

**NEGOTIATED AGREEMENT
BETWEEN
THE BOARD OF EDUCATION OF CECIL COUNTY
AND
THE CECIL EDUCATION SUPPORT PERSONNEL ASSOCIATION
July 1, 2013 - June 30, 2016**

July 1, 2015

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**ARTICLE I
DEFINITIONS, RECOGNITION, GROUND RULES,
AND GENERAL PROVISIONS**

1.1 Definitions

The following terms used in the Agreement refer to the definitions as written unless otherwise stipulated:

- 1.1.1 Board - The Board of Education of Cecil County
- 1.1.2 Association - The Cecil Education Support Personnel Association (CESPA)
- 1.1.3 *Education Article* - The article refers to the *Education Article of the Annotated Code of Maryland*, as it exists at the time this Agreement is entered into, subject to amendment by the General Assembly.
- 1.1.4 COMAR - This refers to State Board Bylaws and to Title 13A of the *Code of Maryland Regulations*, as it exists at the time this Agreement is entered into, subject to amendment by the Maryland State Board of Education.
- 1.1.5 Unit Member, Employee - All eligible personnel represented exclusively by the Association in the negotiating unit as defined in Article I, Recognition.

1.1.6 Support Service Personnel

1.1.6.1 Support Service Personnel include the following:

Accountants	Office Assistants
Case Workers	Operations Personnel
Certified Occupational/ Physical Therapist Assistants	Paraprofessionals
Computer Programmers	Secretarial/Clerical Personnel
Family Involvement Advisors	School Nurses
Food & Nutrition Personnel	Sign Language Interpreter Tutor/Braillist
Maintenance Personnel	Technology Services Personnel
	Transportation Personnel

1.1.6.2 Support service personnel, as defined here, excludes part-time employees, temporary employees, substitutes, and other hourly employees as determined by the Board.

1.1.6.3 Full-time employees as referenced in Article 1.1.6.1 are those staff members employed thirty (30) hours or more per week for a 10 or 12-month position.

1.1.6.4 Part-time employees as referenced in Article 1.1.6.1 are those staff members employed less than thirty (30) hours per week, regardless of the number of weeks or months employed. Part-time employees are not unit members and are not parties to this Agreement.

Note: There may be some references to part-time employees in this document for clarification purposes.

1.1.6.5 Temporary employees are employed for a brief period of time for a specific assignment and are not unit members. Temporary employees are not parties to this Agreement.

Note: There may be some references to temporary employees in this document for clarification purposes.

1.2 Recognition

- 1.2.1 The Board of Education, hereinafter referred to as the Board, recognizes the

Cecil Education Support Personnel Association, hereinafter referred to as the Association, as the exclusive representative of all employees in the bargaining unit defined in 1.2.2, in accordance with Title 6, Subtitle 5, of the *Education Article of the Annotated Code of Maryland* for all matters related to wages, hours, and other working conditions.

1.2.2 The bargaining unit shall include all non-supervisory, non-certificated employees of the Board who work thirty (30) hours or more per week and are referenced in Article 1.1.6.1, excluding non-certificated employees identified as managerial personnel or confidential employees by the Board. For the duration of this Agreement, the rights and/or privileges enumerated herein shall not be granted to any other organization seeking to become the non-supervisory education support employees bargaining agent.

1.3 Ground Rules

1.3.1 No later than October 15th of each year, the Board and the Association shall each designate in writing to the other not more than twelve (12) official representatives to serve on its respective negotiating team. If an emergency arises, either team may replace one or more of its members for any session so long as the total number of negotiators on either team does not exceed twelve (12).

1.3.2 In any given school year, the meeting to open negotiations on the Agreement shall be held on a mutually acceptable date during the first fifteen (15) workdays of December. All issues proposed for discussion shall be submitted in writing by the Association to the Board of Education's representatives at this first meeting. The Board shall submit in writing to the Association's representatives all additional issues upon which it wishes to negotiate no later than the second meeting. The second meeting shall be called within a reasonable length of time and all necessary subsequent meetings shall be called at times mutually agreed upon by the parties.

1.3.3 Negotiations shall terminate on or before January 31st.

1.3.4 The negotiating team for the Board of Education or the Association may have no more than twelve (12) persons in attendance at any time during negotiating sessions.

1.3.5 The Board and Association shall present available, relevant data upon reasonable request to facilitate the exchange of points of view during negotiations and the making of proposals and counter-proposals.

1.3.6 Each item shall be reduced to writing and initialed by each chairperson as a tentative agreement on the wording, subject to the approval of the Agreement.

1.3.7 When consensus is reached covering the areas under discussion, the proposed agreement shall be reduced to writing as a memorandum of understanding of matters agreed upon as the result of negotiations.

1.3.8 Each negotiator shall affix his/her signature to two (2) copies of the total Agreement.

1.3.9 Copies of the total Agreement shall then be submitted to the Association and to the Board of Education for ratification.

1.3.10 After ratification has taken place, each party shall then certify to the other in writing that the Agreement has been ratified.

1.3.11 In the event an impasse is reached in negotiating the total agreement on salaries, wages, hours, and other working conditions after full consideration of

proposals and counter-proposals, the parties agree to adhere to the impasse process as defined by regulations adopted by the Public School Labor Relations Board (PSLRB) and in compliance with Title 6, Subtitles 4 and 5 et. seq. of the Education Article of the Annotated Code of Maryland.

- 1.3.12 The Board of Education shall take such action upon the Ratified Agreement as is necessary to implement it officially subject to full funding of the education budget by fiscal authorities.

1.4 Distribution of Agreement

- 1.4.1 The Board and the Association agree to equally divide the costs of providing a copy of this Agreement to each employee in the bargaining unit.

1.5 General Provisions

- 1.5.1 The Association and the Board agree that all matters for negotiation for the period of this Agreement have been discussed during negotiations leading to this Agreement and that no additional negotiations shall be conducted on any item whether contained herein or not, except by mutual consent or according to the provision contained herein regarding renegotiations.
- 1.5.2 Any Board policies controlling wages, hours, and working conditions which are not covered by this Agreement shall continue in effect subject to prior notification of change by the Board.
- 1.5.3 When ratified by the Board and the Association, this Agreement constitutes policy of the Board and supersedes any existing policy with which it may be in conflict.
- 1.5.4 If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, a decision by any court or the State Board of Education, or State Board of Education bylaw, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 1.5.5 Nothing in this Agreement shall be construed as delegating to others the authority conferred by law on the Board and/or Superintendent or in any way abridging or reducing such authority. Except as expressly provided otherwise in this Agreement, the determination and administration of school policy, the operation and management of the schools, and direction of employees are vested exclusively with the Board and/or Superintendent.
- 1.5.6 In circumstances resulting from civil disorder, national emergency, fire, flood, or other catastrophes beyond the control of the Board, the Association and the Board agree that any provisions of said policies which restrict the Board from taking emergency action for the safety and welfare of all citizens may be suspended for the duration of the emergency.
- 1.5.7 There shall be no discrimination in the application of this Agreement on the basis of race, color, gender, age, national origin, religion, sexual orientation, or disabling condition.
- 1.5.8 The Association and the Board agree that, should the receipt of funds be insufficient to implement fully the provisions of this Agreement pertaining to salaries, wages, hours, or conditions of work, those provisions affected by such reduced receipt of funds shall be renegotiated pursuant to statutory provisions outlined in Title 6, Subtitles 4 and 5, et. seq. of the Education Article of the Annotated Code of Maryland.

1.5.9 Renegotiations are not subject to any Grievance Procedure.

ARTICLE II GRIEVANCE PROCEDURE

- 2.1 Grievances from support services employees shall be handled pursuant to the following procedures, provided such set forth the issues the party intends to raise and are in writing.
- 2.2 Definitions
- 2.2.1 A "party-at-interest" is an employee or a group of employees as identified in Article I.
- 2.2.2 A "grievance" is a claim by a party-at-interest that the party's rights, as the party interprets them according to the provisions contained within this Agreement, have been violated.
- 2.3 Procedure
- 2.3.1 Informal Step:
- The Association and the Board agree that the resolution of a grievance at the lowest administrative level is desirable; therefore, a party-at-interest with a potential grievance shall first discuss it with the appropriate next-in-line administrator with the objective of resolving the matter informally.
- 2.3.2 Level One:
- If the party-at-interest is not satisfied with the disposition of the grievance at the Informal Step, or if no decision has been rendered within five (5) workdays after presentation of the grievance, the grievant may appeal to the Superintendent of Schools. The grievance must be filed in writing using the grievance form. If the appropriate next-in-line administrator is the Superintendent when the Association is the party-at-interest, the grievance shall be presented to the Superintendent.
- 2.3.3 Level Two:
- If the party-at-interest is not satisfied with the disposition of the grievance, or if no decision has been rendered within ten (10) workdays after the grievance is received by the Superintendent, the aggrieved party-at-interest may appeal in writing to the Board of Education of Cecil County in accordance with Section 4-205 of the *Education Article*.
- 2.3.4 Level Three:
- The decision of the Board of Education of Cecil County may be appealed to the Maryland State Board of Education if taken in writing within thirty (30) days following the decision of the County Board. According to Section 2-205 of the Education Article, the State Board of Education shall render the final decision.

ARTICLE III EMPLOYEE RIGHTS AND RESPONSIBILITIES

- 3.1 Employees shall not be intimidated, restrained, coerced, or discriminated against in the exercise of rights provided under Section 6-512 of the *Education Article*.
- 3.2 Whenever an employee is required to appear before a principal, immediate supervisor, department head, or the Superintendent or his/her designee for the purpose of discussing

suspension or dismissal, the employee shall be given a reasonable opportunity to have a representative of the Association present.

- 3.3 Discipline shall be defined as a penalty imposed upon an employee or entered into the employee's record outside the routine evaluation process.
- 3.4 No employee shall be subjected to discipline and/or discharge without just cause. Any employee who has been subjected to discharge or discipline by the Superintendent or designee shall have the right to file an appeal to the Board under Section 4-205(c) of the *Annotated Code of Maryland* if filed within thirty (30) days after the discharge or discipline decision is rendered. For disciplinary decisions rendered by a supervisor other than the Superintendent or designee, the employee shall have the right to file an appeal to the Superintendent within thirty (30) days after the disciplinary action is taken. The substance of a discipline and/or discharge decision shall not be subject to the grievance procedure outlined in this Agreement.
- 3.5 A unit member's private and personal life is not within the appropriate concern of the Board, except to the extent that it may impair the member's effectiveness in the completion of assigned functions.
- 3.6 The Board affirms the principle that all employees have certain responsibilities and rights as citizens. They have the responsibility to vote, to discuss political issues, and, if chosen, to serve on juries appointed by a court and to assist as election judges. They have the right to serve the political party of their choice in capacities such as party workers and to campaign for candidates for elected public office.
- 3.7 No unit member shall exploit students in writing, addressing or distributing political materials, nor shall the property of the Board be used as a political forum to impose personal political views. Unit members shall strive to promote tolerance for the views and opinions of others and for the right of individuals to form and hold differing opinions.
- 3.8 All political activities of unit members must be conducted outside of work hours.
- 3.9 Unit members are entitled to the use of the same facilities that are afforded to any citizen in political activity.
- 3.10 A unit member's position shall at no time be in jeopardy due to the member's political activity, as long as the member adheres to the foregoing policies.
- 3.11 Unit members may be granted leaves of absence, without pay, for time necessary to work at the polls.

ARTICLE IV ASSOCIATION PRIVILEGES

- 4.1 Payroll Deduction of Association Dues
 - 4.1.1 The Association, the exclusive public school employee organization for eligible non-certificated public school employees as determined by the Board of Education, shall provide the Department of Business Services of the Cecil County Public Schools a certified listing of membership not later than October 15th. This listing shall include each member's name arranged alphabetically by school with the total amount to be deducted.
 - 4.1.2 Each list shall have attached the original copy of the authorization form signed by any new individual member. Signed authorization forms shall be arranged alphabetically. Payroll deductions shall be made starting with the first pay in November and ending with the last pay in June. The Superintendent and

Association President shall jointly approve the authorization form.

