

2006-2007

# **Supplement**

**to the**

## **MASTER AGREEMENT**

**between the**

**The Council of Administrative and Supervisory Employees  
(CASE)**

**and the**

**Board of Education  
of  
Baltimore County**

**July 1, 2006 – June 30, 2007**

(This Document Replaces All Prior Supplements.)

## 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.
- 7.2 No member shall receive a less-than-satisfactory rating without having been given suggestions for improvement and having both the opportunity and sufficient time to address the areas of weakness.
- 7.3 Members shall be given the name and specific complaint of any person who complains about a member, within a reasonable period of time, if the complaint is to be given consideration in the member’s evaluation or filed in the member’s personnel file. The member shall be given the opportunity, in writing, to respond to a complaint. The response will be attached to the filed document and reviewed by the appropriate administrator. All such complaints shall be held confidential.
- 7.4 The standard evaluation form or a mutually agreed alternative will provide an overall rating of “Satisfactory” or “Unsatisfactory”.
- 7.5 The overall rating shall not be lowered without receiving advanced warning and the opportunity to show improvement.
- 7.6 The member shall be given a copy of the completed written evaluation and will be given three duty days to sign and return the evaluation. The member’s signature indicates receipt of the evaluation.
- 7.7 A member may attach a written response to the evaluation.

## ARTICLE VIII – MEMBER PROTECTION

### 8.6 Procedure in Case of Threat (Assault) and/or Physical Attack (Battery)

Any case of threat (assault) and/or physical attack (battery) upon a staff member while acting within the scope of his/her duties shall be promptly reported to the principal/office head or to the Executive Director of Schools. The scope of the employee’s duties, in such cases, shall be defined to include the regular workday, and any extra-curricular activity or duty, whether school-sponsored or PTA-sponsored.

Administrators shall proceed in accordance with the *Critical Response and School Emergency Safety Management Guide, Workplace Violence: Guidelines for Administrators Dealing with Threat and Physical Attack on a Staff Member*.

The administrator shall share with the employee all information relative to the immediate threat and/or physical attack relating to the persons involved, that is not legally prohibited, and will act in appropriate ways as liaison between the employee(s), the police, and the courts. The administrator, supervisor, Executive Director, or a member of the Superintendent’s staff will appear with the employee at any consequent hearing.

Staff members shall report to the appropriate administrator any threats of civil or criminal action against them arising out of and in the course of their employment. Union members are also encouraged to contact the Union.

## **ARTICLE IX – ABSENCES AND LEAVES**

### **9.14 UNIFIED SICK LEAVE BANK**

**PURPOSE.** The Board of Education (BOE) will provide a Unified Sick Leave Bank (USLB) benefit to employees represented by the BOE’s bargaining units, and to non-represented administrative assistants and management employees. The purpose of the USLB is to provide a vehicle through which employees may donate their accrued sick leave for other eligible employees to use. This additional paid sick leave may be granted to employees who have exhausted their accumulated sick leave and urgent personal business days.

**DEFINITION.** The USLB may grant additional paid sick leave to an employee who through catastrophic illness, injury, or quarantine is unable to perform the duties of his/her position. Under a qualifying illness or injury, sick leave from the bank may also be granted for medical, dental, or optical examinations, or treatments that are impossible to schedule on non-duty days. Only the individual employee may use the USLB for his/her personal illness or injury. The USLB may not be used to be absent from work to care for members of the employee’s family. Sick leave from the bank may not be granted when the employee has an active Workers’ Compensation claim or when the employee is receiving compensation from Workers’ Compensation. The USLB may not be used by an employee who is eligible for disability retirement to postpone that retirement. In no case will the granting of leave from the bank cause an employee to receive more than his/her regular annual salary.

**ELIGIBILITY.** All bargaining unit-represented employees will be automatically enrolled in the USLB once the following eligibility criteria are met:

**10-MONTH EMPLOYEES.** 10-MONTH EMPLOYEES WHO HAVE COMPLETED ONE YEAR OF CONTINUOUS SERVICE AND WHO HAVE ACCUMULATED 20 DAYS OF SICK LEAVE WILL BE AUTOMATICALLY ENROLLED IN THE USLB.

**12-MONTH EMPLOYEES.** 12-MONTH EMPLOYEES WHO HAVE COMPLETED ONE YEAR OF CONTINUOUS SERVICE AND WHO HAVE ACCUMULATED 24 DAYS OF SICK LEAVE WILL BE AUTOMATICALLY ENROLLED IN THE USLB.

