.
  - 2.15** An agency fee will be implemented when the Union attains 80% membership. The agency fee will go into effect in the fiscal year following this attainment. In the event that membership falls below 75%, representatives of the Board and the Union will meet to review the circumstances upon which membership was reduced. The Board, after such review may, at its discretion, terminate the collection of agency fee.

**Article III  
Board Rights**

**Legal Authority**

- 3.1 The Board on its own behalf, and on behalf of the citizens of Baltimore County, retains and reserves unto itself, without limitations, all powers conferred upon and vested in it by the laws and Constitution of the State of Maryland and/or the United States.

**Managerial Rights**

- 3.2 In exercising such powers, the Board, through its administrative staff, shall be free, subject to the provisions of this Agreement, to exercise all of its managerial rights and authority to the extent permitted by law.

**Subcontracting**

- 3.3 The Board shall have the right to subcontract work. However, work that is normally performed by members of the bargaining unit who are covered by this Agreement shall not be subcontracted to organizations and/or workers not covered by this Agreement unless there is a substantial business or professional reason for so doing.
- 3.3.1 In addition, if the Board is contemplating subcontracting any bargaining unit work the Union shall be given sufficient advance notice of such plans so that they shall have ample opportunity to meet with the Board before such a decision is put into effect.

**Article IV  
Professional Rights and Privileges**

- 4.1 CASE represents all eligible employees.
- 4.2 There will be no discrimination by the Board or by CASE against employees because of their membership or non-membership in CASE.
- 4.3 This master agreement, the policies of the Board and the discretionary authority of the Superintendent will be applied in good faith and not in an arbitrary or capricious manner.
- 4.4 Out-of-school activities and the personal lives of members will not be subject to action by the Board or by its administrative officials unless these activities clearly impair the members' effectiveness in their administrative or supervisory assignments.

- 4.5** The Board will respect the rights of CASE members by keeping personal information private as determined by Maryland Law.
- 4.6** All items entered in the personnel file of a CASE members will be open to that member by appointment and available to no one else, except their superiors and those responsible for keeping the files, without the member's written permission. No unfavorable entry will be made in a member's file without his or her knowledge.
- 4.7** The Board and CASE recognize the right of CASE members to participate in political and governmental affairs in a manner afforded any other citizen, including the right to vote; the right to be an active member of a political party of their choice; the right to campaign for candidates for election to public office; the right to lobby on a particular issue or espouse a particular position, and the right to seek, campaign for, and serve in public office. Political activities of CASE members will be conducted outside the duty premises and outside the working hours. This limitation will not prohibit the use of "bumper stickers" or other expressions of individual preferences upon automobiles which members normally park on school grounds.
- 4.8** CASE members have the right to engage in other gainful employment as long as it does not interfere with the performance of the duties of their position.

## **Article V Negotiation Procedures**

### **Designation of Negotiators**

- 5.1** Prior to November 1 of each year, the Board and the Union shall each designate in writing, to the other, the name of the chairman of its negotiating team and not more than three other official representatives to serve on its negotiating team. Notwithstanding the above requirement, the Board and the Union shall retain the right to replace the chairman or members of their teams at their individual discretion.
- 5.1.1** The negotiating teams of the Board and the Union may have four (4) consultants in attendance at any time during the negotiating sessions. By mutual consent, the number of consultants on any given subject may be expanded.

### **Proposals**

- 5.2** Requests by the Union or the Board to amend the existing Agreement must be submitted in writing no later than November 15 of each school year in which the contract expires.

### **Time Limit - Impasse**

- 5.3** Negotiation on all items submitted must be completed by January 15 unless the impasse procedure provided in the negotiations law is used.
- 5.3.1** Should either party suggest an impasse, the procedures as provided in the negotiations law, relating to impasse shall be followed.
- 5.3.2** If the parties are unable to agree upon a third panel member or obtain a commitment to serve within the specified period, a request for a list of Educational Panel members shall be made to the American Arbitration Union. All costs involving the neutral party shall be shared by the Board and the Union.
- 5.3.3** If the panel is activated, said panel shall within thirty (30) calendar days render a report setting forth its recommendations for the resolution of the impasse unless the impasse is dissolved in the interim. The parties agree to cooperate with the panel and provide such information and assistance as it may request.

### **Ratification**

- 5.4** Following the completion of the regular negotiating session, an agreement shall be signed by the respective negotiating teams and shall be submitted to the parties for ratification. Within fifteen (15) calendar days of January 15 (or the report of an impasse panel), the parties shall notify each other of the results of the voting.
- 5.4.1** If the Agreement is not ratified by the respective bodies, either party may make recommendations for renegotiation. Either party may initiate a meeting for this purpose upon seven(7) calendar days' notice. This time may be reduced by mutual consent.

### **Meetings**

- 5.5** Meetings during the regular negotiating period shall be scheduled by mutual consent. Either negotiating team may initiate such a meeting with five (5) calendar days' notice, in the absence of mutual consent. This provision shall prevail during a period of impasse as defined in the negotiations law.

### **Emergency Items**

- 5.6** Emergency items may be negotiated other than during the regular negotiating period, upon the mutual consent of both the Union and the Board.

### **Meeting Places**

- 5.7** Meeting places for negotiating shall be alternated and shall be selected by members of the respective negotiating teams without restriction, except that reasonable steps shall be taken to assure privacy of discussion.

## **Fiscal Renegotiation**

- 5.8** If the Baltimore County fiscal authorities, in exercising their authority under the law, reduce the budget recommendations of the Board, and such action makes it necessary for the Board to reduce one or more items that have been negotiated, such items and all other negotiated items that are dependent upon budget funding shall be subject to renegotiation. In such event that negotiations are mandated, the parties agree to meet as soon as possible after the action of the fiscal authorities, but no later than June 2, and they agree to complete such renegotiation within five (5) calendar days.
- 5.8.1** If the parties are unable to reach agreement within five (5) calendar days, the impasse procedure provided by law shall be employed with the mutually agreed upon restriction that this impasse procedure shall not exceed ten (10) calendar days. This subsequent Agreement, including items agreed upon in the period of renegotiation, shall be direct and binding on all matters stated and referred to herein. Under no circumstances shall this process extend beyond the last day of school for pupils.

## **Printing and Distribution of Agreement**

- 5.9** Upon ratification of this Agreement by the parties, such Agreement shall be printed in its entirety for distribution to all members. The parties shall prepare the final text of the ratified Agreement for printing and shall mutually share in the cost for printing. Distribution will be made by the Union.

## **Non-arbitrable**

- 5.10** A dispute related to this article is not subject to arbitration.

## **Article VI Promotion and Assignment**

### **6.1 Promotional Consideration Practices for Non-School Based Administrative Positions**

It is the goal of the Baltimore County Public Schools to employ fair practices with regard to filling administrative vacancies in a consistent and equitable process.

For school-based administrative positions, appointments are made considering individuals in the candidacy module of the school system's Leadership Development Program as well as employees and outside candidates with administrative experience appropriate to the open position.

In the area of non-school-based administrative appointments, it has been and will continue to be the prerogative of the Superintendent and the Board of Education to either advertise or appoint without advertising for positions at the level of

Director and Superintendent's Staff. Past history, however, has been predominately that of advertising for these positions and interviewing well-qualified candidates expressing interest in promotion.

As a matter of past and intended future practice, vacancies for other non-school-based administrative positions are generally posted through the use of vacancy announcements. Every effort is made to advertise widely for a reasonable period of time and to consider all interested applicants who meet minimum criteria. Initial applicant consideration is based on credentials; those candidates who appear to be best qualified are interviewed by a screening panel, and two or three candidates are then recommended to the Superintendent for final consideration and interviewing. Finally, the Superintendent makes a recommendation to the Board of Education for appointment.

As with all administrative positions, the Superintendent and the Board of Education may make appointments directly without utilizing the process described above in cases where unique systemwide needs and/or personnel circumstances so require. This prerogative has been exercised rarely in recent years, and it is anticipated that it will continue to be the exception, rather than the rule.

## **6.2 Reassignment**

Reassignment may be made by the Superintendent as the needs of the schools require. Reassignment will be made only after the Superintendent has conferred with the CASE member.