- 4.1.3 An authorization for the payroll deduction of Association dues shall be irrevocable for a period of one (1) school year or the balance thereof and shall renew itself thereafter, from year to year, subject to cancellation of membership during the period from September 1st to September 30th. Cancellation of the authorization shall be dated and sent in writing to the Association with an exact duplicate sent to the payroll section of the Department of Business Services of the Board. To be valid, the written, dated cancellation must be received at the Association office and the payroll section no sooner than September 1st and no later than September 30th of any given school year.
- 4.1.4 The President and Treasurer of the Association shall attach to the group list a cover letter addressed to the Superintendent of Schools certifying that all lists are correct and that any omission or error on any list is the responsibility of the Association.
- 4.1.5 The President and Treasurer of the Association shall notify the Department of Business Services in writing not later than the first (1st) of the month in which any change is to be made in authorized deductions.
- 4.1.6 If Association membership is cancelled due to resignation or termination within a school year, the balance of unpaid Association dues shall be deducted from the final salary check issued to the member.
- 4.1.7 In order to hold the Board harmless from disputes arising between the Association and its members or former members regarding the withholding of dues, the Association's authorization form shall clearly indicate that a member's dues shall be deducted in full, even though the individual ceases to be a member of the Association.
- 4.1.8 The Association understands that any dispute resulting from any cancellation of membership and/or any payment of dues to the Association for whatever reason, including an error on the part of Association, the Board, or the unit member, shall be a matter resolved between the Association and the unit member. The Association may forgive the payment of dues for certain reasons.
- 4.1.9 The Board retains no responsibility to provide payment of dues for any unit member whose departure from the Board's employment results in no available funds from which the dues may be deducted. Salary retained by the Board of Education resulting from a unit member's departure from the Board's employment in violation of contract shall not be used for the payment of dues to the Association.
- 4.1.10 In case of authorized leaves of absence without pay status, the Association and the unit member involved shall provide written instructions on necessary payroll adjustment for the payment of dues to the Association.
- 4.1.11 The Board of Education shall remit to the Association at the end of each pay period a check for the total amount of dues collected in that pay period.
- 4.1.12 No other employee organization shall have the privilege of payroll deduction for dues as long as the Association continues to be the exclusive bargaining agent for non-certificated, non-supervisory employees.
- 4.2 The Association shall have access to Board meeting agendas prior to meetings and approved Board minutes following such meetings.
- 4.3 As soon as possible, but no later than October 1st of any school year, the Board shall provide the Association with a list of all employees, which shall include their names, positions, and building assignments grouped by MSEA salary tiers. The Association

shall provide the Board with an Association dues matrix by September 15th of any school year. The Board shall provide an updated list to the Association no later than February 1st. The Board shall provide the Association a list of employees hired as well as those who resign, retire, or are terminated from the bargaining unit at least on a quarterly basis.

4.4 Use of Small Parcel Delivery

4.4.1 The Board extends to the Association the use of the small parcel delivery service, without cost, with the understanding that official school materials and correspondence shall always receive priority distribution whenever it is necessary to establish a priority.

4.4.2 The Association shall have the right to place official notices, circulars, and other materials in members' mailboxes. The Association shall be permitted to utilize the school small parcel delivery system for the distribution of official Association notices, provided such distribution does not interfere with the distribution of the materials of the school system.

4.4.3 All materials placed in the small parcel delivery service by the Association, its representatives, or agents acting on behalf of the Association or its affiliates shall be packaged by the Association and clearly labeled as Association materials. The Association representative shall assume responsibility for the delivery of Association materials within a school or school facility.

4.4.4 All materials for distribution system-wide shall be delivered to the Print and Distribution Department. The Board reserves the right to refuse distribution of materials in bulks that would not be distributed routinely through the small parcel service by the Board if they were the Board's materials.

4.4.5 No other employee organization shall have the privilege of small parcel delivery service to non-supervisory support service personnel as long as the Association continues to be the exclusive bargaining agent of eligible non-certificated public school employees.

4.5 Use of Internet E-Mail Service

4.5.1 The Association may use the Internet e-mail service provided by the Board for communication with unit members in accordance with Board policies and regulations.

4.6 Use of Facilities and Equipment

4.6.1 The Association may use school facilities for meetings, provided such meetings do not interfere with official school activities, in accordance with Board policies and administrative regulations.

4.6.2 Permission for the use of school facilities shall be obtained in advance in writing from the principal of the facility to be used. All requests shall indicate which facilities are to be used, the date and time for use, and the name of the Association agent responsible for the use of the facilities and/or equipment.

4.6.3 The Association shall have access to all school buildings and to all members, provided that the exercise of this right does not interfere with the educational program and/or department work.

4.7 Use of Bulletin Boards

4.7.1 The Association building representative and administrator/department head shall designate adequate space in each building for the purpose of posting Association notices, circulars, newsletters, and other Association business materials.

- 4.8 Liaison Committee
 - 4.8.1 The Association and Board agree that collaborative problem-solving should be informal and on-going throughout the school year. To that end, a Liaison Committee shall be established to address issues and concerns.
- 4.9 Association Leave
 - 4.9.1 The Association may draw upon a bank of twenty (20) leave days per school year for use by one (1) or more members designated by the President of the Association, provided the member has given not less than three (3) workdays advance notice to the Superintendent. The Association shall pay the Board for the cost of a substitute in the event that one is necessary.
 - 4.9.2 The Board shall provide release time, without loss of pay or benefits, up to two (2) work days per school year for the Association, not to exceed four (4) members, to attend the Annual Convention of the Maryland State Education Association (MSEA). Except in case of emergency, no later than ten (10) workdays prior to the date for which release time is being requested, the President of the Association shall certify in writing to the Superintendent the names of official delegates.

**ARTICLE V
EMPLOYEE EVALUATION**

- 5.1 An employee shall be given a copy of any written evaluation report of work performance.
- 5.2 No such report shall be placed in the employee's file, or otherwise acted upon, without prior opportunity for a conference with the employee.
- 5.3 Any employee's explanation serving as a clarification concerning said report must be noted in writing, signed, and dated for attachment.
- 5.4 Employee evaluations shall not be subject to the Grievance Procedure.
- 5.5 The critique of a unit member's work should not occur in the presence of students.
- 5.6 The employee evaluation process shall operate in accordance with the guidelines established in the Educational Support Services Evaluation Handbook.

**ARTICLE VI
LEAVE PROVISIONS**

- 6.1 Accidental Personal Injury Leave
 - 6.1.1 Unit members who sustain a compensable accidental personal injury or occupational disease arising out of and in the course of assigned duties and which qualifies them for Workers' Compensation, shall be given leave of absence for up to forty-five (45) workdays with full salary and benefits, provided that the member agrees to reimburse the Board for such salary and benefits from and to the extent of benefits received from the Workers' Compensation Fund when such accidental personal injury or occupational disease arising out of and in the course of assigned duties requires the member to be absent from assigned duties, and provided the member reports the injury within seventy-two (72) hours after its occurrence.
 - 6.1.2 Compensable accidental personal injuries or occupational diseases which extend beyond the forty-five (45) workday period shall be, at the option of the

member, chargeable to the member's accumulated sick leave and/or annual leave, with benefits equal to full salary and benefits, provided that the member agrees to reimburse the Board for such salary and benefits from and to the extent of benefits received from the Workers' Compensation Fund, until the member's accumulated sick leave and/or annual leave is exhausted.

- 6.1.3 If such charge is chosen, a full day shall be charged against accumulated sick leave and/or annual leave for each day of benefits received. Alternatively, no charge shall be made to the member's accumulated sick leave and/or annual leave if the Workers' Compensation benefit option is chosen.
- 6.1.4 In the event of a dispute as to the length of the leave, the Board may require an independent medical examination (IME) by a physician of its choice and at the board's expense. In any case in which the unit member becomes eligible for an extended sick leave, the Board may request that the employee be considered for retirement because of accidental disability.
- 6.1.5 Leave under the Family and Medical Leave Act (FMLA) shall run concurrent with any accidental personal injury leave.

6.2 Annual Leave

- 6.2.1 Twelve (12)-month supporting services employees earn annual leave as follows:
 - 6.2.1.1 Each employee with less than three (3) years employment with the Cecil County Public Schools shall earn annual leave at the rate of .83 days per month [ten (10) days per year]. Change in a higher accrual rate becomes effective the first day of the calendar month following the month in which the employee completes three (3) years of service.
 - 6.2.1.2 With three (3) or more years of employment with the Cecil County Public Schools, employees earn annual leave at the rate of 1.25 days per month [fifteen (15) days per year].
 - 6.2.1.3 With ten (10) or more years of employment with the Cecil County Public Schools, employees earn annual leave at the rate of 1.66 days per month [twenty (20) days per year].
- 6.2.2 Approved holidays as identified in the school calendar of the Cecil County Public Schools shall not be considered annual leave.
- 6.2.3 All requests for annual leave must be approved by the next-in-line administrator. Annual leave may be requested at any time during the year. All requests are conditional upon the needs of the school system and should be made as far in advance as possible using the form provided.
- 6.2.4 Upon termination of employment, a unit member shall be paid the current per diem rate for all unused annual leave. In the event of the unit member's death, the payment for all unused annual leave shall be payable to the unit member's estate.
- 6.2.5 Other provisions regarding annual leave are as follows:
 - 6.2.5.1 A unit member may request the next-in-line administrator to grant annual leave in advance of having been earned. Indebtedness of the member for annual leave, which has been advanced before it has been earned, shall be resolved by deducting from the member's salary the per diem rate multiplied by the number of days of advanced annual leave if the member's employment by the Board is

terminated.

- 6.2.5.2 The maximum number of accumulated annual leave days allowable for any unit member shall be no greater than fifty (50) by September 1st of each year excluding those accumulated in July and August. The total may exceed fifty (50) days at other times in the year. Accumulated annual leave in excess of fifty (50) must be used before September 1st of each year or be lost. Annual leave is not advanced at the beginning of the fiscal year.
- 6.2.5.3 Should the Superintendent determine that due to system demands a unit member is unable to reduce his/her accumulated annual leave to the fifty (50) day maximum prior to September 1st, the member shall be granted an extended period not to exceed one (1) year in which to reduce accumulated annual leave to the maximum.

6.3 Leave for Child Care

A supporting services employee may use sick leave for disabilities related to pregnancy and return to her same position as soon as she is medically able. An eligible employee may request a short-term or long-term childcare leave without pay.

6.3.1 Short-Term Child Care Leave

- 6.3.1.1 Upon written request, an employee who has been employed with the Cecil County Public Schools for twelve (12) months and has worked one thousand two hundred fifty (1250) hours in the twelve (12) months preceding his/her requested leave is eligible for up to twelve (12) weeks of unpaid leave pursuant to the Family and Medical Leave Act (FMLA). The twelve (12) week leave period includes the period of time an employee is on leave due to disabilities related to pregnancy.
- 6.3.1.2 In such cases the provisions of Board Policy and FMLA shall apply. In consultation with the employee, the said leave may be adjusted at the Board's option.
- 6.3.1.3 The request for said leave must be made in writing and received by the Benefits Office thirty (30) calendar days prior to the beginning of any disability.
- 6.3.1.4 The request shall specify the expected date the leave requested is to commence and the requested length of the leave. The request shall also include a statement from the employee's attending physician identifying the anticipated date and the period of time that the physician certifies that the employee is to be absent from his/her responsibilities due to medical reasons.
- 6.3.1.5 At the conclusion of the short-term childcare leave, the employee shall be returned to the former position.

6.3.2 Long-Term Child Care Leave

- 6.3.2.1 Upon written request, a supporting services employee who has completed a minimum of two (2) years service to the Cecil County Public Schools shall normally be granted a long-term child care leave, without pay, for the purpose of child care.
- 6.3.2.2 The long-term child care leave may extend for the remainder of the school year or the remainder of that school year plus the next full school year, not to exceed a total of twelve (12) school months, as

specified by the unit member at the time of the written request and agreed to by the Board of Education. Said leave shall begin immediately following the conclusion of any disability leave related to the pregnancy.