Employees meeting the eligibility requirements will be assessed a contribution when enrolled. The initial assessment and subsequent employee contributions will be based upon the needs of the USLB as determined by its governing committee.

**OPT OUT** - An employee who is eligible for membership in the USLB may ‘opt out’ for any reason by notifying the USLB in writing of his/her desire to withdraw from the USLB. Employees who opt out of the USLB will remain eligible for membership and may request to be re-enrolled by making a written request to the USLB. Employees who have opted out and request to be re-enrolled must meet the eligibility requirements. Employees who opt out in the fiscal year the initial assessment is made will have that sick leave time returned to them.

**USE OF THE USLB.** Employees must use all accumulated sick and urgent personal business leave prior to drawing from the USLB. The life time total that an employee may draw from the USLB is one (1) year. One year is equal to the number of duty days for 10-month employees and is equal to 245 duty days for 12-month employees. The USLB will not be charged for holidays, compensable non-duty week days, or vacation days.

**USLB GOVERNING COMMITTEE.** Each union will appoint a USLB governing committee from its membership. The committee shall meet as needed to: review and verify employee requests to draw from the bank; recommend the approval or denial of such requests to the employee, to the Office of

Risk Management and to other Board of Education (BOE) offices, as necessary; and to review the decision of the Manager of the Office of Risk Management regarding approval or denial of the request to draw from the USLB. Representatives of the committees shall meet with representatives of the BOE to develop procedural rules for the administration of the USLB. After approval by the Superintendent and the bargaining units, the USLB rules shall be distributed to employees. The representatives of the committees shall meet at least once annually with representatives of the BOE to review the rules and procedures of the Unified Sick Leave Bank, and to make recommendations for revisions to the rules and/or procedures.

**APPEALS.** Appeals of decisions of the Office of Risk Management may be made in writing within ten (10) duty days to the Assistant Superintendent, Department of Human Resources and Governmental Relations. Pending the outcome of the appeal to the Assistant Superintendent, the employee will continue to be covered by the sick leave bank.

**Memorandum of Understanding Between the Board of Education of Baltimore County and the Council of Administrative and Supervisory Employees, Inc. (CASE)**

CASE understands the rationale for the Superintendent's plan to provide monetary incentives to a limited number of administrative teams at challenging schools.

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For the Board

Date

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For CASE

Date

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**Salary Schedule for 12-Month Exempt Administrative, Supervisory, and Technical Employees**