## **Article VII Evaluation**

- 7.1** It is the Board's desire that each CASE member receive yearly feedback on work performance. The appraiser may choose to use the appraisal form and the procedures found in Appraisal of School-Based Administrators or an appropriate alternative format such as narrative. A formal evaluation must include a specific rating. Informal feedback will not contain a summary rating.

Members shall be advised of complaints about them if the complaint is to be given any consideration in the member's evaluation. No member shall receive a less-than satisfactory rating without having been given suggestions for improvement and the opportunity to address the areas of weakness.

Members may attach a written response to the evaluation.

## **Article VIII Member Protection**

- 8.1** When a meeting with a CASE member is being called for the purpose of

discipline, demotion, or discharge, the member shall be advised of his/her right to representation prior to the beginning of any such conference or meeting and be given time to arrange for representation.

- 8.2** No member shall be disciplined without due process.
- 8.3** The Board shall maintain safe, sanitary, and healthful working conditions.
- 8.4** Members shall have authority and within the scope of their employment, shall exercise responsibility for the control of students during the school day and also during the supervision of school sponsored activities. Members shall be expected to take reasonable action in accordance with current school practice to deter acts of vandalism, willful waste of materials and utilities, verbal and physical abuse of persons and any and all forms of violence. A member may use reasonable force in self-defense or in the restraint of a student to prevent harm to that student, to other students, faculty and staff.
- 8.5** Where a member is charged with personal civil liability arising from an event or action taken by the member within the scope of employment of the member in the ordinary and/or appropriate performance of his duties and/or responsibilities, he or she will be covered by liability insurance provided by the Baltimore County Public Schools in accordance with the provisions of Sections 4-105 and 4-106 of the Education Article, Annotated Code of Maryland. In any suit or claim brought against a member as a result of an intervention as described in section 8.4 above, the Board shall provide legal counsel and indemnity in accordance with Section 7-307 (c) of the Education Article, Annotated Code of Maryland.

## **Article IX Absences and Leaves**

### **Academic Activities**

- 9.1** One (1) day is allowed for a CASE member to attend his/her own college commencement, his/her spouse's, and his/her children's. The absence will be charged to urgent personal business leave.

One (1) day is allowed for members to appear for examinations for advanced degrees or professional licenses related to their employment. The absence will be charged to urgent personal business leave.

### **Adoption Leave**

- 9.2** A full-time member shall have six (6) weeks for adoption beginning with the day the child is received. The absence shall be charged to accumulated sick leave. In the event that both parents are Board employees, they may divide the use of paid adoption leave between themselves or either one may use the full six (6) weeks.

## **Bereavement Leave**

- 9.3** Four (4) consecutive calendar days, beginning with the day of death or the first day after death are allowed if the death is in the immediate family. One (1) additional day will be allowed in those instances of delay of the funeral, the need to travel excessive distances, or when required by the tenets of the religious denomination. If further days are needed, those days allowed for urgent personal business may be used. In unusual circumstances, there may be flexibility in the use of the days by mutual agreement between the member and the Manager of Staff Relations.

One (1) work day is allowed to attend the funeral of a close relative. An additional day, if needed, shall be granted in those instances of delay of the funeral, the need to travel excessive distances, or when required by the tenets of a religious denomination.

The member is required to submit to the appropriate administrator a letter 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.

## **Family Illness**

- 9.4** Employees may use a portion of their personal sick leave for illness in the immediate family. At the start of their leave accounting year, employees will be advanced a maximum of 4 days from their personal sick leave to be used for illness in the family and they may accumulate up to a maximum of eight (8) days of such leave. Family Illness days are part of an employee's personal sick leave. The employee is required to provide the appropriate administrator with documentation stating the exact relationship of the family member, the nature of the illness, and the necessity for assisting the ill member of the family. The Office of Staff Relations may approve additional days of Family Illness leave if the employee has sufficient personal sick leave and can provide medical documentation of the family member's illness.

## **Absence for Maternity**

- 9.5** The parties hereto intend to comply fully with the provisions of the Pregnancy Discrimination Amendments of the Civil Rights Act of 1964, as amended. A member who is pregnant may use accrued sick leave prior to and following the birth of the child, subject to medical documentation indicating the physician's determination that the member refrain from employment due to a disability resulting from her pregnancy, child birth, and/or complications thereof. A member absent due to these reasons must return to work as soon as she is physically able. The Board reserves the right to request medical documentation of her disability and of her physical ability to return to work.

## **Child Rearing Leave**

- 9.6** Request for child rearing leave of absence shall be normally made by completing and forwarding the form, "Application for Child Rearing Leave of Absence" to the appropriate administrator as soon as possible but prior to the last day of work before the birth of the child.

A child rearing leave of absence for birth or adoption of a child may be granted for a period of up to two (2) years following the birth or adoption of the child. Such leave becomes effective following the last day of employment.

When a child rearing leave is scheduled to terminate after a semester begins (September 1 or February 1) the Board or member will have the option of extending the leave to the beginning of the following semester.

The unused sick leave of a member who has been granted a child rearing leave of absence will be held in abeyance until such time as he/she returns to active service.

## **Military Leave**

- 9.7** All members who have volunteered or who have been called for military duty shall be given a leave of absence covering their period of service in the Armed Forces of the United States.

Short term--Members who lose time due to obligatory short-term emergency or annual unit training duty with the National Guard or military reserves may be granted leave with regular pay consistent with their official military orders up to a period of fifteen (15) working days per annum. During the fifteen-day (15) period, accrual of benefits will continue.

If a member is part of the organized militia and is ordered to active duty under the authority of the Governor, he/she shall be entitled to leave of absence without loss of pay while actually serving under such active duty orders. "Without loss of pay" shall mean the member's regular pay for the period of service less any compensation for such military duty.

In order to implement this policy, the member must present the Board with a copy of his/her military orders. In the absence of supporting documents, lost time due to military training or emergency duty shall be uncompensated. If a ten-month member has an option as to when he/she participates in short-term duty, he/she shall do so at the time, which has least conflict with his/her professional duties.

The Board will continue to pay its share of the health and dental benefits for the family of the employee called to active duty for up to one (1) year provided the employee was enrolled in the appropriate coverage at the time of the order.

Extended active duty military leave shall upon request be granted to any member entering one of the military services of the United States. Upon completion of his/her military obligation he/she shall, within a reasonable length of time, be reinstated to his/her previous position, or one of similar scope and complexity.

Members who are ordered to extend active duty shall be compensated for lost time up to fifteen (15) working days. Members returning to the system from military leave shall be granted up to a maximum of five (5) years of salary credit.

## **Sick Leave**

- 9.8** CASE members, in their first two years, shall be advanced ten (10) days of sick leave for ten-month employees and twelve (12) days for twelve-month employment. Members shall be eligible to accumulate earned sick leave days on an unlimited basis. After two years, ten month employees will be advanced fifteen (15) days, while twelve month employees shall be advanced eighteen (18) days each fiscal year. The advance of sick leave will be prorated based upon date of hire and FTE.

A member who, on termination of service with the Board, is indebted to said Board for any amount of advanced sick leave shall have the amount of such indebtedness deducted from his/her earned salary. A member must reimburse said Board for any amount of indebtedness for advanced sick leave not covered by any monies due him/her.

A member on a leave of absence requiring Board action, shall not be advanced sick leave time.

When a member is granted a leave of absence requiring Board action, his/her accumulated sick leave days are held in abeyance until he/she returns to duty. Upon return to duty, the member will be granted sick leave days according to the policies in effect, but he/she will not lose his/her earned length of service for accumulation purposes.

As part of our Office of Risk Management, the Board has initiated an Integrated Disability Management program. The purpose of the plan is to manage the use of sick leave time by employees who have been or will be out ten or more days and to help them reach maximum medical improvement so that they can return to work.

## **Study Leave--Sabbatical**

### **Eligibility and Limitation**

- 9.9** A regularly-certificated member with seven (7) or more years of satisfactory, continuous, active service with the Board may be granted a sabbatical leave of absence for the purpose of furthering professional growth by means of graduate study or other means approved by the Superintendent of Schools.