- 6.3.2.3 The request for said leave must be made in writing and received by the Director of Human Resources thirty (30) calendar days prior to the beginning of any disability.
- 6.3.2.4 The request shall specify the expected date the leave requested is to commence and the requested length of the leave. The request shall also include a statement from the employee's attending physician identifying the anticipated date and the period of time that the physician certifies that the employee is to be absent from his/her responsibilities due to medical reasons.
- 6.3.2.5 At the conclusion of the long-term childcare leave, the employee shall be assigned by the Board pursuant to applicable provisions in Article 6.13, Other Leaves of Absence.
- 6.3.2.6 The Board's obligation to an employee upon return from a long-term child care leave shall be contingent upon receipt of a written notification verified by certified mail or by written acknowledgement of receipt from the Human Resources Office that the employee shall be available and shall assume the responsibilities of an assignment as of the expiration date of the leave.
- 6.3.2.7 Such written notification shall be received by the Human Resources Office not less than thirty (30) calendar days prior to the expiration of the leave; except when the leave terminates at the end of the school year, such written notification shall be received by the Director of Human Resources not later than April 1st.
- 6.3.2.8 At the employee's request and at the Board's option, the employee may return to work during the school year of the leave prior to the originally designated conclusion of said leave.
- 6.3.2.9 An employee who has been granted a long-term child care leave of absence shall retain in escrow leave for personal illness accumulated to the date such leave began; however, no leave of any kind or experience credit for salary determination shall be earned for the period of the leave.
- 6.3.2.10 An employee granted a long-term child care leave of absence shall continue as a member of the Board-sponsored insurance groups, provided the member pays the full rates pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).
- 6.3.3 If the need for a short-term or long-term child care leave of absence is negated due to miscarriage or death of the newborn and prior to said leave commencing, and the Board is so notified, the Board shall return the unit member to the former position, or to an equivalent position, with equivalent employment benefits, pay, and other terms and conditions of employment as soon as the unit member is medically able to return to work. If the need for the long-term childcare leave is negated after the leave commences due to miscarriage or death of the newborn and the Board is so notified, the Board shall assign the employee in the first available position for which the employee is qualified as determined by the Board. If the employee does not accept this position, then the Board has no further obligation for the current school year and the employee shall be

assigned at the expiration of the leave in accordance with the provisions contained in Article 6.13, Other Leaves of Absence.

- 6.3.4 An eligible employee upon the legal adoption of a child may request a short-term or a long-term childcare leave pursuant to applicable provisions in Article 6.3, Leave for Child Care.

6.4 Family Bereavement Leave

All employees are entitled each year to the following temporary leave of absence with pay:

- 6.4.1 Up to five (5) workdays are allowed following each death in the immediate family. Immediate family is defined as the employee's spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, step-brother, step-sister, grandparent, grandchild, step-grandparent, step-grandchild or any person who has lived regularly in the household of the employee.
- 6.4.2 Up to two (2) workdays are allowed following the death of an uncle, aunt, niece, nephew, brother-in-law, sister-in-law, son-in-law or daughter-in-law, or grandparent-in-law.

6.5 Holiday Leave

- 6.5.1 Holiday leave shall be granted for no fewer than sixteen (16) holidays in the fiscal year.

6.6 Leave for Legal Summons

- 6.6.1 When an employee is to be absent due to a court summons, subpoena, or as a witness, a copy of the court summons, subpoena, or letter from the court requesting the employee's presence as a witness must be submitted to the next-in-line administrator.

6.6.2 Salary Conditions:

- 6.6.2.1 Witness for the Board - When an employee appears as a witness for the Board with or without subpoena, no deduction shall be made to salary or leave.
- 6.6.2.2 Subpoenaed witness - When an employee appears in court in response to a subpoena to act as a witness for the State or as a witness to a criminal offense, no deduction shall be made to salary or leave.
- 6.6.2.3 Summons for jury duty - When an employee is drawn for jury duty, the employee shall receive full salary and benefits, provided a written statement is furnished showing date and time of service from the court.
- 6.6.2.4 Witness for a private citizen or for a personal court summons - Any court appearance as a voluntary witness for a private citizen or for a personal court summons shall be with no deduction in salary, provided the employee elects to use either available personal leave or annual leave. If personal leave or annual leave is exhausted or not elected, the employee's salary shall be reduced by the per diem rate of the annual salary for each day of absence.
- 6.6.2.5 When an employee is scheduled to be absent due to court summons, subpoena or as a witness as identified in Article 6.6.2 and such appearance in court is negated or the employee is excused in such time to return to his/her work site for a portion of his/her duty day,

the employee is to do so.

6.7 Leave for Meetings or Conferences

- 6.7.1 Supporting services personnel may be excused from duty with no loss in pay, partial loss of pay, or full loss of pay for the purpose of attending meetings or conferences related to the person's responsibilities as an employee when such participation shall accrue to the benefit of the Cecil County Public Schools.
- 6.7.2 Such leave may be approved by the Superintendent or designated representative.

6.8 Leave for Military Training

- 6.8.1 In the event any employee who is a member of an organized State militia or of the Army, Navy, Air, or Marine Reserve shall be ordered to annual duty training, the employee shall be paid his/her regular per diem salary of up to fifteen (15) days with no deduction to any accrued leave of whatever type.
- 6.8.2 Payments under this policy shall be made only once in any calendar year and shall not be made to any employee who is absent for an entire calendar year while on an approved leave of absence.
- 6.8.3 When a request for military leave is made during the regular school year, employees must submit a copy of their orders and 10-month employees must submit a statement from the commanding officer verifying the leave cannot be scheduled during the summer months or during non-duty days.
- 6.8.4 The request and supporting information shall be submitted through the next-in-line administrator to the Director of Human Resources prior to the onset of the military leave.

6.9 Personal Leave

- 6.9.1 Employees may be granted up to three (3) workdays of personal leave per year with no loss in salary. Persons employed on or after February 1st may be granted one (1) workday of personal leave.
- 6.9.2 Unused personal leave shall be added to the unit member's accumulated sick leave as of July 1st. Effective July 1, 2000, those unit members employed less than twelve (12) months and not eligible for annual leave may accumulate personal leave up to a maximum of five (5) days.
- 6.9.3 Employees shall be notified of their personal leave balance every pay period.
- 6.9.4 Personal leave shall be approved, with at least three (3) workdays advance notice, by the principal or administrative head who shall not require the employee to state a reason for the leave. If, however, an unforeseen circumstance requires absence which could not be approved three (3) days in advance, the reason for the absence shall be stated, and the principal or administrative head may, at his/her discretion, approve the absence as a day of personal leave or leave without pay.
- 6.9.5 Personal leave shall not be taken immediately before or immediately after a holiday or weekday when school is closed, or on a professional in-service day for employees, or at the beginning or at the end of the school year.
- 6.9.6 The beginning of the school year shall mean the first five (5) duty days for returning teachers and paraprofessionals; the end of the school year shall mean the last five (5) duty days for returning teachers and paraprofessionals.
- 6.9.7 A holiday period may not be extended by taking personal leave at the beginning of the following week when a holiday falls on a Friday or at the end of the preceding week when the holiday falls on a Monday.

- 6.9.8 Exceptions to the foregoing restrictions on days to be used for personal leave may be made by the principal or administrative head for circumstances which require the employee's absence on these days.
- 6.9.9 Personal leave may be denied when, in the judgment of the principal or administrative head, the employee's absence would impair the educational process in that school.
- 6.10 Leave for Religious Holidays
 - 6.10.1 An employee may be granted up to three (3) days of leave for the observance of a religious holiday when schools are not closed, and when the observance of such a holiday is mandated by the employee's religion. Requests for leave should be made through the unit member's next-in-line administrator to the Human Resources Office.
 - 6.10.2 An employee may use personal leave for the observance of religious holidays when schools are not closed for these holidays, and when the employee believes the observance of such holidays is mandated by the employee's religion.
- 6.11 Leave for Self-Improvement
 - 6.11.1 A 12-month supporting services employee with three (3) or more years of full-time continuous and consecutive satisfactory service may be granted leave to participate in an education program for self-improvement.
 - 6.11.2 Leave for self-improvement may be granted by the Superintendent or designated representative. Such leave shall be deducted from annual leave earned and/or to be earned by July 1st of the following year. One (1) day of annual leave shall be deducted for each two (2) days of improvement leave granted.
 - 6.11.3 Should an employee granted improvement leave on the basis of annual leave not yet earned in the current fiscal year cease to be an employee of the Board of Education before having earned the annual leave used for self-improvement leave, he/she shall have deducted from his/her salary, or shall otherwise reimburse the Board, an amount equal to the per diem salary for each day of annual leave used and not earned in accordance with the policy on annual leave.
 - 6.11.4 The applicant for self-improvement leave shall submit, through the head of the administrative unit to the Human Resources Office, a written request outlining a planned program and describing the relationship of the course(s) to be taken during the official workday to the current or anticipated responsibilities as a regular employee of the Board of Education. The request shall indicate the beginning and ending dates of the period of leave requested and the number of days requested. The written request should be received by the Human Resources Office not less than ten (10) workdays prior to the first day of leave requested.
- 6.12 Sick Leave
 - 6.12.1 All Supporting Services Personnel are eligible for leave for personal illness at the rate of one (1) day per month, the annual total of which shall be available at the beginning of the fiscal year. Employees hired during the fiscal year shall receive a pro-ration of one (1) day for each month remaining in the fiscal year. Employees must be employed a minimum of fifteen (15) days in their initial month of employment to receive one (1) day of leave for that month.
 - 6.12.2 Unused sick leave may be accumulated without limit.

- 6.12.3 Upon retirement as an employee of the Board of Education of Cecil County, an employee shall be paid the member's per diem salary for up to ten (10) days of accumulated sick leave. Employees shall receive additional creditable service for accumulated unused sick leave pursuant to the State Retirement and Pension System of Maryland Sick Leave Conversion Schedule. This accumulated leave cannot be used to make an employee eligible for retirement; however, the leave shall result in additional credit to be applied to the State's original retirement allowance computation. The "per diem salary" is the annual salary for the fiscal year divided by the number of duty days for respective employee groups as stipulated in Article 10.1 Work Year Defined.
 - 6.12.4 The Board of Education shall retain the right to require validation of an employee's illness which results in absence from work.
 - 6.12.5 Supporting service employees may use up to ten (10) sick leave days per school year for absence due to illness in the immediate family. This includes spouse, child, parent, brother, sister, step parent, parent-in law, grandparent, great-grandparent, grandchild, or any person who is living regularly in the household of the employee. Such absence shall be deducted from sick leave. Special cases shall be considered by the Superintendent.
 - 6.12.6 Supporting services employees shall be notified of their accumulated sick leave balance every pay period.
 - 6.12.7 Absences due to an employee's own illness or a family member's illness shall run concurrently with and pursuant to the Board's Family and Medical Leave Act policy.
- 6.13 Other Leaves of Absence
- The Superintendent may grant leaves of absence for various reasons to supporting services employees who have completed a minimum of two (2) years service to the Cecil County Public Schools pursuant to the following conditions:
- 6.13.1 When a leave of absence has expired, the Board is obligated to assign the supporting services employee to a similar position, provided a vacancy exists.
 - 6.13.2 The Board's obligation to a supporting services employee upon return from leave shall be contingent upon receipt of a written notification verified by certified mail or by written acknowledgement of receipt from the Human Resources Office that the employee shall be available and shall assume the responsibilities of an assignment as of the expiration date of the leave.
 - 6.13.3 Such written notification shall be received in the Human Resources Office not less than thirty (30) calendar days prior to the expiration of the leave; except when the leave terminates at the end of the school year, such written notification shall be received in the Human Resources Office not later than April 1st.
 - 6.13.4 A supporting services employee granted a leave of absence within this policy may continue as a member of the Board-sponsored insurance groups, provided the member pays the full rates pursuant to the COBRA.
 - 6.13.5 A supporting services employee who has been granted a leave of absence shall retain in escrow leave for personal illness, and annual leave accumulated to the date such leave began; however, no leave of any kind or experience credit for salary determination shall be earned for the period of the leave.
- 6.14 The provisions of Board policy and FMLA shall apply when leave is taken pursuant to FMLA.