**26.1 Biweekly Pays, 2006-07**

GRD STEP	01		02		03		04		05	
	Annual	Biweekly	Annual	Biweekly	Annual	Biweekly	Annual	Biweekly	Annual	Biweekly
01	24,625	943.49	26,092	999.69	27,647	1,059.27	29,296	1,122.45	31,044	1,189.43
02	25,112	962.15	26,610	1,019.54	28,196	1,080.31	29,879	1,144.79	31,662	1,213.10
03	25,612	981.30	27,139	1,039.81	28,758	1,101.84	30,474	1,167.59	32,293	1,237.28
04	26,121	1,000.80	27,679	1,060.50	29,328	1,123.68	31,080	1,190.80	32,935	1,261.88
05	26,641	1,020.73	28,230	1,081.61	29,913	1,146.09	31,697	1,214.44	33,589	1,286.93
06	27,170	1,041.00	28,790	1,103.07	30,509	1,168.93	32,329	1,238.66	34,259	1,312.61
07	27,711	1,061.72	29,362	1,124.98	31,114	1,192.11	32,971	1,263.26	34,941	1,338.74
08	28,260	1,082.76	29,947	1,147.39	31,733	1,215.82	33,630	1,288.51	35,636	1,365.36
09	28,822	1,104.29	30,544	1,170.27	32,365	1,240.04	34,297	1,314.06	36,346	1,392.57
10	29,395	1,126.25	31,151	1,193.52	33,009	1,264.71	34,980	1,340.23	37,069	1,420.27
11	29,981	1,148.70	31,769	1,217.20	33,668	1,289.96	35,676	1,366.90	37,807	1,448.54
12	30,578	1,171.57	32,402	1,241.46	34,337	1,315.59	36,387	1,394.14	38,560	1,477.39
13	31,185	1,194.83	33,045	1,266.09	35,020	1,341.76	37,111	1,421.88	39,327	1,506.78
14	31,806	1,218.62	33,705	1,291.38	35,716	1,368.43	37,849	1,450.15	40,111	1,536.82
15	32,439	1,242.87	34,375	1,317.05	36,429	1,395.75	38,604	1,479.08	40,911	1,567.47
16	33,085	1,267.62	35,058	1,343.22	37,154	1,423.52	39,373	1,508.54	41,723	1,598.58
17	33,744	1,292.87	35,759	1,370.08	37,893	1,451.84	40,158	1,538.62	42,555	1,630.46
18	34,414	1,318.54	36,469	1,397.28	38,647	1,480.73	40,957	1,569.23	43,403	1,662.95
19	35,099	1,344.79	37,193	1,425.02	39,417	1,510.23	41,772	1,600.46	44,268	1,696.09
20	35,798	1,371.57	37,937	1,453.52	40,203	1,540.34	42,606	1,632.41	45,150	1,729.89
STEP	06		07		08		09		10	
	Annual	Biweekly	Annual	Biweekly	Annual	Biweekly	Annual	Biweekly	Annual	Biweekly
01	32,897	1,260.42	34,861	1,335.67	36,944	1,415.48	39,150	1,500.00	41,489	1,589.62
02	33,552	1,285.52	35,554	1,362.22	37,678	1,443.60	39,929	1,529.85	42,315	1,621.26
03	34,221	1,311.15	36,261	1,389.31	38,428	1,472.34	40,724	1,560.31	43,157	1,653.52
04	34,901	1,337.20	36,985	1,417.05	39,193	1,501.65	41,537	1,591.46	44,018	1,686.51
05	35,594	1,363.75	37,721	1,445.25	39,974	1,531.57	42,364	1,623.14	44,896	1,720.15
06	36,304	1,390.96	38,474	1,474.10	40,772	1,562.15	43,207	1,655.44	45,790	1,754.41
07	37,027	1,418.66	39,239	1,503.41	41,582	1,593.18	44,068	1,688.43	46,703	1,789.39
08	37,765	1,446.93	40,021	1,533.37	42,411	1,624.94	44,946	1,722.07	47,633	1,825.02
09	38,516	1,475.71	40,816	1,563.83	43,256	1,657.32	45,841	1,756.36	48,582	1,861.38
10	39,283	1,505.10	41,628	1,594.94	44,118	1,690.34	46,756	1,791.42	49,550	1,898.47
11	40,065	1,535.06	42,460	1,626.82	44,996	1,723.98	47,688	1,827.13	50,539	1,936.36
12	40,863	1,565.63	43,305	1,659.20	45,895	1,758.43	48,636	1,863.45	51,547	1,974.98
13	41,679	1,596.90	44,167	1,692.22	46,809	1,793.45	49,608	1,900.69	52,572	2,014.25
14	42,507	1,628.62	45,048	1,725.98	47,741	1,829.16	50,595	1,938.51	53,621	2,054.44
15	43,354	1,661.07	45,946	1,760.38	48,693	1,865.63	51,603	1,977.13	54,691	2,095.44
16	44,218	1,694.18	46,860	1,795.40	49,662	1,902.76	52,633	2,016.59	55,780	2,137.16
17	45,098	1,727.89	47,795	1,831.23	50,653	1,940.73	53,683	2,056.82	56,893	2,179.81
18	45,998	1,762.38	48,747	1,867.70	51,663	1,979.43	54,754	2,097.85	58,029	2,223.33
19	46,913	1,797.43	49,719	1,904.94	52,693	2,018.89	55,844	2,139.62	59,186	2,267.66
20	47,849	1,833.30	50,710	1,942.91	53,745	2,059.20	56,959	2,182.34	60,365	2,312.84