A second sabbatical leave will not be granted as long as there is any other applicant meeting the qualifications for a sabbatical leave. This restriction may be waived if the sabbatical leave is necessary in order for the applicant to fulfill a residency requirement for a doctorate.

Satisfactory, continuous, active service is construed as meeting uninterrupted professional service in the system.

No leave time will be regarded as active service insofar as determining the seven-year sabbatical leave eligibility requirement.

## **Procedures**

Application for sabbatical leave shall be made, in writing, after September 1 and prior to April 1, preceding the school year for which such leave is requested. Those applications which have been received by December 1 will be acted upon by the Board during that month. If the number of budgeted sabbatical leaves has not been allocated as a result of this procedure, those which are submitted up to April 1 will be acted upon in the order received.

A member must present, with his/her application, an outline of proposed study to be undertaken while on leave. A program of full-time graduate study of twenty-four (24) semester hours is accepted as meeting the sabbatical leave requirement. Any exception to this requirement must be approved by the Deputy Superintendent prior to the expiration of this leave.

Three (3) sabbatical leaves shall be available during each school year.

Sabbatical leaves for twelve-month members will begin on July 1 and extend through June 30 of the following year. Any exception to this provision must be approved by the Superintendent.

## **Compensation**

The salary for a member on sabbatical leave shall be determined on the basis of years of commitment for employment by the Board upon returning from the sabbatical leave. A member who commits himself/herself to at least two (2) years of service to the Board following such leave shall be paid at the rate of sixty (60) percent of his/her regular salary during the specified period of leave.

Members who are granted sabbatical leave shall retain the option of one-year commitment of service, with payment to be made at the current rate of fifty (50) percent of his/her salary.

In the event a member on sabbatical leave receives extra monies through any type of grant, the combined amount of those monies and the sabbatical leave allowance shall not exceed the amount of money this person would have received as a member for the school year in which the sabbatical leave has been granted. In cases where the combined monies exceed the regular salary, as outlined above, the sabbatical leave salary shall be reduced accordingly.

Should the member not return to the service of the Board, he/she will be required to refund the salary granted for sabbatical leave.

The provisions of the sabbatical leave section will be administered in accordance with the conditions of the individual sabbatical leave contract (1972 revision).

### **Unusual or Imperative Leave**

**9.10** A member may be granted a leave up to one (1) year by the Board at loss of full pay for unusual or imperative reasons when no other leave program is applicable.

Application and approval must be secured before the absence begins.

The member may continue participation in the Board of Education Employee Insurance Plan by assuming full costs of the premium.

The member must notify the Office of Personnel immediately if the plans for the leave do not materialize as planned.

### **Urgent Personal Business Leave**

**9.11** Each member shall be entitled to up to five (5) days per year for urgent personal business leave. A written statement of intent to be absent shall be submitted to the appropriate administrator at least twenty-four hours prior to the expected absence. Urgent personal business leave must be used only to conduct personal business of a nature that cannot be scheduled on a non-duty day. Personal business leave shall not be used for group activities. Absence for personal business leave shall not be charged to sick leave; unused urgent personal business leave shall be accumulated as sick leave. A personal business day may not be used immediately preceding or following a holiday.

### **Special Religious Observance Leave**

**9.12** Members will be permitted a total of seven (7) days for religious holidays, including the five (5) personal business days allowed. Unused personal business leave is cumulative, as provided above. In determining these holidays, the Superintendent will request, from appropriate religious authorities, verification of the requirement for members to be absent from work to fulfill religious obligations. Should religious authorities verify that more than seven (7) days are needed by the member, the member shall have the option of paying a substitute member's pay for the additional day(s). This/These day(s) shall not be subtracted from the member's accumulated sick leave. The member is required to submit one (1) week in advance, to the appropriate administrator, a letter stating the intent to be absent on a duty day to observe a religious holiday.

### **Court-related Leave**

**9.13** Members may be absent without loss of pay to serve on a jury or to obey a summons issued by a legally-established court unless he/she is a defendant in court proceedings. Such absence is not charged to sick leave. A member receiving compensation for this duty shall receive his/her regular salary, less any compensation for such day.

If a member defendant is not found to be guilty or, in a civil case, disposition is in favor of the defendant by the court, he/she shall be paid retroactively for time lost because of the summons, provided verification of the verdict is provided within thirty (30) days of the absence. A member pleading nolo contendere shall not be paid.

### **Sick Leave Bank**

**9.14** The purpose of the Sick Leave Bank is to provide sick leave to contributors to the bank after the member's accumulative sick leave has been exhausted.

The definition of sick leave covered by this bank shall be that leave that is granted to a member who through catastrophic personal illness, injury, or quarantine is unable to perform the duties of his or her position. Sick leave from the bank may not be granted for the period of disability when monies are paid to the member under Worker's Compensation Law.

A three-member approval committee, consisting of members selected by CASE, shall have the responsibility of receiving requests, verifying the validity of requests, approving or denying requests, and communicating its decision to the member and the Office of Benefits and Risk Management. The committee shall have reasonable discretion in requiring a doctor's certification of disability and in establishing special limits or provisions for certain disabilities. The committee shall develop its rules of procedure and general criteria for approval. Upon approval of the rules and criteria by CASE and the Superintendent, the committee shall give the rules wide distribution.

The Office of Benefits and Risk Management or designee shall approve bank grants as being within the limits of the bank balance, that the illness is covered according to the rules and that sick leave is exhausted. Requests meeting the above will be forwarded to the Office of Payroll as authorization for payment.

The bank may be used only by the individual contributor for his or her personal disability. The bank may not be used for disabilities of other members of the contributor's family. The bank may not be used by the contributor to remain away from his or her position in order to assist a member of his or her family who is ill.

Only earned or anticipated sick leave may be contributed to the bank; vacation and personal leave may not be contributed.

Contributions can be made between August 1 and September 30 of any given year. Sick leave bank participation will be renewed automatically annually and contributions will be deducted unless a request to resign is submitted in writing prior to September 15 of any given year. Members returning from leave will be permitted to contribute to the bank on approval of the committee.

All members, as well as elementary and special school nurses and members of the Superintendent's Staff on active duty in the Baltimore County Public Schools who have accumulated a minimum of 30 days of sick leave are eligible to contribute to the sick leave bank.

The rate of contribution for members shall be based on the following schedule:

30 to 120 days of accumulated sick leave-- 1.5 days

121 to 180 days of accumulated sick leave-- 1 day

181 or more days of accumulated sick leave-- .5 day

The initial contribution to the bank will be made at the time of joining the sick leave bank and future contributions will be based on need as agreed upon by the Board of Directors of CASE and the Superintendent.

Contributors must use all accumulated sick leave before applying for leave from the bank. The total time a person may draw on the sick leave bank during employment with Baltimore County Public Schools is one (1) year including duty days, holidays, and CNDWD or vacation days but does not include the other days the member does not normally work.

A contributor will lose the right to utilize the benefits of the bank only by:

- (a) Termination or suspension of employment in the Baltimore County Public Schools.

- (b) Cancellation of participation by the member on the proper form at any time.
- (c) While on approved leave of absence.
- (d) Transfer to a position in another unit within the school system.

All donations will remain in force and cannot be returned even upon cancellation of a membership.

### **Personal Injury Leave**

**9.15** When a member is absent from school as a result of personal injury caused by an accident or an assault occurring in the course of his/her employment as used and defined in the Workers' Compensation Laws of Maryland, and such lost time is approved by a Board physician, the member will be paid as close to his/her normal net salary as possible for the period of such absence up to twelve (12) calendar months. No part of such absence will be charged to the member's sick leave. If disability persists after the twelve (12) month period, the member shall be placed on Leave of Absence and disability payment will commence consistent with the amount covered by Workers' Compensation Law. Any member who terminates his/her service with the Board must reimburse the Board for any advanced personal injury leave pay for which he/she is indebted to the Board.

The Board will continue to pay its share of the cost of health insurance for a member receiving Workers' Compensation benefits, including up to twelve (12) months following the expiration of personal injury and sick leave benefits.

An employee on Workers' Compensation may accrue up to one year of service credit in determining his/her salary, including longevity, or vacation eligibility. These advance credits will become effective upon the employee's return to work. Vacation time will not be accrued during the extended time.