6.15 Sick Leave Bank

- 6.15.1 All full-time employees working a minimum of thirty (30) hours or more per week are eligible to contribute to a Sick Leave Bank. General Assistants, part-time employees, and temporary employees such as substitute employees are not eligible for the Sick Leave Bank.
- 6.15.2 The purpose of the Sick Leave Bank is to provide continued pay to contributing members of the bank for qualifying, incapacitating personal illness during regularly scheduled duty days after regular sick leave has been exhausted.
- 6.15.3 Support services supervisory personnel are eligible for membership in the Supporting Services Sick Leave Bank.
- 6.15.4 The rules and regulations under which the sick leave bank operates shall be determined by the Association Executive Board and the Superintendent.
- 6.15.5 Rules and regulations governing the Sick Leave Bank are available on-line on the Cecil County Public Schools web site or in the Human Resources Office.

**ARTICLE VII
INSURANCE**

7.1 Health Care

- 7.1.1 The Board shall carry a group health protection policy and shall make available to all eligible unit members hospital, surgical, major medical, and dental benefits as provided in the policy.
- 7.1.2 All eligible unit members may receive group health care protection. Some part-time employees may be eligible to receive group health care protection. These part-time employees who work seventeen (17) hours or more but less than thirty (30) hours per week shall pay the full premium rate if they elect to enroll in the group health care program. General Assistants, temporary employees, per diem employees and substitutes are not eligible.
- 7.1.3 The Board shall pay 85% of the cost of the premium of the Board sponsored medical and dental programs provided this amount does not exceed 85% of the cost of the Board sponsored comprehensive medical and core dental programs. The remaining cost of the premiums for the medical and dental programs shall be paid by the unit member.
- 7.1.4 During the term of this Agreement, a payroll deduction procedure shall be used to obtain the enrollee's contribution to the applicable premium.
- 7.1.5 If an ACTIVE employee dies while insured, the group health protection policy may be continued for the insured dependent(s) pursuant to COBRA regulations provided the insured dependent(s) satisfies eligibility requirements. For a period of six (6) months, the Board shall continue to pay the Board share of the premium. After six (6) months, the eligible dependent(s) must pay the total premium pursuant to COBRA to remain in the program.
- 7.1.6 Retiree Health Care
The Board shall pay toward the cost of Board sponsored Group Health Care for those employees retired July 1, 1983, and thereafter, provided the retirees have completed fourteen (14) or more years of creditable service in the Cecil County Public Schools.

7.1.6.1 Employees must be enrolled in the insurance program for a period of one (1) year prior to retirement in order to continue their insurance as a retiree.

7.1.6.2 The payment shall be based on total years of service as follows:

<u>Years of Service in CCPS</u>	<u>Board Contribution</u>
14 - 17	\$3,592
18 - 23	\$5,379
24 - 29	\$6,700
30+	\$8,583

7.1.6.3 This contribution shall remain in effect until age 65, at which time the retiree may be eligible for Medicare and Medicaid as well as reduced premium rates for the Board sponsored Group Health Care Plan.

7.2 Blood Bank

Upon application by the unit member to the Blood Bank of Delaware/Eastern Shore, the Board shall contribute to the initial cost and subsequent membership a sum not to exceed \$5.00 per member per year.

7.3 Term Life

7.3.1 The Board shall make available to each eligible unit member a basic plan of term life insurance including accidental death and dismemberment benefits for one and one-half (1.5) times the unit member's annual salary but no less than \$25,000.

7.3.2 The Board shall pay the unit cost per thousand for 2015-2016 with the amount of coverage determined by the unit member's annual salary in effect as of July 1, 2015.

7.4 Benefits Advisory Committee

The Board shall establish a Benefits Advisory Committee which shall include representatives of the Association appointed by the President. The Benefits Advisory Committee shall meet at least four times per year to discuss, study, and report on suggestions pertaining to the employee benefit plans and costs. Minutes of such meetings shall be available to all members of the Committee.

ARTICLE VIII OTHER FRINGE BENEFITS

8.1 Employee Assistance Program

8.1.1 The Board shall provide an Employee Assistance Program (EAP) for employees who voluntarily seek or are directed by the Board to seek assistance.

8.2 Professional Development

8.2.1 The Board shall pay the full cost of tuition and any other related educational expenses as determined by the Board and incurred in connection with any courses, workshops, seminars, or conferences which a unit member is required by the administration to take.

8.2.2 This provision is not to be applied to persons who must earn credits for certification purposes.

8.3 Retirement

8.3.1 Voluntary Retirement

8.3.1.1 Under provisions of the State Retirement and Pension System of

Maryland, an employee who has attained age sixty (60), regardless of years of creditable service, or has thirty (30) years of creditable service regardless of age, may apply for voluntary retirement.

8.3.1.2 Application for retirement should be submitted to the State Retirement and Pension System of Maryland not less than thirty (30) days prior to retirement.

8.3.1.3 Under provisions of the Pension System, an employee who has attained age sixty-two (62) with at least five (5) years of creditable service, or age sixty-three (63) with at least four (4) years of creditable service, or age sixty-four (64) with at least three (3) years of creditable service, or age sixty-five (65) or older with at least two (2) years of creditable service, or at least thirty (30) years of creditable service regardless of age, may apply for voluntary retirement.

8.3.2 Disability Retirement

8.3.2.1 Prolonged or repeated absence because of personal illness or other disability shall be considered sufficient cause to justify a request on the part of the Superintendent that the person apply to the Board of Trustees of the State Retirement and Pension System of Maryland for retirement due to disability.

8.3.3 Service Credit During Leave of Absence

8.3.3.1 An eligible member in the State Retirement and Pension System of Maryland granted an approved leave of absence may receive "service credit" for the period of the leave provided he/she pays the employee's contribution to the appropriate State Retirement and Pension System of Maryland.

8.3.3.2 It is recommended that the employee contact the State Retirement and Pension System of Maryland, upon return to work, and file the appropriate forms to determine the amount to be contributed for the period of the leave.

8.3.3.3 Contributions for the period of the leave are not required unless the employee wishes to have the period of the leave counted as "service credit".

8.3.3.4 A member in the Pension System placed on an approved leave for personal illness, maternity, study, or government-sponsored or subsidized employment may continue to earn credit based on hours worked per day at the start of the leave.

8.3.3.5 The maximum leave period for which credit can be earned is twenty-four (24) months. The member must contact the retirement coordinator in the Human Resources Office for the appropriate form, which must be filed prior to the starting date of the leave.

8.4 Travel Reimbursement

8.4.1 An employee shall be reimbursed for travel by private vehicle in the discharge of official work-related duties other than commuting to and from home and work.

8.4.2 The reimbursement shall be based on the IRS standard business mileage rate in effect at the time the expense is incurred.

8.4.3 Reimbursement for mileage is to be approved by the Department Head or

Principal on the appropriate travel voucher form prior to submission for payment.

8.5 Tuition Reimbursement

- 8.5.1 The Board of Education shall reimburse any full-time supporting services employee at a rate of 85% of the actual costs, not to exceed \$1,000 per fiscal year, for any credits earned which are applicable to an approved planned program working toward an Associate of Arts Degree, an approved trade license status, a Bachelor's Degree, a Master's Degree, or a specific course with prior approval by the Human Resources Office.
- 8.5.2 To be eligible for reimbursement, the applicant must be an employee of the Board at the time the course was taken and at the time the reimbursement is to be paid.
- 8.5.3 To receive reimbursement payment, a grade of "C" or above is required. Reimbursement forms, accompanied by official grade slips or transcripts, must be submitted within one (1) year following completion of a course. Reimbursement forms shall be available in all schools and in the Human Resources Office.
- 8.5.4 For employees enrolled in an approved teacher preparation program and upon the prior written approval of the Director of Human Resources, the Board of Education shall reimburse the supporting services employee up to \$249 per credit hour, not to exceed a maximum in any one (1) fiscal year of \$1,494, provided the amount of reimbursement shall not exceed the actual cost for tuition.

ARTICLE IX SALARY AND WAGE PROVISIONS

9.1 Calculation of Work Experience for Placement on Salary Scale

- 9.1.1 A supporting service employee who is currently employed by the Board and reassigned to a higher position classification and assuming new responsibilities shall be placed on the scale in the following manner: One (1) year of comparable, creditable experience earned while in the employ of the Cecil County Public Schools shall equal one (1) step on the appropriate salary schedule. Two (2) years of similar, creditable experience shall equal one (1) step on the appropriate salary schedule.
- 9.1.2 The maximum placement on the new classification scale shall be the last step on that scale. Changes in part-time to full-time status and/or an increase in hours worked in a particular job or in a similar job in another position classification are excluded from this provision. Modifications to this provision may be made by the Director of Human Resources.
- 9.1.3 In determining placement on the salary scale for new employees with previous experience, one (1) year of comparable, creditable experience shall equal one (1) step on the appropriate salary schedule. Two (2) years of similar, creditable experience shall equal one (1) step on the appropriate salary schedule.
- 9.1.4 The maximum placement on the new classification scale shall be the last step on that scale. Modifications to this provision may be made by the Director of Human Resources.
- 9.1.5 The Human Resources Office shall make determinations as to what shall or shall not be considered comparable, creditable experience.

9.2 Work Experience in Cecil County Public Schools

9.2.1 A person who begins employment between July 1st and January 31st of the following year shall receive credit for one (1) full year of experience if employment continues through June 30th.

9.2.2 A person who begins employment between February 1st and June 30th, inclusive, during any fiscal year shall remain on whichever step of the salary scale he/she is placed at the time of employment for the full period of the subsequent fiscal year.

9.3 Longevity

9.3.1 An incremental salary increase at the approved rate shall be paid to all qualifying supporting services personnel who have completed fourteen (14) years (Longevity Step I), nineteen (19) years (Longevity Step II), and twenty-four (24) years (Longevity Step III) creditable service with the Cecil County Public Schools.

9.3.2 The increment for longevity is calculated as of July 1st for 12-month employees and September 1st for 10-month employees. (See appropriate salary schedule.)

9.3.3 Those 12-month and 10-month employees with an anniversary date on or before January 31st of a school year shall have their longevity calculated as of July 1st or September 1st of that school year. (See appropriate salary schedule.)

9.3.4 Those 12-month and 10-month employees with an anniversary date on or after February 1st shall have their longevity calculated as of a July 1st or September 1st of the following school year. (See appropriate salary schedule.)

9.3.5 In calculating longevity credit for Office Assistants, no longevity experience shall be credited for work as a General Assistant prior to July 1, 2004.

Note: In determining longevity for employees, those employees working more than half-time shall receive the full-time increment. Employees working half-time or less shall receive one-half the longevity increment. Refer to Article 10.2, Length of Workday Defined for employee group hours.

9.4 Military Experience

9.4.1 A unit member shall receive experience credit on the appropriate salary scale for each year of military service, provided the member was an employee of the Cecil County Public Schools for at least one (1) year immediately prior to entering the military service and the member resumes employment with the Cecil County Public Schools within one (1) year after discontinuance of military service.

9.4.2 Military service of over one-half year (183 or more days) shall be considered a full year for the purpose of this policy.

9.5 Overtime Work

9.5.1 Overtime is defined as work in excess of forty (40) hours in a work week. The Fair Labor Standards Act (FLSA) is the primary federal statute regulating wages, hours, and working conditions. Under FLSA, employees must be paid at least the minimum wage and must be compensated for hours worked in excess of 40 hours in a 7 day week.

9.5.2 For non-exempt employees entitled to overtime pay, the rate of pay shall be time and one-half (1.5) the employee's regular rate of pay.