GRDS STEP	11		12		13		14		15	
	Annual	Biweekly	Annual	Biweekly	Annual	Biweekly	Annual	Biweekly	Annual	Biweekly
01	43,968	1,684.60	46,596	1,785.29	49,380	1,891.95	52,337	2,005.25	55,463	2,125.02
02	44,844	1,718.16	47,525	1,820.88	50,366	1,929.73	53,378	2,045.13	56,572	2,167.51
03	45,739	1,752.45	48,472	1,857.16	51,371	1,968.24	54,441	2,085.86	57,701	2,210.77
04	46,649	1,787.32	49,438	1,894.18	52,394	2,007.43	55,528	2,127.51	58,851	2,254.83
05	47,579	1,822.95	50,424	1,931.95	53,438	2,047.43	56,637	2,170.00	60,023	2,299.73
06	48,527	1,859.27	51,429	1,970.46	54,506	2,088.35	57,767	2,213.30	61,221	2,345.63
07	49,496	1,896.40	52,454	2,009.73	55,591	2,129.92	58,916	2,257.32	62,442	2,392.41
08	50,480	1,934.10	53,500	2,049.81	56,699	2,172.38	60,091	2,302.34	63,689	2,440.19
09	51,488	1,972.72	54,567	2,090.69	57,829	2,215.67	61,290	2,348.28	64,958	2,488.81
10	52,512	2,011.95	55,654	2,132.34	58,983	2,259.89	62,514	2,395.17	66,252	2,538.39
11	53,562	2,052.18	56,763	2,174.83	60,160	2,304.98	63,761	2,442.95	67,575	2,589.08
12	54,629	2,093.07	57,896	2,218.24	61,360	2,350.96	65,033	2,491.69	68,925	2,640.80
13	55,720	2,134.87	59,051	2,262.49	62,584	2,397.85	66,330	2,541.38	70,300	2,693.49
14	56,829	2,177.36	60,228	2,307.59	63,832	2,445.67	67,651	2,591.99	71,702	2,747.20
15	57,962	2,220.77	61,429	2,353.60	65,105	2,494.44	69,002	2,643.75	73,132	2,801.99
16	59,118	2,265.06	62,655	2,400.57	66,405	2,544.25	70,379	2,696.51	74,591	2,857.89
17	60,298	2,310.27	63,904	2,448.43	67,729	2,594.98	71,783	2,750.31	76,080	2,914.94
18	61,500	2,356.32	65,180	2,497.32	69,080	2,646.74	73,215	2,805.17	77,598	2,973.10
19	62,727	2,403.33	66,481	2,547.16	70,457	2,699.50	74,678	2,861.23	79,148	3,032.49
20	63,977	2,451.23	67,806	2,597.93	71,864	2,753.41	76,169	2,918.35	80,725	3,092.91
STEP	16		17		18		19		20	
	Annual	Biweekly	Annual	Biweekly	Annual	Biweekly	Annual	Biweekly	Annual	Biweekly
01	58,782	2,252.18	62,300	2,386.97	66,028	2,529.81	69,981	2,681.26	74,168	2,841.69
02	59,955	2,297.13	63,544	2,434.64	67,346	2,580.31	71,376	2,734.71	75,648	2,898.39
03	61,152	2,342.99	64,812	2,483.22	68,690	2,631.80	72,800	2,789.27	77,159	2,956.28
04	62,371	2,389.69	66,102	2,532.64	70,059	2,684.25	74,254	2,844.98	78,698	3,015.25
05	63,615	2,437.36	67,422	2,583.22	71,457	2,737.82	75,737	2,901.80	80,270	3,075.48
06	64,885	2,486.02	68,767	2,634.75	72,885	2,792.53	77,246	2,959.62	81,873	3,136.90
07	66,179	2,535.59	70,140	2,687.36	74,339	2,848.24	78,788	3,018.70	83,505	3,199.43
08	67,499	2,586.17	71,540	2,741.00	75,821	2,905.02	80,361	3,078.97	85,172	3,263.30
09	68,845	2,637.74	72,965	2,795.59	77,333	2,962.95	81,965	3,140.42	86,874	3,328.51
10	70,219	2,690.38	74,424	2,851.49	78,878	3,022.15	83,600	3,203.07	88,608	3,394.94
11	71,621	2,744.10	75,908	2,908.35	80,452	3,082.45	85,270	3,267.05	90,376	3,462.68
12	73,050	2,798.85	77,422	2,966.36	82,058	3,143.98	86,972	3,332.26	92,181	3,531.84
13	74,507	2,854.67	78,968	3,025.59	83,697	3,206.78	88,707	3,398.74	94,020	3,602.30
14	75,993	2,911.61	80,545	3,086.02	85,367	3,270.77	90,480	3,466.67	95,897	3,674.21
15	77,511	2,969.77	82,152	3,147.59	87,071	3,336.05	92,285	3,535.82	97,813	3,747.62
16	79,057	3,029.00	83,789	3,210.31	88,809	3,402.64	94,127	3,606.40	99,764	3,822.38
17	80,637	3,089.54	85,464	3,274.48	90,581	3,470.54	96,006	3,678.39	101,757	3,898.74
18	82,246	3,151.19	87,169	3,339.81	92,389	3,539.81	97,923	3,751.84	103,789	3,976.59
19	83,886	3,214.02	88,910	3,406.51	94,235	3,610.54	99,878	3,826.74	105,861	4,055.98
20	85,562	3,278.24	90,683	3,474.44	96,115	3,682.57	101,874	3,903.22	107,976	4,137.01