In the event an employee is declared to have a permanent total disability verified by the Boards' Physician, he/she shall receive a contribution toward the premium for health insurance and life insurance, commensurate to an employee retiring with 30 years' of service.

### **Vacation**

**9.16** A CASE member accrues annually twenty (20) days of vacation. Vacation will be capped at forty-five (45) days.

At the time of separation, a member will receive all unused vacation on a per diem basis based on salary in effect at the time of separation.

### **9.16 Leave for Union Business**

Any member elected or duly appointed by the Union may with proper application and permission from the Office of Staff Relations, be granted release time to conduct Union business and/or attend official or professional meetings.

## **Article X Grievance Procedure**

### **Introduction**

The parties recognize their mutual responsibility for the prompt and orderly disposition of member problems. Their reliance on the following grievance procedure does not detract from the rights of a CASE member to discuss any matter with his/her immediate administrative supervisor or any other appropriate member of the administration to seek a resolution of his/her problem. A member may not utilize both the grievance procedure contained herein and the administrative appeal procedure to challenge the same alleged violation.

### **10.1 Definitions**

1. Member: A member is defined as any individual whose position is represented by this bargaining group.
2. Grievance: A grievance is a complaint by a member, or, in the event of an action affecting Union rights, the Union concerning the interpretation, application, or alleged violation of an express provision or provisions of this Agreement.
3. The Grievant: The grievant is the member filing a grievance.
4. Representation: A member may be represented by the Union at any step of the grievance procedure.
5. Time Limits: If the employer fails to answer within time limits provided, the grievance may be appealed to the next step. If the grievant fails to appeal within the time limits provided, it shall be deemed as acceptance of the employer's disposition of the claim. Time limits may be extended by mutual agreement in writing.

### **10.2 Procedure**

(Informal)

A member who feels he/she has a grievance shall discuss it, either orally or in writing, with his/her immediate supervisor within twenty-one (21) calendar days of the event giving rise to the complaint or his/her first knowledge thereof. The informal discussion of problems and the continuous interchange of views between members and their appropriate administrators is encouraged in order to resolve as many disputes as possible informally.

**Level I** - If a member is not satisfied with the disposition of his/her claim at the informal level, he/she may submit his/her grievance in writing within ten (10) days, following the reply at the informal level, to his/her Executive Director or other appropriate administrator. If a grievance hearing is to be conducted, it shall be scheduled (not necessarily held) within ten (10) days of receipt of the grievance by the Executive Director or other appropriate administrator. Such individual shall within ten (10) days of receipt of the grievance, or date of grievance hearing if held, inform the grievant as to the disposition of his/her claim.

**Level II** - If a member is not satisfied with the disposition of his/her claim at Level I, he/she may appeal in writing to the Superintendent or his/her designated representative within ten (10) days. If a grievance hearing is to be conducted, it shall be scheduled (not necessarily held) within ten (10) days of receipt of the grievance by the Executive Director or other appropriate administrator. The Superintendent or his/her designated representative shall inform the grievant as to the disposition of his/her claim within ten (10) days of the receipt of the appeal at this level, or date of grievance hearing if held.

**Level III** - On request of the grievant, the Union may appeal the Superintendent's disposition to arbitration. If it so determines, it shall notify the Superintendent of its intent to appeal to arbitration within ten (10) days of receipt of notification of the Superintendent's disposition of the claim.

**10.3** Within ten (10) days after such notification of submission to arbitration, the Board and the Union will attempt to agree upon a mutually acceptable arbitrator and obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Union by either party. The parties will then be bound by the rules and procedures of the American Arbitration Union.

**10.3.1** The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined to the express provision or provisions of this Agreement at issue between the Union and the Board. He/she shall have no authority to add to, alter, detract from, 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 it by law. The award of the arbitrator, in writing, shall be final and binding on the aggrieved member or members, the Union, and the Board.

- 10.3.2** The arbitrator's decision shall be made within thirty (30) days of the conclusion of the presentation of the case. The cost for the services of the arbitrator shall be shared equally by the parties.
- 10.4** Grievance forms and attendant papers shall not be placed in an administrator's personnel file.

## **Article XI Reimbursements**

### **Property Loss - Battery**

- 11.1** In the event that a member has any clothing or other personal property damaged or destroyed as the result of a battery suffered in the course of his/her employment, the Board shall reimburse the member the cost of repair or the replacement value of such property. The benefit shall have a five dollar (\$5.00) minimum clause.

### **Property Loss - General**

- 11.2** The Board shall assume liability for the value of personal property destroyed, lost, or damaged on the school property as a result of an accident, vandalism or theft under the following circumstances:

If the personal property was brought to the worksite to be used as an adjunct to work-related activities and was with the approval of the appropriate administrator prior to the loss. Each request shall include an accurate description along with appropriate serial numbers and/or model numbers and cost. Such request must be reviewed annually.

No coverage shall exceed six hundred fifty dollars (\$650).

Such coverage shall not apply if the negligence of the member contributes to the loss.

### **Transportation Reimbursement**

- 11.3** Members will be reimbursed for business travel from local office budgets at the rate established by the Internal Revenue Service. Business travel for reimbursement purposes will be the total miles traveled by private vehicle in the discharge of official duties less commuting mileage, which is the distance from residence to the member's assigned work site. Members will not be required to transport students, members or others in their private automobiles.

### **11.4 Tuition Reimbursement**

The Board will reimburse CASE members for tuition and fee charges up to one hundred twenty-five (\$125) per credit provided that such courses have been approved by the Superintendent or his/her designee. There will be a limitation of nine (9) credits reimbursement per member per year. The member must complete the appropriate course form which is returned upon completion of the course to the Certification Office of the Office of Personnel for reimbursements.

## **Article XII Benefits**

### **12.1 Basic Plan Life Insurance**

The Board will pay 100% of the premium for \$10,000 life insurance.

For active employees, additional life insurance (optional) can be purchased in multiples of basic annual earnings, rounded up or down to the nearest \$1,000 increment. Increments are equal to .25 times the employee's base annual earnings starting at .50 times earnings. The minimum amount available for additional coverage, therefore, equals .50 times the employee's basic annual earnings. The maximum amount available equals the lesser of three (3) times the employee's basic annual earnings or \$400,000. Optional life insurance coverage shall be available to employees by payroll deduction.

### **12.2 Flexible Spending Accounts**

A CASE member may make employee contributions to a Dependent Care Spending Account provided the member meets requirements prescribed by federal regulations. The account may be used, during the plan year for which the contributions were made, for tax-free reimbursement of qualifying expenses for the care of dependents to enable the employee to work. Any amounts remaining in the account at the end of the plan year will be forfeited. A CASE member may make employee contributions to a Health Care Spending Account for tax-free reimbursement of qualifying health-related expenses incurred during the plan year for which the contributions were made and not paid by insurance. Any amounts remaining in the account at the end of the plan year will be forfeited.

### **12.3 Health Care Options**

Option 1 is a triple option plan. The employee will be able to select, at the time service is needed, coverage through a triple option (HMO, PA, indemnity) plan. The member cost will be according to the schedule in Appendix B and shall be equal to ten percent (10%) of the annual premium through 2006-2007.

Option 2 CASE members may choose to enroll in a qualified prepaid health maintenance organization. The member cost will be according to the schedule in Appendix B. The member will pay ten (10%) of the annual cost of the HMO premium through 2006-2007, provided it is the exclusive HMO vendor in the market.

Option 3 is a traditional indemnity plan with specify coverages comparable to the existing plan. The limit on major medical coverage shall be \$300,000. The major medical cash deductible shall be two hundred fifty dollars (\$250) per family member, shall be limited to two (2) per family per benefit year and shall be limited to a total deductible of six hundred dollars (\$600) per family. The major medical coverage shall provide for 80/20 co-insurance up to \$2,000 with 100% payment thereafter in each benefit year. The maximum out-of-pocket cost to the member for major medical will be six hundred fifty dollars (\$650) per individual per year for deductibles and co-insurance. The member cost will be according to the schedule in Appendix B, and shall be equal to thirty percent (30%) of the annual premium. Effective July 1, 1999 the indemnity plan will not be available to newly hired employees. After June 30, 2000, the indemnity plan will be discontinued.