9.5.3 Compensatory time may be given in lieu of overtime pay to non-exempt employees when work cannot be completed within the week; however is

should be given within the same pay period. Any hours beyond 40 hours per week will be compensated at the rate of 1.5 hours for each hour worked.

- 9.5.4 Flex time may be given hour for hour for every hour worked beyond the duty day within the same week provided the total hours worked is less than 40 hours.
- 9.5.5 Any overtime or time worked beyond the duty day must be approved by the next-in-line administrator. This time must be recorded and the type of compensation must be approved.
- 9.5.6 Volunteer time does not count as overtime or time worked beyond the duty day. To count as volunteer time for exempt employees all of the following criteria must be met:
 - a. There is no compensation involved
 - b. The employee is truly volunteering without coercion
 - c. The volunteer work must be different from the employee's regular work

The Director of Human Resources decides if the volunteer work meets the criteria.

9.6 Payment for Advanced Training

9.6.1 Operations/Maintenance Personnel who hold a Stationary Engineer's License (3rd or 4th class) issued by the State of Maryland shall be paid a stipend of \$250.

9.6.2 A stipend shall be paid to each full-time supporting services employee who presents evidence of having received an Associate of Arts Degree, an approved trade license status equivalent, a Bachelor's Degree, or a Master's Degree at the following rates:

Associate of Arts in a related field	\$500
Trade License Equivalent	\$500
FIT Test	\$650
Bachelor's Degree in a related field	\$1,000
Master's Degree in a related field	\$1,600

9.6.2.1 Determination of whether a degree or a trade license equivalent is in a related field shall be made by the Director of Human Resources in consultation with the appropriate department head.

9.6.2.2 All increments for advanced preparation are non-cumulative. Employees shall be paid the highest additional increment for which they qualify.

9.6.3 A stipend of \$150, \$250, or \$350 respectively shall be paid to Food & Nutrition employees who receive a School Nutrition Association Certification Level I, Level II, Level III, or above. This is in addition to any stipends listed in Article 9.6.2 above.

9.6.4 A "certification stipend" of \$250 shall be paid to Paraprofessionals and Family Involvement Advisors who meet requirements for the No Child Left Behind Act (NCLB). This is in addition to stipends listed in Articles 9.6.2 and 9.6.5.

9.6.5 An "assignment stipend" of \$250 shall be paid to Paraprofessionals and Family Involvement Advisors who meet requirements for the No Child Left Behind Act (NCLB) and are assigned to a program subject to Title I regulations. This is in addition to stipends listed in Articles 9.6.2 and 9.6.4.

9.6.5.1 Should, at some point, a determination be made that the position or

school to which the Paraprofessional is assigned is not required to have NCLB certification, the Paraprofessional shall not be eligible for the assignment stipend.

9.6.5.2 Nothing in this provision shall prohibit the Superintendent's right to assign and transfer staff as the needs of the school system require.

9.6.6 A differential of \$2,500 shall be paid to Nurses with a BSN designation. This is in lieu of the amount listed under payment for advanced training in paragraph Article 9.6.2.

9.6.7 Certain employees, such as Case Workers, are excluded from payments noted in this section.

9.6.8 Determination of certification and amount to be paid shall be made by the Director of Human Resources.

9.7 Payroll Deductions

The following payroll deductions shall be available to all unit members at their request:

- Association Dues
(as provided for in Article IV, Association Privileges)
- MSEA/NEA Fund for Children and Public Education
- 403(b) and 457(b) Retirement Savings Plans
(as offered and approved by the Board of Education)
- Insurance Programs (as offered and approved by the Board of Education)
- Group Health Care and Benefit Plans
(as offered and approved by the Board of Education)
- Approved Charitable Organizations
- Cecil County School Employees' Federal Credit Union.

9.8 Salary Payment

9.8.1 Employees shall be paid an annual salary on a bi-weekly schedule through a direct deposit arrangement approved by the Board to the bank designated by the unit member.

9.8.2 The amount of each bi-weekly pay shall be equal to the annual salary divided by the number of bi-weekly payrolls in the fiscal year.

9.8.3 Deductions for time without pay are based on the employee's per diem rate of pay.

ARTICLE X OTHER PERSONNEL POLICIES

10.1 Work Year Defined

10.1.1 Ten-month School Secretaries work two hundred (200) days. The work schedule established to cover this period of time for any 10-month Secretary shall conform to the following guidelines:

10.1.1.1 The beginning date of employment in any one (1) fiscal year is generally on or before the first (1st) day that new employees are scheduled to report to their assigned schools for orientation meetings.

10.1.1.2 The last date of employment in any one (1) fiscal year is generally no earlier than the last scheduled duty day for employees as shown on the School Calendar for Cecil County

Public Schools, and no later than June 30th of any fiscal year.

- 10.1.1.3 Within the limits specified in Articles 10.1.1.1 and 10.1.1.2 above, the specific beginning date and the specific ending date of employment in any given year shall be established by the principal or the department head, with all due consideration given to the secretarial needs of the school or department as well as to the need for providing a work schedule which gives recognition to availability and convenience factors as they affect secretarial personnel.
- 10.1.2 Paraprofessionals, Family Involvement Advisors, Sign Language Interpreters Tutors/Braillist, School Nurses, and Case Workers have a work year that is identical with the work year for returning teachers.
- 10.1.3 Food & Nutrition Secretary/Clerical Personnel work the number of days identified for 12-month employees in the school calendar. Kitchen Assistants work one hundred and eighty-six (186) days per year. Finishing Kitchen Lead Assistants work one hundred and eighty-seven (187) days per year. Kitchen Managers work one hundred and eighty-nine (189) days per year.
- 10.1.4 Bus Drivers and Bus Assistants work each day school is in session for students. Bus Drivers and Bus Assistants work each day school is in session for students. Bus Drivers and Bus Assistants assigned to Shore Haven runs work two hundred and twenty (220) days per year.
- 10.1.5 Operations and Maintenance Personnel, Bus Driver Trainer, Bus Driver/Mechanic, Accountants, the Computer Programmer, and Secretarial/Clerical Personnel not covered in 10.1.1 work the number of days identified for 12-month employees in the school calendar.
- 10.1.6 The number of duty days for unit members returning to employment on a 12-month schedule shall be the number of days identified in the school calendar provided such does not exceed two hundred and forty-five (245).
- 10.1.7 Office Assistants work two hundred (200) days.
- 10.2 Length of Workday Defined
 - 10.2.1 Operations and Maintenance Personnel, Technology Services Personnel, Bus Driver/Mechanic, and Bus Driver Trainer work eight (8) hours per day.
 - 10.2.2 Secretarial/Clerical employees, with the exception of the Central Office Receptionist and the Secretaries in Maintenance and Transportation, work seven and one-half (7.5 hours) hours per day. The Central Office Receptionist and the Secretaries in Maintenance and Transportation work eight (8) hours per day.
 - 10.2.3 Accountants in Business Services are exempt employees but generally work eight (8) hours per day.
 - 10.2.4 Computer Programmers in Information Services work eight (8) hours per day.
 - 10.2.5 Paraprofessionals, Family Involvement Advisors, Sign Language Interpreter Tutors/Braillist, and School Nurses work seven (7) hours per day.
 - 10.2.6 Bus Drivers and Bus Assistants work the number of hours assigned per day.
 - 10.2.7 Food & Nutrition Personnel work the number of hours assigned per day.
 - 10.2.8 Case Workers work seven and one-half hours (7.5) hours per day.
 - 10.2.9 Office Assistants work six (6) hours per day.

Note: The hours worked are exclusive of a 30-minute lunch period.

10.3 Probationary Status

10.3.1 New employees are placed on a probationary status until such time that their job performance is deemed satisfactory or the employee is terminated in accordance with *the Educational Support Services Evaluation Handbook*.

10.3.2 A regular status employee may be placed on probation when job performance is deemed unsatisfactory and remain on such until such time that their job performance is deemed satisfactory or the employee is terminated in accordance with the *Support Services Evaluation Handbook*.

10.3.3 An employee need not be placed on any probation status before being terminated.

10.4 Notification of Resignation

10.4.1 Supporting services personnel who plan to resign should send a letter of resignation to the Director of Human Resources through the administrative head of the unit not less than two (2) weeks prior to the last day of duty.

10.5 Filling Vacancies

10.5.1 In filling vacancies, consideration shall be given first to current employees of the Board.

10.5.2 The unit member who wishes to be considered for a position other than the one the employee currently has may express this interest on the annual letter-of-intent form or submit a letter of application in response to a job posting.

10.5.3 This expression of interest shall not be construed to substitute for a letter of application.

10.6 Employee Absenteeism

10.6.1 Every employee is expected to be on duty on every workday, except when prevented by personal illness, or an unforeseen emergency, or when a leave of absence has been granted. Regular, on-time attendance is an essential function of all positions.

10.6.2 When it is necessary for an employee to be absent for any reason, he/she shall report to the head of his/her administrative unit and state the reason for absence.

10.6.3 Absences shall be recorded on all required forms with proper supporting data as required.

10.6.4 The Board shall retain the right to require an employee to validate an illness which results in absence from work.

10.6.5 Repeated absence without approved leave may be grounds for dismissal.

10.6.6 Employees absent from work for five (5) workdays who have not been granted leave or who have not submitted a letter of resignation may be terminated. In such cases, the employee shall be so informed in writing.

10.6.7 Supporting services personnel absent the day preceding or following approved vacation periods or school holidays shall present written verification of illness from a licensed physician or acceptable practitioner or such other verification required by the Superintendent or designated representative if the absence was due to personal illness, or if the employee was not granted an approved leave of absence. Lack of acceptable verification of absence may result in full loss

of salary for each day of absence and other disciplinary actions.

- 10.6.8 All absence of supporting services employees shall be with full loss of pay, unless otherwise provided for in this Agreement, or as determined by the Superintendent. "With loss of full pay" shall mean that the employee receives no salary for the period covering such absence. When absence with loss of full pay terminates on a Friday or on a day immediately preceding a school holiday for all employees of the same classification, no salary deduction shall be made for the non-duty days following the expiration of the absence.

10.7 Medical Examination

- 10.7.1 When a medical examination is required of an employee by the Board, the Board shall designate a physician to administer the medical examination at the Board's expense.
- 10.7.2 If the employee chooses to consult a physician of the employee's choice, who is properly licensed to render a medical opinion of the medical condition being questioned by the Board, the employee shall assume the expense of the examination.

10.8 Transporting Individuals

- 10.8.1 Unless identified as an essential function of the position, employees of the Cecil County Public Schools shall not be required to transport individuals to or from activities which take place away from the school building or to or from home.

10.9 Use of Alcohol

- 10.9.1 All personnel are prohibited from reporting to work while under the influence of and from using alcoholic beverages on all property owned by the Board of Education of Cecil County.
- 10.9.2 Failure to comply with this regulation shall be grounds for dismissal.

10.10 Tobacco Free

- 10.10.1 The sale or use of tobacco in any form is prohibited in Cecil County Public School buildings, whether owned or leased, at all times (24 hours a day, every day).
- 10.10.2 In addition, the sale or use of tobacco in any form is prohibited on school grounds during the official school day and on all school buses, whether owned and operated by the school system or contracted, at all times.

10.11 Drug Abuse

- 10.11.1 All employees of the school system are expected to convey by their actions, deeds, and teaching that they do not in any way encourage or condone drug abuse.
- 10.11.2 Any proven illegal action relating to drugs by any school system employee shall be grounds for dismissal.

10.12 Dating and/or Sexual Relationships with Students

An individual employed by the Board of Education of Cecil County may not date or have a sexual relationship with any student enrolled in the Cecil County Public School System.

10.13 Emergency School Closing

- 10.13.1 (10-Month Employees) When all schools are officially closed prior to the regular opening time or the beginning of the regular workday, 10-month, part-

time and full-time employees are not required to report for work. The day or days shall be made up in accordance with procedures to comply with the one hundred eighty (180) student-day requirement. When schools have a two hour delay, 10 month staff are to report to work as soon as possible given road conditions within a two hour window. When schools are closed early for inclement weather, unit members shall remain until the end of the duty day unless otherwise indicated by the Superintendent.