<b>GRDS</b>	<b>21</b>		<b>22</b>		
<b>STEP</b>	<b>Annual</b>	<b>Biweekly</b>	<b>Annual</b>	<b>Biweekly</b>	<b>STEP</b>
<b>01</b>	78,609	3,011.84	83,316	3,192.18	<b>01</b>
<b>02</b>	80,177	3,071.92	84,978	3,255.86	<b>02</b>
<b>03</b>	81,780	3,133.33	86,677	3,320.96	<b>03</b>
<b>04</b>	83,410	3,195.79	88,406	3,387.20	<b>04</b>
<b>05</b>	85,076	3,259.62	90,170	3,454.79	<b>05</b>
<b>06</b>	86,775	3,324.71	91,973	3,523.87	<b>06</b>
<b>07</b>	88,506	3,391.03	93,807	3,594.14	<b>07</b>
<b>08</b>	90,272	3,458.70	95,680	3,665.90	<b>08</b>
<b>09</b>	92,077	3,527.85	97,591	3,739.12	<b>09</b>
<b>10</b>	93,913	3,598.20	99,539	3,813.75	<b>10</b>
<b>11</b>	95,789	3,670.08	101,526	3,889.89	<b>11</b>
<b>12</b>	97,701	3,743.33	103,553	3,967.55	<b>12</b>
<b>13</b>	99,651	3,818.05	105,621	4,046.78	<b>13</b>
<b>14</b>	101,640	3,894.25	107,729	4,127.55	<b>14</b>
<b>15</b>	103,672	3,972.11	109,881	4,210.00	<b>15</b>
<b>16</b>	105,740	4,051.34	112,075	4,294.06	<b>16</b>
<b>17</b>	107,852	4,132.26	114,314	4,379.85	<b>17</b>
<b>18</b>	110,007	4,214.83	116,596	4,467.28	<b>18</b>
<b>19</b>	112,202	4,298.93	118,925	4,556.51	<b>19</b>
<b>20</b>	114,444	4,384.83	121,301	4,647.55	<b>20</b>

**APPENDIX B  
FLEXIBLE BENEFITS PLAN 2006-2007**

Medical, Dental, and Vision Deductions for Full-Time Employees 9/1/2006-8/31/2007

<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	\$ 5,792.04	\$579.20	\$ 28.96
Parent/Child	11,475.57	1,147.40	57.37
Husband/Wife	13,821.95	1,382.00	69.10
Family	15,583.88	1,558.20	77.91
<b>Kaiser Permanente HMO (Maryland Only)</b>			
Individual	\$ 4,664.04	\$ 466.40	\$ 23.32
Parent/Child(ren)	8,861.88	886.00	44.30
Husband/Wife	10,960.68	1,096.00	54.80
Family	13,992.24	1,399.20	69.96
<b>Keystone Health Plan HMO (Pennsylvania Residents Only)</b>			
Individual	\$ 5,286.24	\$ 528.60	\$ 26.43
Parent/Child	10,308.36	1,030.80	51.54
Husband/Wife	11,630.40	1,163.00	58.15
Family	16,652.04	1,665.20	83.26
<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	\$ 270.94	\$ 94.80	\$ 4.74
Parent/Child or Husband/Wife	586.91	205.40	10.27
Family	889.98	311.40	15.57
<b>CareFirst BlueCross BlueShield Maryland Dental</b>			
Individual	\$ 308.90	\$ 132.60	\$ 6.63
Parent/Child or Husband/Wife	647.82	266.20	13.31
Family	1,088.10	509.60	25.48
<b>CIGNA Dental DHMO</b>			
Individual	\$ 319.20	\$ 143.00	\$ 7.15
Parent/Child or Husband/Wife	611.76	230.20	11.51
Family	919.68	341.00	17.05
<b>VISION INSURANCE</b>			
<b>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)	\$34.32	\$ -	\$ -
Family (includes Parent/Child and Husband/Wife)	136.44	102.00	5.10

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