#### **12.4 Mail Order/Prescription Drug Program**

In addition to prescription benefits provided under the health care option chosen by the employee, the Board shall provide a mail order prescription drug program for the express purpose of maintenance type prescription drugs, including insulin and related supplies. This program will allow participants to purchase a 90-day supply of maintenance drugs with a \$13.00 per prescription co-pay through 2006-2007. Generic substitution will be mandatory.

#### **12.5 Health Insurance - Family of Deceased Member**

The Board will pay full premiums for health insurance for the spouse and/or family of any CASE member who dies in service, for a period of one year, providing the member was enrolled in such program and the spouse and/or family were eligible for benefits prior to the death.

#### **12.6 Health Insurance--Retired Members**

The Board shall contribute toward the premium for health insurance or an optional HMO for CASE members with ten (10) years or more service with the Board, including military service time recognized by the Board, who retire under the Maryland State Members' Retirement or Pension System. Contributions by the Board shall be made in accordance with the following schedule:

<b>Options</b>	<b>Option</b>
<b>1 &amp; 2</b>	<b>3</b>

10-19 years of service	50%	30%
20-29 years of service	75%	55%
30 or more years of service	90%	70%

The Board shall reimburse members or retired members who have attained the age of 65, for their cost of Medicare--Part B (Medical) in accordance with the following schedule:

10-19 years of service	30%
20-29 years of service	55%
30 or more years of service	70%

The Board shall continue to provide the payment set in the paragraphs above for one year for the spouse of a retired employee who dies if the surviving spouse was covered under the retired employee's policy at the time of the retired employee's death.

**12.7 Dental Insurance**

The Board shall offer three dental plans: a.) Traditional Dental Plan, b.) a Preferred Provider Arrangement Dental Plan, and c.) a Dental HMO.

The Board shall contribute 65% of the premium for the lowest cost dental option. The member will contribute 35% of the lowest cost option plan plus additional premiums for a higher cost option if one is chosen. These rate splits will remain in effect through June 30, 2007. The employee cost will be according to the schedule in Appendix B.

**12.8 Vision Insurance**

The Board shall provide an optical plan jointly selected by the Board and employee organizations.

**12.8.1 Adult Hearing Aids**

Beginning in 2003-2004, coverage for adult hearing aids will be included in the health plans offerings provided by the Board. The incremental annual cost for the benefit for medicare-eligible retirees will be 90% paid by the retiree.

**12.9 Insurance Plan Carriers**

Changes to components of any insurance plan will occur only after representatives of the employee groups have met with Board representatives to consider the changes.

### **Article XIII Working Conditions**

#### **Workdays**

- 13.1** All workdays when the central and administrative offices are open shall be duty days for members employed on a twelve-month basis. All student days, when the schools are open, shall be duty days for members employed on a ten-month basis.

The school calendar has been established by the Board of Education in accordance with Section 7-103 of the Annotated Code of the General Public Laws of Maryland and except in case of emergency, members will not be required to work on the holidays designated by the Board and listed on the School Calendar.

The Board may designate additional days as holidays when the school calendar is adopted.

#### **Work Hours**

- 13.2** The work hours of CASE members are those hours required to complete duties as established by the Board. It is recognized that the job requirements of professionals are of such a nature that they cannot be adequately met within a specified time frame. The normal workload for professional personnel in CASE would include, but not be limited to, activities such as:

- Job-related late afternoon and evening meetings with other staff members, students, parents, community representatives and Board members.
- Supervision of student-oriented activities.
- Independent planning and work sessions beyond regular work hours as required to promote efficient execution of one's duties.
- Emergency situations.

### **Article XIV Compensation**

- 14.1** The salaries for members are set forth in Appendix A-1 and A-2.

- 14.2** In the event of a salary error, neither the Board or CASE may claim salary adjustments for any more than the fiscal year in which the error is detected.

When an administrator has been overpaid, he/she must be paid at the correct rate of pay for two (2) pay periods before repayment deductions begin. However, at the teacher's request, repayment deductions may begin immediately.

**ARTICLE XV**  
**Effect of Agreement**

**Changes in Rules and Policies**

**15.1** All Board functions and responsibilities not expressly modified or restricted by this Agreement are retained and vested exclusively in the Board. The Board retains the right to make or change rules or policies not in conflict with this Agreement or the negotiations laws.

**Individual Contracts**

**15.2** Any contract between the Board and an individual CASE member shall be expressly subject to the terms and conditions of this Agreement.

**15.3** Should any article, provision, or application of this Agreement to any member or group of members be declared illegal by a court of competent jurisdiction, said article, provision, or application, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining articles, provisions, and applications shall remain in full force and effect for the duration of the Agreement. The Board and CASE agree that they will enter into immediate negotiations specifically and exclusively with respect to any provision of the Agreement which has thus been declared illegal. CASE agrees that it will abide by the provisions of the negotiations law.

**ARTICLE XVI - Duration of the Agreement**

**16.1** The provisions of this Agreement shall be effective, unless otherwise noted, from July 1, 2003 and shall continue in effect through June 30, 2007. Each party may select three (3) articles as reopeners and in FY 05-06 each party may select two (2) articles as reopeners. The Board of Education will request a 2% annual minimum salary adjustment for FY05; a 2% annual minimum salary adjustment for FY06; and a 3% annual minimum salary adjustment for FY07. The Board of Education and CASE are committed to work toward exceeding each of these annual minimum salary request levels. Implementation of any fiscal provision of this Agreement is dependent upon the appropriation of the necessary funds by the County Executive and County Council of Baltimore County.

**FOR THE BOARD:**

Randall Grimsley  
Christine Johns  
Barbara Burnopp  
Gwen Grant

**FOR THE UNION:**

Carol Shaner  
Tom Dolina  
SaraJane Quinn  
Paula Simon

Daniel Capozzi  
Jean Satterfield  
Dale Rauh Zahn

Charles Meyer  
Penny Parker  
Rick Gonzales

**Appendix**  
**A-1 and A-2**

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
 Salary Schedule for 10-Month Exempt Administrative, Supervisory, and Technical Staff  
 21.7 Biweekly Pays, 2003-04

REVISED

STEP	GRADES									
	01		02		03		04		05	
	Annual	Biweekly								
1	19,402	894.12	20,558	947.39	21,784	1,003.86	23,084	1,063.78	24,460	1,127.19
2	19,787	911.84	20,967	966.21	22,217	1,023.82	23,542	1,084.88	24,947	1,149.62
3	20,181	929.98	21,384	985.44	22,659	1,044.19	24,011	1,106.50	25,443	1,172.50
4	20,581	948.43	21,808	1,005.00	23,109	1,064.91	24,488	1,128.49	25,950	1,195.87
5	20,991	967.31	22,242	1,025.00	23,569	1,086.13	24,975	1,150.92	26,465	1,219.60
6	21,408	986.54	22,684	1,045.35	24,037	1,107.70	25,471	1,173.78	26,993	1,243.91
7	21,833	1,006.13	23,135	1,066.13	24,515	1,129.75	25,979	1,197.17	27,530	1,268.65
8	22,267	1,026.13	23,595	1,087.33	25,003	1,152.22	26,496	1,221.02	28,078	1,293.93
9	22,710	1,046.54	24,065	1,108.97	25,501	1,175.14	27,023	1,245.30	28,637	1,319.69
10	23,161	1,067.31	24,544	1,131.06	26,009	1,198.55	27,561	1,270.07	29,207	1,345.94
11	23,622	1,088.57	25,031	1,153.52	26,527	1,222.44	28,110	1,295.39	29,789	1,372.75
12	24,092	1,110.23	25,530	1,176.48	27,054	1,246.75	28,669	1,321.15	30,382	1,400.10
13	24,571	1,132.30	26,038	1,199.89	27,593	1,271.57	29,240	1,347.48	30,986	1,427.93
14	25,060	1,154.86	26,556	1,223.78	28,141	1,296.81	29,822	1,374.29	31,604	1,456.40
15	25,559	1,177.82	27,084	1,248.12	28,702	1,322.69	30,416	1,401.68	32,233	1,485.41
16	26,067	1,201.24	27,623	1,272.95	29,274	1,349.02	31,022	1,429.59	32,874	1,514.95
17	26,587	1,225.20	28,174	1,298.35	29,856	1,375.84	31,640	1,458.07	33,530	1,545.17
18	27,115	1,249.54	28,735	1,324.19	30,450	1,403.22	32,270	1,487.12	34,198	1,575.96
19	27,655	1,274.41	29,306	1,350.51	31,057	1,431.20	32,913	1,516.73	34,880	1,607.36
20	28,205	1,299.77	29,891	1,377.46	31,676	1,459.73	33,569	1,546.95	35,574	1,639.38