10.13.2 (12-Month Employees) When all schools are closed prior to the regular opening time or the beginning of the regular workday because of inclement weather or other emergency reasons, 12-month employees shall report to work as soon as they can. If a 12-month employee cannot get to work, the employee may elect to use annual leave or take a salary deduction. This requirement shall be waived if the Superintendent determines that the Administrative Offices are to be closed for the day.

10.13.3 Maintenance and Operations personnel and other emergency staff are expected to report on time for their normal shifts, unless directed to do otherwise by their building principal (designee), department head (designee), or next-in-line administrator.

10.13.4 When the Administrative Offices are closed due to inclement weather conditions, emergency staff who qualify shall receive overtime or compensatory leave, as determined by the Superintendent or designee, for work in excess of forty (40) hours per week.

10.14 Employee Facilities

10.14.1 The Board recognizes that adequate, safe, and clean facilities are necessary in the best interest of students, employees, and the community.

10.14.2 The Board shall make every effort, within the fiscal and physical limitations imposed upon it, to provide facilities conducive to quality education and recognized needs of employees.

10.15 Use of School Property Equipment or Materials

10.15.1 No employee shall be permitted the use of public school property, equipment, or materials for personal use outside his/her direct responsibilities and assignment as an employee of the Board of Education of Cecil County without proper authorization from the immediate department head.

10.15.2 Unauthorized use of school property, equipment, or materials may be considered grounds for dismissal.

10.16 Personnel Files

10.16.1 An employee shall have the right to an appointment, upon request, with an appropriate member of the Administrative Offices to review the non-confidential contents of his/her personnel file.

10.16.2 The employee shall have the right to copy documents contained therein. The employee shall also have the right to submit a signed and dated addition to be attached to any material in the employee's file.

10.16.3 If an employee wishes to be accompanied by another person or a representative of the Association during such a review, an appointment must be made by contacting the Human Resources Office.

10.16.4 The Board agrees to protect the confidentiality of personal references, academic credentials, and other similar documents.

10.16.5 A unit member shall be notified of any written allegations concerning such

unit member's conduct, character, or personality.

10.16.6 The unit member shall be given an exact copy of any written allegations. The employee shall also have the right to submit a written answer to such allegations and the answer shall be reviewed by the appropriate administrator.

10.16.7 If such a written allegation is substantiated and filed in the employee's personnel file, he/she shall have the right to have the written answer about the substantiated allegation filed with the substantiated allegation.

10.16.8 Unsubstantiated allegations shall not be filed in the employee's personnel file.

10.17 Staff Intervention in Disturbances

In emergency situations and to the extent allowable in Section 7-307 of the *Education Article*, employees may take reasonable action necessary to prevent violence on school premises or on a school-sponsored trip, including intervening in a fight or physical struggle that takes place in his/her presence, whether the fight is among students or other individuals.

10.18 Professional Appearance

10.18.1 The Board of Education of Cecil County seeks to foster high academic achievement, promote good citizenship, provide an environment conducive to learning, and prepare students for a lifetime of success. The Board believes that employees serve as role models to students and should exercise good judgment by presenting an appropriate, professional appearance in the workplace. Just as overall attitude and instructional competency contribute to a productive learning environment, so do dress and grooming. Dressing appropriately makes a positive statement to students, parents, and the general public and engenders their respect.

10.18.2 All employees shall:

- Reflect and model standards that will encourage student understanding and compliance with the student dress code.
- Dress appropriately according to position and work setting, or environment.
- Present a clean, modest and professional image.
- Avoid clothing or accessories that distract or disrupt the educational process and/or administrative setting.

10.18.3 Next-in-line administrators shall have the final determination of appropriate dress and appearance for employees working under their supervision.

ARTICLE XI REDUCTION IN FORCE

If it becomes necessary to separate unit members for reasons not personal to the employee, the following procedures shall apply:

11.1 Examples of reasons not personal to the unit member include changing conditions such as budgetary allocations at the local, state, or federal level(s); decreasing pupil enrollment; discontinuation or reduction of State or Federal funding for special programs; consolidation or abandonment of a school or schools; abandonment of certain courses of instruction or curriculum revision; and administrative reorganization.

11.2 Job category shall be defined as the general classification of positions within which specific job types are included, e.g., Accountants, Case Workers, Computer

Programmers, Food and Nutrition Personnel, Family Involvement Advisors, Maintenance Personnel, Operations Personnel, Office Assistants, Paraprofessionals, School Nurses, Secretarial/Clerical Personnel, Sign Language Interpreter Tutors/Braillist, and Transportation Personnel.

11.3 Type of position shall be defined as a specific group of positions within a job category distinguishable from other groups by virtue of qualifications and duties, e.g., Electrician, Plumber, Instructional Paraprofessional, Special Education Paraprofessional, Network Technician, Operations I Custodian, Finishing Kitchen Lead Assistant, Kitchen Assistant, Bus Driver, and Bus Assistant.

11.3.1 Because of the blending and crossover of responsibilities of Instructional Paraprofessionals and Special Education Paraprofessionals between and among regular education and special education student populations that have evolved as a result of the implementation of the special education inclusion model, these positions shall be regarded as the same "type of position" for purposes of implementing any reduction in force.

11.4 Reduction in Force

The following procedures shall be followed in a reduction in force of classified personnel:

11.4.1 No employee shall be terminated by virtue of his/her position being abolished if a temporary or newly hired probationary employee currently holds the same type of position.

11.4.2 Temporary or newly hired probationary employees in that type of position shall be terminated next in order.

11.4.3 When no temporary or newly hired probationary employee is currently holding the same type of position, the employee with the least seniority in that type of position shall be terminated next in order.

11.4.4 If two (2) or more employees have the same length of service, they shall be ranked in order of their first (1st) day of continuous regular employment and then, if necessary, by lot.

11.4.5 The Board shall provide ten (10) calendar days written notice to all affected employees of any potential reduction in force.

11.5 Recall

The following procedures shall be followed for the recall of classified personnel:

11.5.1 Permanent employees whose employment has been terminated as a result of a reduction in force shall be reemployed in cases where future vacancies develop in positions for which they are qualified. The employee who was released most recently being eligible for the first vacancy.

11.5.2 Recall privileges shall exist for a one (1) year period from the official date of termination due to reduction in force.

11.5.3 Recalled employees shall be allowed seventy-two (72) hours after being notified by telephone at the last known telephone number or by mail at the last known address whether or not he/she accepts the position offered and must be available to return to work within ten (10) workdays after notice to report to work.

11.5.4 If an employee has been recalled and rejects the offer of a position, the employee shall be deemed to have waived his/her right to recall status.

ARTICLE XII
DURATION OF THE AGREEMENT

- 12.1 Except as otherwise provided herein, all provisions of this Agreement shall become effective July 1, 2013 and shall remain in full force and in effect until June 30, 2016.
 - 12.1.1 Effective July 1, 2013, in addition to Incremental Step Increases for those who qualify the salary for unit members on all salary schedules will be improved at steps one (1) through seventeen (17) by a COLA of 1.8%, the CPI-U rate in November 2012.
 - 12.1.2 Effective July 1, 2014, in addition to Incremental Step Increases for those who qualify the salary for unit members on all salary schedules will be improved at steps one (1) through seventeen (17) by a COLA of the CPI-U rate as of November of 2013, not to exceed 2.0%.
 - 12.1.3 Effective July 1, 2015, in addition to Incremental Step Increases for those who qualify the salary for unit members on all salary schedules will be improved at steps one (1) through seventeen (17) by a COLA of the CPI-U rate as of November of 2014, not to exceed 2.0%.
- 12.2 This Agreement shall be binding on all parties, their successors, and assigns for the duration of the Agreement.
- 12.3 If an individual contract contains any language that is inconsistent with the Agreement, this Agreement during its duration shall be controlling over the inconsistent language.
- 12.4 If during the life of this Agreement any administrative rule or regulation or Board policy shall be inconsistent with the provisions of this Agreement, this Agreement during its duration shall be controlling over the inconsistent language in such administrative rules and regulations or Board policy.

**ARTICLE XIII
ACCOUNTANT SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	
1	\$48,695
2	\$49,640
3	\$50,585
4	\$51,529
5	\$52,474
6	\$53,420
7	\$54,365
8	\$55,309
9	\$56,255
10	\$57,199
*LI	\$58,049
**LII	\$58,899
***LIII	\$59,749

*Longevity I - The increment for longevity at Step 1 will be \$850, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$850, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$850, provided such a person has completed 24 years of service in Cecil County

**ARTICLE XIII
CASE WORKER SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	
1	\$33,859
2	\$34,745
3	\$35,632
4	\$36,518
5	\$37,403
6	\$38,290
7	\$39,176
8	\$40,062
9	\$40,948
10	\$41,834
*LI	\$42,534
**LII	\$43,234
***LIII	\$43,934

*Longevity I - The increment for longevity at Step 1 will be \$700 provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
COMPUTER PROGRAMMER SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	
1	\$54,587
2	\$55,662
3	\$56,740
4	\$57,817
5	\$58,892
6	\$59,970
7	\$61,044
8	\$62,124
9	\$63,200
10	\$64,277
*LI	\$65,127
**LII	\$65,977
***LIII	\$66,827

*Longevity I - The increment for longevity at Step 1 will be \$850, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$850, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$850, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
FAMILY INVOLVEMENT ADVISOR SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	
1	\$20,081
2	\$20,815
3	\$21,551
4	\$22,285
5	\$23,021
6	\$23,755
7	\$24,490
8	\$25,224
9	\$25,961
10	\$26,694
*LI	\$27,394
**LII	\$28,094
***LIII	\$28,794

*Longevity I - The increment for longevity at Step 1 will be \$700, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
FOOD & NUTRITION PERSONNEL SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	KITCHEN MANAGERS		
	SS	MS-A	MS-B
1	\$25,869	\$29,108	\$30,496
2	\$26,426	\$29,743	\$31,151
3	\$26,980	\$30,378	\$31,806
4	\$27,536	\$31,014	\$32,460
5	\$28,093	\$31,646	\$33,115
6	\$28,647	\$32,284	\$33,770
7	\$29,206	\$32,916	\$34,426
8	\$29,760	\$33,550	\$35,078
9	\$30,316	\$34,187	\$35,733
10	\$30,868	\$34,821	\$36,390
*LI	\$31,568	\$35,521	\$37,090
**LII	\$32,268	\$36,221	\$37,790
***LIII	\$32,968	\$36,921	\$38,490

PAY GRADE	POSITION CLASSIFICATION
SS	Kitchen Manager – Single Site
Kitchen Manager SS scale is based on a 7.0 hour work day for 189 days per year.	
MS-A	Kitchen Manager - Single Site A (800 or less daily participation)
MS-B	Kitchen Manager - Multi Site B (801 or more daily participation)
Kitchen Manager MS scales are based on a 7.5 hour work day for 189 days per year.	
Multi Site Managers will be paid a stipend of \$500 for each Finishing Kitchen for which they are responsible.	

*Longevity I - The increment for longevity at Step 1 will be \$700 provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
FOOD & NUTRITION PERSONNEL SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	FINISHING KITCHEN LEAD ASSISTANT			
	4.50 HRS.	5.00 HRS.	5.25 HRS.	5.50 HRS.
1	\$13,164	\$14,632	\$15,363	\$16,094
2	\$13,480	\$14,945	\$15,696	\$16,441
3	\$13,767	\$15,261	\$16,021	\$16,785
4	\$14,062	\$15,575	\$16,355	\$17,130
5	\$14,360	\$15,887	\$16,678	\$17,476
6	\$14,666	\$16,204	\$17,011	\$17,823
7	\$14,962	\$16,517	\$17,346	\$18,169
8	\$15,259	\$16,830	\$17,669	\$18,515
9	\$15,556	\$17,146	\$18,002	\$18,858
10	\$15,853	\$17,460	\$18,336	\$19,205
*LI	\$16,553	\$18,160	\$19,036	\$19,905
**LII	\$17,253	\$18,860	\$19,736	\$20,605
***LIII	\$17,953	\$19,560	\$20,436	\$21,305

Finishing Kitchen Lead Assistant scales are based on a work year of 187 days.

*Longevity I - The increment for longevity at Step 1 will be \$700, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
FOOD & NUTRITION PERSONNEL SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

KITCHEN ASSISTANTS								
SALARY STEP	2.00 HRS	2.25 HRS	2.50 HRS	2.75 HRS	3.00 HRS	3.25 HRS	3.50 HRS	3.75 HRS
1	\$4,511	\$5,075	\$5,637	\$6,204	\$6,764	\$7,325	\$7,893	\$8,456
2	\$4,608	\$5,184	\$5,760	\$6,334	\$6,913	\$7,489	\$8,064	\$8,640
3	\$4,709	\$5,297	\$5,886	\$6,474	\$7,062	\$7,650	\$8,238	\$8,824
4	\$4,806	\$5,405	\$6,010	\$6,608	\$7,209	\$7,809	\$8,409	\$9,012
5	\$4,906	\$5,522	\$6,130	\$6,745	\$7,356	\$7,969	\$8,581	\$9,197
6	\$5,005	\$5,626	\$6,255	\$6,878	\$7,504	\$8,129	\$8,758	\$9,383
7	\$5,105	\$5,740	\$6,378	\$7,016	\$7,654	\$8,291	\$8,929	\$9,568
8	\$5,203	\$5,856	\$6,502	\$7,155	\$7,802	\$8,454	\$9,103	\$9,752
9	\$5,301	\$5,964	\$6,625	\$7,288	\$7,950	\$8,614	\$9,277	\$9,938
10	\$5,397	\$6,077	\$6,750	\$7,427	\$8,099	\$8,775	\$9,449	\$10,126
*LI	\$6,097	\$6,777	\$7,450	\$8,127	\$8,799	\$9,475	\$10,149	\$10,826
**LII	\$6,797	\$7,477	\$8,150	\$8,827	\$9,499	\$10,175	\$10,849	\$11,526
***LIII	\$7,497	\$8,177	\$8,850	\$9,527	\$10,199	\$10,875	\$11,549	\$12,226

KITCHEN ASSISTANTS									
SALARY STEP	4.00 HRS	4.25 HRS	4.50 HRS	4.75 HRS	5.00 HRS	5.25 HRS	5.50 HRS	5.75 HRS	6.00 HRS
1	\$9,020	\$9,582	\$10,146	\$10,708	\$11,272	\$11,841	\$12,400	\$12,964	\$13,529
2	\$9,215	\$9,795	\$10,367	\$10,944	\$11,521	\$12,094	\$12,676	\$13,250	\$13,825
3	\$9,413	\$10,002	\$10,590	\$11,178	\$11,768	\$12,359	\$12,946	\$13,533	\$14,123
4	\$9,613	\$10,215	\$10,813	\$11,414	\$12,014	\$12,613	\$13,219	\$13,818	\$14,420
5	\$9,808	\$10,424	\$11,036	\$11,648	\$12,263	\$12,877	\$13,489	\$14,102	\$14,716
6	\$10,007	\$10,633	\$11,259	\$11,885	\$12,509	\$13,129	\$13,759	\$14,387	\$15,014
7	\$10,204	\$10,843	\$11,482	\$12,118	\$12,757	\$13,395	\$14,032	\$14,670	\$15,307
8	\$10,405	\$11,054	\$11,704	\$12,354	\$13,005	\$13,660	\$14,303	\$14,952	\$15,606
9	\$10,603	\$11,263	\$11,928	\$12,589	\$13,254	\$13,913	\$14,577	\$15,241	\$15,902
10	\$10,800	\$11,474	\$12,149	\$12,823	\$13,498	\$14,179	\$14,849	\$15,526	\$16,198
*LI	\$11,500	\$12,174	\$12,849	\$13,523	\$14,198	\$14,879	\$15,549	\$16,226	\$16,898
**LII	\$12,200	\$12,874	\$13,549	\$14,223	\$14,898	\$15,579	\$16,249	\$16,926	\$17,598
***LIII	\$12,900	\$13,574	\$14,249	\$14,923	\$15,598	\$16,279	\$16,949	\$17,626	\$18,298

Kitchen Assistants scales are based on a work year of 186 days.

*Longevity I - The increment for longevity at Step 1 will be \$700, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
MAINTENANCE SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	PAY GRADES									
	1-A	1	2	3	4	5	6	7	8	9
1	\$24,569	\$30,711	\$32,862	\$35,009	\$37,160	\$39,308	\$41,458	\$43,610	\$45,759	\$47,910
2	\$25,194	\$31,495	\$33,645	\$35,793	\$37,944	\$40,095	\$42,242	\$44,393	\$46,544	\$48,691
3	\$25,821	\$32,277	\$34,428	\$36,578	\$38,727	\$40,878	\$43,027	\$45,178	\$47,326	\$49,474
4	\$26,449	\$33,062	\$35,210	\$37,362	\$39,510	\$41,662	\$43,808	\$45,961	\$48,111	\$50,259
5	\$27,076	\$33,845	\$35,997	\$38,146	\$40,295	\$42,444	\$44,592	\$46,744	\$48,893	\$51,045
6	\$27,704	\$34,630	\$36,780	\$38,930	\$41,078	\$43,227	\$45,377	\$47,528	\$49,678	\$51,827
7	\$28,329	\$35,412	\$37,563	\$39,713	\$41,861	\$44,012	\$46,158	\$48,313	\$50,463	\$52,609
8	\$28,958	\$36,197	\$38,346	\$40,498	\$42,646	\$44,796	\$46,943	\$49,095	\$51,246	\$53,394
9	\$29,586	\$36,982	\$39,129	\$41,280	\$43,429	\$45,581	\$47,729	\$49,878	\$52,029	\$54,178
10	\$30,212	\$37,764	\$39,915	\$42,065	\$44,212	\$46,363	\$48,511	\$50,663	\$52,813	\$54,961
*LI	\$31,062	\$38,614	\$40,765	\$42,915	\$45,062	\$47,213	\$49,361	\$51,513	\$53,663	\$55,811
**LII	\$31,912	\$39,464	\$41,615	\$43,765	\$45,912	\$48,063	\$50,211	\$52,363	\$54,513	\$56,661
***LIII	\$32,762	\$40,314	\$42,465	\$44,615	\$46,762	\$48,913	\$51,061	\$53,213	\$55,363	\$57,511

PAY GRADE	POSITION CLASSIFICATION
4	Maintenance IV - Courier Maintenance IV - Utility Worker
5	Maintenance V - Lead Painter
6	Maintenance VI - Auto Mechanic Maintenance VI - Electric Motor Repairman Maintenance VI - Electrician Maintenance VI - Heating Mechanic Maintenance VI - HVAC Mechanic Maintenance VI - Lead Carpenter Maintenance VI - Lead Groundsman Maintenance VI - Lead Roofer Maintenance VI - Locksmith Maintenance VI - Plumber Maintenance VI - Small Engine Mechanic
	Maintenance VII - Electronics Mechanic
8	Maintenance VIII - Lead Electrician Maintenance VIII - Lead Heating Mechanic Maintenance VIII - Lead HVAC Mechanic Maintenance VIII - Maintenance Coordinator
9	Maintenance IX

*Longevity I – The increment for longevity at Step 1 will be \$850, provided such a person has completed 14 years of service in Cecil County.

**Longevity II – The increment for longevity at Step 2 will be \$850, provided such a person has completed 19 years of service in Cecil County.

***Longevity III – The increment for longevity at Step 3 will be \$850, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
NURSE SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SCHOOL NURSE	
SALARY STEP	REGISTERED NURSE
1	\$38,060
2	\$39,004
3	\$39,951
4	\$40,894
5	\$41,839
6	\$42,785
7	\$43,731
8	\$44,676
9	\$45,620
10	\$46,564
*LI	\$47,264
**LII	\$47,964
***LIII	\$48,664

*Longevity I - The increment for longevity at Step 1 will be \$700, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
OFFICE ASSISTANT SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	10-MONTH 6 HOURS	12-MONTH 6 HOURS	12-MONTH 7.5 HOURS
1	\$15,051	\$18,448	\$23,059
2	\$15,536	\$19,046	\$23,809
3	\$16,023	\$19,647	\$24,559
4	\$16,508	\$20,246	\$25,310
5	\$16,994	\$20,846	\$26,061
6	\$17,479	\$21,446	\$26,811
7	\$17,965	\$22,046	\$27,562
8	\$18,451	\$22,647	\$28,313
9	\$18,936	\$23,245	\$29,063
10	\$19,421	\$23,845	\$29,814
*LI	\$20,271	\$24,695	\$30,664
**LII	\$21,121	\$25,545	\$31,514
***LIII	\$21,971	\$26,395	\$32,364

10-MONTH LONGEVITY

*Longevity I - The increment for longevity at Step 1 will be \$700, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

12-MONTH LONGEVITY

*Longevity I - The increment for longevity at Step 1 will be \$850, provided such a person has completed 14 years of service in Cecil County

**Longevity II - The increment for longevity at Step 2 will be \$850, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$850, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
OPERATIONS SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	PAY GRADES									
	1-A	1	2	3	4	5	6	7	8	9
1	\$24,569	\$30,711	\$32,862	\$35,009	\$37,160	\$39,308	\$41,458	\$43,610	\$45,759	\$47,910
2	\$25,194	\$31,495	\$33,645	\$35,793	\$37,944	\$40,095	\$42,242	\$44,393	\$46,544	\$48,691
3	\$25,821	\$32,277	\$34,428	\$36,578	\$38,727	\$40,878	\$43,027	\$45,178	\$47,326	\$49,474
4	\$26,449	\$33,062	\$35,210	\$37,362	\$39,510	\$41,662	\$43,808	\$45,961	\$48,111	\$50,259
5	\$27,076	\$33,845	\$35,997	\$38,146	\$40,295	\$42,444	\$44,592	\$46,744	\$48,893	\$51,045
6	\$27,704	\$34,630	\$36,780	\$38,930	\$41,078	\$43,227	\$45,377	\$47,528	\$49,678	\$51,827
7	\$28,329	\$35,412	\$37,563	\$39,713	\$41,861	\$44,012	\$46,158	\$48,313	\$50,463	\$52,609
8	\$28,958	\$36,197	\$38,346	\$40,498	\$42,646	\$44,796	\$46,943	\$49,095	\$51,246	\$53,394
9	\$29,586	\$36,982	\$39,129	\$41,280	\$43,429	\$45,581	\$47,729	\$49,878	\$52,029	\$54,178
10	\$30,212	\$37,764	\$39,915	\$42,065	\$44,212	\$46,363	\$48,511	\$50,663	\$52,813	\$54,961
*LI	\$31,062	\$38,614	\$40,765	\$42,915	\$45,062	\$47,213	\$49,361	\$51,513	\$53,663	\$55,811
**LII	\$31,912	\$39,464	\$41,615	\$43,765	\$45,912	\$48,063	\$50,211	\$52,363	\$54,513	\$56,661
***LIII	\$32,762	\$40,314	\$42,465	\$44,615	\$46,762	\$48,913	\$51,061	\$53,213	\$55,363	\$57,511

PAY GRADE	POSITION CLASSIFICATION
1-A	Operations Helper
1	Operations I - Custodian
2	Operations II - Custodian
3	Operations III - Head Custodian - Booth Street Operations III - Head Custodian - Elementary School Operations III - Head Custodian - Providence
4	Operations IV - Head Custodian School of Technology Operations IV - Head Custodian Elementary School Operations IV - Head Custodian Middle School
5	Operations V - Head Custodian - High School Operations V - Warehouseman
6	Operations VI - Operations Coordinator