STEP	GRADES									
	06		07		08		09		10	
	Annual	Biweekly								
1	25,920	1,194.49	27,467	1,265.78	29,108	1,341.39	30,847	1,421.52	32,689	1,506.43
2	26,436	1,218.27	28,014	1,290.97	29,687	1,368.09	31,461	1,449.80	33,340	1,536.41
3	26,963	1,242.53	28,571	1,316.65	30,278	1,395.31	32,086	1,478.64	34,005	1,567.03
4	27,498	1,267.19	29,141	1,342.91	30,880	1,423.06	32,726	1,508.13	34,683	1,598.27
5	28,045	1,292.39	29,721	1,369.63	31,497	1,451.46	33,379	1,538.19	35,374	1,630.12
6	28,605	1,318.19	30,313	1,396.93	32,124	1,480.38	34,043	1,568.81	36,078	1,662.58
7	29,174	1,344.43	30,916	1,424.72	32,763	1,509.83	34,721	1,600.06	36,798	1,695.74
8	29,755	1,371.21	31,533	1,453.12	33,417	1,539.94	35,414	1,631.99	37,531	1,729.53
9	30,347	1,398.48	32,159	1,482.00	34,082	1,570.61	36,119	1,664.48	38,278	1,763.96
10	30,952	1,426.34	32,800	1,511.54	34,761	1,601.89	36,839	1,697.67	39,041	1,799.13
11	31,568	1,454.74	33,454	1,541.64	35,453	1,633.77	37,574	1,731.50	39,820	1,835.03
12	32,196	1,483.67	34,121	1,572.39	36,161	1,666.39	38,321	1,765.94	40,614	1,871.63
13	32,839	1,513.32	34,800	1,603.71	36,882	1,699.61	39,086	1,801.20	41,422	1,908.87
14	33,491	1,543.38	35,494	1,635.68	37,616	1,733.45	39,864	1,837.06	42,249	1,946.96
15	34,159	1,574.14	36,202	1,668.30	38,366	1,768.01	40,659	1,873.69	43,092	1,985.79
16	34,840	1,605.54	36,921	1,701.44	39,130	1,803.23	41,470	1,911.06	43,950	2,025.34
17	35,534	1,637.50	37,658	1,735.40	39,910	1,839.17	42,297	1,949.19	44,827	2,065.75
18	36,242	1,670.12	38,409	1,770.00	40,705	1,875.80	43,141	1,988.06	45,721	2,106.97
19	36,964	1,703.39	39,174	1,805.26	41,518	1,913.25	44,000	2,027.65	46,632	2,148.95
20	37,701	1,737.38	39,955	1,841.24	42,346	1,951.42	44,879	2,068.14	47,563	2,191.84

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
 Salary Schedule for 10-Month Exempt Administrative, Supervisory, and Technical Staff  
 21.7 Biweekly Pays, 2003-04

REVISED

STEP	GRADES									
	11		12		13		14		15	
	Annual	Biweekly								
1	34,643	1,596.45	36,714	1,691.87	38,908	1,793.00	41,237	1,900.31	43,701	2,013.86
2	35,333	1,628.25	37,445	1,725.58	39,684	1,828.74	42,057	1,938.12	44,574	2,054.08
3	36,038	1,660.75	38,192	1,759.98	40,475	1,865.22	42,895	1,976.74	45,462	2,095.04
4	36,755	1,693.77	38,953	1,795.07	41,282	1,902.38	43,751	2,016.17	46,369	2,136.82
5	37,488	1,727.57	39,730	1,830.85	42,106	1,940.35	44,624	2,056.42	47,293	2,179.42
6	38,235	1,761.97	40,522	1,867.37	42,945	1,979.05	45,514	2,097.43	48,237	2,222.91
7	38,997	1,797.10	41,329	1,904.56	43,801	2,018.48	46,421	2,139.22	49,198	2,267.21
8	39,774	1,832.92	42,153	1,942.54	44,674	2,058.73	47,347	2,181.89	50,181	2,312.49
9	40,568	1,869.48	42,994	1,981.28	45,565	2,099.78	48,292	2,225.43	51,181	2,358.57
10	41,375	1,906.68	43,850	2,020.76	46,474	2,141.65	49,255	2,269.81	52,201	2,405.59
11	42,202	1,944.77	44,725	2,061.04	47,401	2,184.37	50,238	2,315.10	53,243	2,453.58
12	43,043	1,983.56	45,617	2,102.18	48,346	2,227.94	51,240	2,361.29	54,306	2,502.59
13	43,902	2,023.12	46,527	2,144.09	49,310	2,272.36	52,261	2,408.35	55,390	2,552.53
14	44,777	2,063.43	47,455	2,186.85	50,295	2,317.72	53,304	2,456.38	56,495	2,603.45
15	45,669	2,104.57	48,401	2,230.46	51,297	2,363.93	54,368	2,505.43	57,622	2,655.37
16	46,579	2,146.52	49,366	2,274.92	52,321	2,411.11	55,452	2,555.41	58,771	2,708.36
17	47,509	2,189.36	50,352	2,320.36	53,364	2,459.18	56,558	2,606.37	59,945	2,762.43
18	48,456	2,233.01	51,356	2,366.65	54,429	2,508.27	57,688	2,658.42	61,140	2,817.53
19	49,423	2,277.56	52,381	2,413.87	55,515	2,558.29	58,839	2,711.48	62,361	2,873.80
20	50,409	2,322.98	53,426	2,462.02	56,622	2,609.33	60,013	2,765.60	63,604	2,931.08

STEP	GRADES									
	16		17		18		19		20	
	Annual	Biweekly								
1	46,315	2,134.35	49,087	2,262.06	52,024	2,397.44	55,138	2,540.93	58,439	2,693.02
2	47,240	2,176.94	50,067	2,307.21	53,062	2,445.27	56,239	2,591.64	59,604	2,746.73
3	48,183	2,220.40	51,066	2,353.26	54,121	2,494.07	57,360	2,643.32	60,795	2,801.62
4	49,142	2,264.62	52,083	2,400.16	55,200	2,543.77	58,505	2,696.10	62,007	2,857.49
5	50,123	2,309.81	53,122	2,448.03	56,302	2,594.56	59,674	2,749.94	63,245	2,914.52
6	51,123	2,355.90	54,182	2,496.87	57,426	2,646.37	60,863	2,804.75	64,509	2,972.74
7	52,143	2,402.91	55,264	2,546.73	58,572	2,699.19	62,078	2,860.73	65,795	3,032.01
8	53,183	2,450.83	56,367	2,597.56	59,741	2,753.02	63,317	2,917.85	67,108	3,092.54
9	54,244	2,499.71	57,490	2,649.33	60,932	2,807.91	64,582	2,976.11	68,449	3,154.33
10	55,326	2,549.61	58,638	2,702.22	62,149	2,864.02	65,870	3,035.46	69,814	3,217.25
11	56,431	2,600.50	59,808	2,756.15	63,389	2,921.14	67,185	3,096.07	71,208	3,281.47
12	57,556	2,652.37	61,002	2,811.15	64,655	2,979.48	68,526	3,157.90	72,630	3,346.99
13	58,705	2,705.31	62,220	2,867.26	65,945	3,038.95	69,894	3,220.90	74,080	3,413.81
14	59,876	2,759.27	63,462	2,924.51	67,261	3,099.60	71,290	3,285.24	75,558	3,481.96
15	61,071	2,814.32	64,729	2,982.89	68,605	3,161.51	72,712	3,350.80	77,067	3,551.50
16	62,289	2,870.47	66,019	3,042.36	69,974	3,224.59	74,163	3,417.66	78,605	3,622.37
17	63,534	2,927.83	67,338	3,103.13	71,370	3,288.94	75,645	3,485.94	80,175	3,694.70
18	64,802	2,986.25	68,681	3,165.04	72,794	3,354.58	77,155	3,555.51	81,776	3,768.50

19	66,095	3,045.85	70,053	3,228.24	74,248	3,421.56	78,695	3,626.51	83,409	3,843.71
20	67,415	3,106.66	71,451	3,292.67	75,730	3,489.87	80,268	3,698.96	85,075	3,920.51

**BALTIMORE COUNTY PUBLIC SCHOOLS**

Salary Schedule for 12-Month Exempt Administrative, Supervisory, and Technical Staff  
26.2 Biweekly Pays, 2003-04

REVISED

STEP	GRADES									
	01		02		03		04		05	
	Annual	Biweekly								
1	22,701	866.44	24,053	918.06	25,487	972.78	27,007	1,030.81	28,618	1,092.29
2	23,150	883.58	24,531	936.30	25,993	992.10	27,544	1,051.29	29,188	1,114.03
3	23,611	901.19	25,019	954.93	26,511	1,011.86	28,092	1,072.21	29,769	1,136.21
4	24,079	919.04	25,516	973.88	27,037	1,031.95	28,651	1,093.55	30,362	1,158.85
5	24,559	937.36	26,024	993.26	27,576	1,052.51	29,221	1,115.29	30,964	1,181.85
6	25,047	956.00	26,540	1,012.96	28,124	1,073.43	29,802	1,137.46	31,581	1,205.40
7	25,545	974.98	27,068	1,033.13	28,683	1,094.77	30,395	1,160.11	32,210	1,229.38
8	26,052	994.37	27,607	1,053.69	29,254	1,116.55	31,001	1,183.23	32,851	1,253.87
9	26,570	1,014.14	28,156	1,074.64	29,836	1,138.76	31,617	1,206.77	33,505	1,278.83
10	27,098	1,034.27	28,717	1,096.07	30,430	1,161.45	32,246	1,230.75	34,172	1,304.27
11	27,638	1,054.87	29,287	1,117.81	31,037	1,184.60	32,888	1,255.29	34,853	1,330.26
12	28,188	1,075.86	29,870	1,140.06	31,654	1,208.15	33,543	1,280.25	35,547	1,356.75
13	28,748	1,097.25	30,464	1,162.74	32,284	1,232.21	34,211	1,305.76	36,254	1,383.72
14	29,321	1,119.11	31,071	1,185.90	32,925	1,256.66	34,892	1,331.75	36,977	1,411.32
15	29,904	1,141.36	31,689	1,209.49	33,582	1,281.74	35,587	1,358.29	37,713	1,439.43
16	30,499	1,164.08	32,319	1,233.55	34,250	1,307.26	36,296	1,385.33	38,463	1,468.05
17	31,107	1,187.27	32,964	1,258.16	34,931	1,333.24	37,019	1,412.93	39,230	1,497.34
18	31,725	1,210.86	33,620	1,283.20	35,626	1,359.78	37,756	1,441.08	40,012	1,527.17
19	32,356	1,234.96	34,287	1,308.67	36,336	1,386.87	38,508	1,469.78	40,809	1,557.60
20	33,000	1,259.53	34,972	1,334.82	37,061	1,414.54	39,276	1,499.07	41,622	1,588.63

STEP	GRADES									
	06		07		08		09		10	
	Annual	Biweekly								
1	30,327	1,157.51	32,137	1,226.59	34,057	1,299.87	36,091	1,377.51	38,247	1,459.79
2	30,930	1,180.55	32,776	1,251.00	34,734	1,325.73	36,809	1,404.92	39,008	1,488.84
3	31,546	1,204.06	33,428	1,275.89	35,425	1,352.11	37,541	1,432.86	39,785	1,518.52
4	32,173	1,227.96	34,095	1,301.34	36,130	1,379.00	38,290	1,461.44	40,578	1,548.80
5	32,812	1,252.38	34,773	1,327.23	36,851	1,406.52	39,053	1,490.57	41,387	1,579.66
6	33,467	1,277.38	35,467	1,353.69	37,585	1,434.55	39,831	1,520.25	42,211	1,611.11
7	34,134	1,302.82	36,172	1,380.62	38,333	1,463.09	40,624	1,550.53	43,053	1,643.24
8	34,814	1,328.76	36,893	1,408.13	39,097	1,492.26	41,434	1,581.47	43,911	1,675.99
9	35,506	1,355.19	37,626	1,436.13	39,876	1,521.99	42,259	1,612.96	44,785	1,709.35
10	36,213	1,382.19	38,376	1,464.75	40,670	1,552.30	43,102	1,645.11	45,678	1,743.44
11	36,934	1,409.71	39,141	1,493.92	41,480	1,583.20	43,961	1,677.90	46,590	1,778.23
12	37,669	1,437.74	39,921	1,523.71	42,308	1,614.80	44,835	1,711.28	47,519	1,813.69
13	38,422	1,466.48	40,716	1,554.06	43,151	1,647.00	45,731	1,745.44	48,464	1,849.78
14	39,185	1,495.61	41,528	1,585.04	44,010	1,679.79	46,641	1,780.19	49,431	1,886.69
15	39,966	1,525.41	42,356	1,616.65	44,888	1,713.28	47,571	1,815.69	50,417	1,924.31
16	40,763	1,555.83	43,198	1,648.77	45,782	1,747.41	48,520	1,851.90	51,421	1,962.64
17	41,574	1,586.81	44,060	1,681.67	46,695	1,782.24	49,488	1,888.85	52,447	2,001.80
18	42,403	1,618.42	44,938	1,715.20	47,625	1,817.74	50,475	1,926.52	53,494	2,041.74
19	43,247	1,650.66	45,834	1,749.37	48,575	1,854.02	51,480	1,964.89	54,560	2,082.43

20	44,110	1,683.60	46,747	1,784.24	49,545	1,891.02	52,508	2,004.12	55,648	2,123.98
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**BALTIMORE COUNTY PUBLIC SCHOOLS**  
Salary Schedule for 12-Month Exempt Administrative, Supervisory, and Technical Staff  
26.2 Biweekly Pays, 2003-04

**REVISED**

STEP	GRADES									
	11		12		13		14		15	
	Annual	Biweekly								
1	40,532	1,547.03	42,955	1,639.50	45,522	1,737.50	48,247	1,841.48	51,130	1,951.52
2	41,340	1,577.85	43,811	1,672.16	46,430	1,772.13	49,207	1,878.12	52,151	1,990.50
3	42,165	1,609.34	44,684	1,705.50	47,356	1,807.48	50,187	1,915.55	53,191	2,030.18
4	43,003	1,641.34	45,575	1,739.50	48,299	1,843.49	51,189	1,953.76	54,252	2,070.68
5	43,861	1,674.09	46,483	1,774.18	49,263	1,880.28	52,210	1,992.76	55,333	2,111.95
6	44,735	1,707.42	47,410	1,809.56	50,246	1,917.79	53,252	2,032.50	56,437	2,154.10
7	45,627	1,741.47	48,355	1,845.61	51,247	1,956.00	54,312	2,073.00	57,562	2,197.03
8	46,536	1,776.18	49,319	1,882.40	52,269	1,995.00	55,396	2,114.35	58,712	2,240.90
9	47,464	1,811.60	50,303	1,919.95	53,311	2,034.78	56,501	2,156.54	59,882	2,285.56
10	48,409	1,847.65	51,305	1,958.20	54,374	2,075.35	57,628	2,199.54	61,075	2,331.12
11	49,376	1,884.57	52,328	1,997.24	55,459	2,116.75	58,778	2,243.44	62,294	2,377.63
12	50,360	1,922.15	53,372	2,037.10	56,565	2,158.97	59,951	2,288.20	63,538	2,425.12
13	51,365	1,960.50	54,436	2,077.71	57,693	2,202.02	61,146	2,333.80	64,806	2,473.52
14	52,388	1,999.56	55,522	2,119.15	58,844	2,245.97	62,365	2,380.34	66,099	2,522.85
15	53,433	2,039.42	56,629	2,161.41	60,018	2,290.75	63,610	2,427.87	67,417	2,573.17
16	54,498	2,080.07	57,758	2,204.50	61,216	2,336.47	64,879	2,476.30	68,762	2,624.52
17	55,586	2,121.59	58,911	2,248.53	62,436	2,383.06	66,173	2,525.68	70,135	2,676.92
18	56,694	2,163.89	60,087	2,293.38	63,682	2,430.63	67,494	2,576.12	71,534	2,730.31
19	57,825	2,207.05	61,286	2,339.14	64,952	2,479.10	68,842	2,627.54	72,963	2,784.84
20	58,978	2,251.07	62,508	2,385.81	66,248	2,528.55	70,216	2,679.99	74,417	2,840.35

STEP	GRADES									
	16		17		18		19		20	
	Annual	Biweekly								
1	54,189	2,068.28	57,431	2,192.04	60,868	2,323.22	64,512	2,462.27	68,373	2,609.66
2	55,270	2,109.55	58,578	2,235.79	62,083	2,369.58	65,799	2,511.41	69,737	2,661.71
3	56,374	2,151.66	59,747	2,280.41	63,322	2,416.87	67,111	2,561.50	71,130	2,714.90
4	57,496	2,194.51	60,937	2,325.86	64,584	2,465.02	68,451	2,612.65	72,549	2,769.03
5	58,644	2,238.31	62,153	2,372.25	65,873	2,514.24	69,818	2,664.81	73,997	2,824.30
6	59,814	2,282.97	63,393	2,419.58	67,189	2,564.45	71,210	2,717.93	75,475	2,880.72
7	61,007	2,328.53	64,659	2,467.89	68,530	2,615.63	72,631	2,772.18	76,980	2,938.16
8	62,224	2,374.97	65,949	2,517.15	69,896	2,667.80	74,081	2,827.53	78,516	2,996.81
9	63,465	2,422.33	67,264	2,567.32	71,290	2,720.99	75,560	2,883.98	80,085	3,056.69
10	64,732	2,470.68	68,607	2,618.57	72,714	2,775.36	77,067	2,941.50	81,683	3,117.66
11	66,024	2,520.00	69,976	2,670.83	74,165	2,830.71	78,606	3,000.23	83,313	3,179.89
12	67,341	2,570.26	71,372	2,724.13	75,646	2,887.25	80,176	3,060.14	84,977	3,243.38
13	68,685	2,621.57	72,797	2,778.51	77,156	2,944.88	81,775	3,121.20	86,673	3,308.13
14	70,055	2,673.86	74,250	2,833.98	78,696	3,003.65	83,409	3,183.55	88,403	3,374.17
15	71,453	2,727.20	75,732	2,890.55	80,267	3,063.64	85,073	3,247.08	90,169	3,441.56
16	72,878	2,781.61	77,242	2,948.18	81,869	3,124.78	86,771	3,311.87	91,968	3,510.24
17	74,335	2,837.20	78,785	3,007.07	83,503	3,187.13	88,504	3,378.03	93,805	3,580.33
18	75,818	2,893.81	80,357	3,067.06	85,169	3,250.73	90,271	3,445.45	95,678	3,651.84
19	77,331	2,951.56	81,962	3,128.31	86,870	3,315.64	92,073	3,514.25	97,588	3,724.73
20	78,875	3,010.49	83,597	3,190.74	88,604	3,381.84	93,913	3,584.46	99,538	3,799.15

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
**Salary Schedule for 12-Month Exempt Administrative, Supervisory, and Technical Staff**  
**26.2 Biweekly Pays, 2003-04**

**REVISED**

<b>STEP</b>	<b>GRADES</b>				<b>STEP</b>
	<b>21</b>		<b>22</b>		
	<b>Annual</b>	<b>Biweekly</b>	<b>Annual</b>	<b>Biweekly</b>	
<b>1</b>	72,466	2,765.89	76,805	2,931.49	<b>1</b>
<b>2</b>	73,912	2,821.06	78,337	2,989.98	<b>2</b>
<b>3</b>	75,389	2,877.44	79,903	3,049.74	<b>3</b>
<b>4</b>	76,892	2,934.83	81,497	3,110.57	<b>4</b>
<b>5</b>	78,427	2,993.41	83,124	3,172.67	<b>5</b>
<b>6</b>	79,994	3,053.22	84,785	3,236.06	<b>6</b>
<b>7</b>	81,589	3,114.10	86,476	3,300.60	<b>7</b>
<b>8</b>	83,218	3,176.27	88,202	3,366.50	<b>8</b>
<b>9</b>	84,881	3,239.74	89,965	3,433.77	<b>9</b>
<b>10</b>	86,574	3,304.37	91,760	3,502.28	<b>10</b>
<b>11</b>	88,303	3,370.34	93,592	3,572.21	<b>11</b>
<b>12</b>	90,066	3,437.64	95,461	3,643.55	<b>12</b>
<b>13</b>	91,864	3,506.27	97,367	3,716.30	<b>13</b>
<b>14</b>	93,698	3,576.28	99,311	3,790.50	<b>14</b>
<b>15</b>	95,570	3,647.70	101,295	3,866.22	<b>15</b>
<b>16</b>	97,477	3,720.51	103,317	3,943.39	<b>16</b>
<b>17</b>	99,424	3,794.81	105,380	4,022.15	<b>17</b>
<b>18</b>	101,410	3,870.61	107,485	4,102.50	<b>18</b>
<b>19</b>	103,434	3,947.87	109,631	4,184.39	<b>19</b>
<b>20</b>	105,501	4,026.75	111,822	4,268.01	<b>20</b>

## **Appendix B**

APPENDIX B

Medical, Dental, and Vision Deductions for Full-Time Employees 9/1/2003 – 8/31/2004

<b>Medical Insurance</b>	<b>Total Premium</b>	<b>Your Annual Share</b>	<b>Your Bi-Weekly Deduction*</b>
<b>Care First BlueCross BlueShield Triple Choice/MPOS</b>			
Individual	\$ 4,335.48	\$ 433.60	\$21.68
Parent/Child	8,590.80	859.00	42.95
Husband/Wife	10,347.36	1,034.80	51.74
Family	11,666.28	1,166.60	58.33
<b>Kaiser Permanente HMO (Maryland Only)</b>			
Individual	\$3,143.16	\$314.20	\$15.71
Parent/Child(ren)	5,972.16	597.20	29.86
Husband/Wife	7,386.60	738.60	36.93
Family	9,429.60	942.80	47.14
<b>Keystone Health Plan HMO (Pennsylvania Residents Only)</b>			
Individual	\$3,590.52	\$359.00	\$17.95
Parent/Child	7,001.40	700.00	35.00
Husband/Wife	7,899.00	789.80	39.49
Family	11,309.88	1,130.80	56.54
<b>Dental Insurance</b>			
	<b>Total Premium</b>	<b>Your Annual Share</b>	<b>Your Bi-Weekly Deduction*</b>
<b>CareFirst BlueCross BlueShield Preferred Dental</b>			
Individual	\$243.60	\$85.20	\$4.26
Parent/Child or Husband/Wife	527.76	184.60	9.23
Family	800.28	280.00	14.00
<b>CareFirst BlueCross BlueShield Maryland Dental</b>			
Individual	\$277.80	\$119.40	\$5.97
Parent/Child or Husband/Wife	582.48	239.20	11.96
Family	978.36	458.00	22.90
<b>CIGNA Dental DHMO</b>			
Individual	\$304.08	\$145.60	\$7.28
Parent/Child or Husband/Wife	582.84	239.60	11.98
Family	876.24	355.80	17.79
<b>Vision Insurance Vision Service Plan</b>			
	<b>Total Premium</b>	<b>Your Annual Share</b>	<b>Your Bi-Weekly Deduction*</b>
Individual (Free if FTE is .5 or greater)	\$31.20	\$ -	\$ -
Family (includes Parent/Child and Husband/Wife)	100.68	69.60	3.48

\*All employee benefits deductions are taken from 20 pay periods between September and June.