*Longevity I - The increment for longevity at Step 1 will be \$850, provided such a person has completed 14 years of service in Cecil County

**Longevity II - The increment for longevity at Step 2 will be \$850, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$850, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
PARAPROFESSIONAL SALARY SCHEDULES
JULY 1, 2015 – JUNE 30, 2016**

SALARY STEP	PARAPROFESSIONAL	SPECIAL EDUCATION PARAPROFESSIONAL	SPECIAL EDUCATION INTENSIVE NEEDS PARAPROFESSIONAL
1	\$19,016	\$19,016	\$19,813
2	\$19,582	\$19,582	\$20,379
3	\$20,147	\$20,147	\$20,944
4	\$20,713	\$20,713	\$21,509
5	\$21,279	\$21,279	\$22,075
6	\$21,844	\$21,844	\$22,643
7	\$22,411	\$22,411	\$23,207
8	\$22,975	\$22,975	\$23,772
9	\$23,542	\$23,542	\$24,338
10	\$24,107	\$24,107	\$24,905
*LI	\$24,807	\$24,807	\$25,605
**LII	\$25,507	\$25,507	\$26,305
***LIII	\$26,207	\$26,207	\$27,005

*Longevity I - The increment for longevity at Step 1 will be \$700, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
 CERTIFIED PHYSICAL/OCCUPATIONAL THERAPIST ASSISTANT
 SALARY SCHEDULE
 JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	
1	\$31,791
2	\$32,702
3	\$33,611
4	\$34,523
5	\$35,433
6	\$36,342
7	\$37,254
8	\$38,165
9	\$39,073
10	\$39,984
*LI	\$40,684
**LII	\$41,384
***LIII	\$42,084

*Longevity I - The increment for longevity at Step 1 will be \$700, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
10 MONTH SECRETARIAL/CLERICAL SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	PAY GRADE 1
1	\$26,671
2	\$27,330
3	\$27,987
4	\$28,645
5	\$29,303
6	\$29,960
7	\$30,619
8	\$31,278
9	\$31,936
10	\$32,592
*LI	\$33,292
**LII	\$33,992
***LIII	\$34,692

PAY GRADE	POSITION CLASSIFICATION
1	School Secretary 10-Month

*Longevity I - The increment for longevity at Step 1 will be \$700, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
12 MONTH SECRETARIAL/CLERICAL SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	PAY GRADES			
	2	3	4	5
1	\$31,750	\$33,132	\$35,894	\$38,656
2	\$32,409	\$33,791	\$36,550	\$39,311
3	\$33,067	\$34,449	\$37,207	\$39,969
4	\$33,724	\$35,106	\$37,867	\$40,627
5	\$34,385	\$35,765	\$38,525	\$41,285
6	\$35,042	\$36,422	\$39,183	\$41,945
7	\$35,698	\$37,081	\$39,841	\$42,602
8	\$36,358	\$37,736	\$40,500	\$43,260
9	\$37,015	\$38,396	\$41,156	\$43,918
10	\$37,672	\$39,056	\$41,814	\$44,577
*LI	\$38,522	\$39,906	\$42,664	\$45,427
**LII	\$39,372	\$40,756	\$43,514	\$46,277
***LIII	\$40,222	\$41,606	\$44,364	\$47,127

PAY GRADE	POSITION CLASSIFICATION
2	Accounting Clerk II Central Office Secretary II School Secretary II (12 month)
3	Accounting Clerk III Central Office Secretary III High School Bookkeeper/Secretary Lead School Secretary III Secondary Guidance Secretary
4	Accounting Clerk IV Central Office Secretary IV Lead School Secretary IV
5	Accounting Clerk V Administrative Secretary V Lead School Secretary V

*Longevity I - The increment for longevity at Step 1 will be \$850, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$850, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$850, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
SIGN LANGUAGE INTERPRETER TUTOR/BRAILLIST SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	
1	\$28,355
2	\$28,846
3	\$29,336
4	\$29,826
5	\$30,317
6	\$30,807
7	\$31,296
8	\$31,786
9	\$32,275
10	\$32,766
*LI	\$33,466
**LII	\$34,166
***LIII	\$34,866

*Longevity I - The increment for longevity at Step 1 will be \$700, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
TECHNOLOGY SERVICES SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

SALARY STEP	PAY GRADES					
	1	2	3	4	5	6
1	\$43,610	\$46,661	\$49,712	\$52,765	\$55,818	\$58,873
2	\$44,391	\$47,445	\$50,496	\$53,546	\$56,601	\$59,656
3	\$45,178	\$48,228	\$51,280	\$54,333	\$57,386	\$60,438
4	\$45,961	\$49,012	\$52,062	\$55,117	\$58,171	\$61,222
5	\$46,744	\$49,796	\$52,847	\$55,902	\$58,954	\$62,007
6	\$47,528	\$50,579	\$53,630	\$56,684	\$59,737	\$62,791
7	\$48,313	\$51,364	\$54,416	\$57,470	\$60,521	\$63,574
8	\$49,095	\$52,148	\$55,199	\$58,254	\$61,306	\$64,358
9	\$49,878	\$52,929	\$55,983	\$59,036	\$62,089	\$65,141
10	\$50,663	\$53,714	\$56,766	\$59,821	\$62,872	\$65,926
*LI	\$51,513	\$54,564	\$57,616	\$60,671	\$63,722	\$66,776
**LII	\$52,363	\$55,414	\$58,466	\$61,521	\$64,572	\$67,626
***LIII	\$53,213	\$56,264	\$59,316	\$62,371	\$65,422	\$68,476

PAY GRADE	POSITION CLASSIFICATION
1	Technology Technician I
2	Technology Technician II
3	Technology Technician III
4	Application Developer I Network Technician I Web Application Technician
5	Application Developer II Network Technician II
6	Application Developer III

*Longevity I - The increment for longevity at Step 1 will be \$850, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$850, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$850, provided such a person has completed 24 years of service in Cecil County.

ARTICLE XIII
10-MONTH TRANSPORTATION SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016

BUS DRIVERS – 180 DAY SCALES								
SALARY STEP	1 HR	2 HRS	3 HRS	4 HRS	5 HRS	6 HRS	7 HRS	8 HRS
1	\$2,888	\$5,776	\$8,663	\$11,551	\$14,439	\$17,327	\$20,215	\$23,102
2	\$2,971	\$5,942	\$8,912	\$11,884	\$14,855	\$17,826	\$20,796	\$23,767
3	\$3,054	\$6,107	\$9,162	\$12,216	\$15,270	\$18,323	\$21,377	\$24,432
4	\$3,135	\$6,269	\$9,406	\$12,541	\$15,675	\$18,810	\$21,946	\$25,082
5	\$3,216	\$6,433	\$9,649	\$12,866	\$16,081	\$19,298	\$22,515	\$25,730
6	\$3,301	\$6,602	\$9,904	\$13,205	\$16,506	\$19,807	\$23,108	\$26,410
7	\$3,381	\$6,761	\$10,142	\$13,522	\$16,903	\$20,283	\$23,664	\$27,045
8	\$3,464	\$6,927	\$10,391	\$13,854	\$17,318	\$20,782	\$24,245	\$27,709
9	\$3,549	\$7,097	\$10,646	\$14,194	\$17,743	\$21,290	\$24,840	\$28,387
10	\$3,630	\$7,259	\$10,889	\$14,518	\$18,148	\$21,778	\$25,407	\$29,038
*LI	\$4,330	\$7,959	\$11,589	\$15,218	\$18,848	\$22,478	\$26,107	\$29,738
**LII	\$5,030	\$8,659	\$12,289	\$15,918	\$19,548	\$23,178	\$26,807	\$30,438
***LIII	\$5,730	\$9,359	\$12,989	\$16,618	\$20,248	\$23,878	\$27,507	\$31,138

*Longevity I - The increment for longevity at Step 1 will be \$700, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
10-MONTH TRANSPORTATION SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

BUS ASSISTANTS – 180 DAY SCALES								
SALARY STEP	1 HR	2 HRS	3 HRS	4 HRS	5 HRS	6 HRS	7 HRS	8 HRS
1	\$2,597	\$5,197	\$7,794	\$10,393	\$12,991	\$15,588	\$18,187	\$20,785
2	\$2,646	\$5,292	\$7,939	\$10,585	\$13,231	\$15,877	\$18,523	\$21,170
3	\$2,697	\$5,392	\$8,088	\$10,783	\$13,480	\$16,176	\$18,872	\$21,567
4	\$2,747	\$5,495	\$8,243	\$10,991	\$13,738	\$16,486	\$19,233	\$21,981
5	\$2,798	\$5,595	\$8,392	\$11,190	\$13,988	\$16,784	\$19,582	\$22,379
6	\$2,849	\$5,698	\$8,548	\$11,396	\$14,246	\$17,094	\$19,943	\$22,794
7	\$2,901	\$5,801	\$8,703	\$11,603	\$14,504	\$17,405	\$20,306	\$23,207
8	\$2,953	\$5,905	\$8,858	\$11,810	\$14,762	\$17,714	\$20,667	\$23,619
9	\$3,004	\$6,008	\$9,012	\$12,017	\$15,021	\$18,024	\$21,029	\$24,032
10	\$3,050	\$6,100	\$9,150	\$12,202	\$15,252	\$18,301	\$21,352	\$24,402
*LI	\$3,750	\$6,800	\$9,850	\$12,902	\$15,952	\$19,001	\$22,052	\$25,102
**LII	\$4,450	\$7,500	\$10,550	\$13,602	\$16,652	\$19,701	\$22,752	\$25,802
***LIII	\$5,150	\$8,200	\$11,250	\$14,302	\$17,352	\$20,401	\$23,452	\$26,502

*Longevity I - The increment for longevity at Step 1 will be \$700, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
10-MONTH TRANSPORTATION SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

BUS DRIVERS – 220 DAY SCALES								
SALARY STEP	1 HR	2 HRS	3 HRS	4 HRS	5 HRS	6 HRS	7 HRS	8 HRS
1	\$3,529	\$7,060	\$10,589	\$14,118	\$17,648	\$21,178	\$24,707	\$28,237
2	\$3,632	\$7,262	\$10,894	\$14,524	\$18,156	\$21,787	\$25,418	\$29,049
3	\$3,733	\$7,465	\$11,198	\$14,931	\$18,662	\$22,395	\$26,128	\$29,861
4	\$3,832	\$7,664	\$11,496	\$15,327	\$19,159	\$22,991	\$26,823	\$30,654
5	\$3,931	\$7,862	\$11,793	\$15,724	\$19,655	\$23,587	\$27,517	\$31,449
6	\$4,035	\$8,070	\$12,104	\$16,139	\$20,174	\$24,209	\$28,244	\$32,278
7	\$4,131	\$8,264	\$12,395	\$16,527	\$20,659	\$24,790	\$28,923	\$33,054
8	\$4,233	\$8,467	\$12,700	\$16,933	\$21,167	\$25,399	\$29,633	\$33,866
9	\$4,338	\$8,674	\$13,011	\$17,348	\$21,685	\$26,023	\$30,359	\$34,696
10	\$4,436	\$8,873	\$13,309	\$17,746	\$22,182	\$26,618	\$31,055	\$35,489
*LI	\$5,136	\$9,573	\$14,009	\$18,446	\$22,882	\$27,318	\$31,755	\$36,189
**LII	\$5,836	\$10,273	\$14,709	\$19,146	\$23,582	\$28,018	\$32,455	\$36,889
***LIII	\$6,536	\$10,973	\$15,409	\$19,846	\$24,282	\$28,718	\$33,155	\$37,589

*Longevity I - The increment for longevity at Step 1 will be \$700, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

**ARTICLE XIII
10-MONTH TRANSPORTATION SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016**

BUS ASSISTANTS – 220 DAY SCALES								
SALARY STEP	1 HR	2 HRS	3 HRS	4 HRS	5 HRS	6 HRS	7 HRS	8 HRS
1	\$3,176	\$6,350	\$9,527	\$12,702	\$15,878	\$19,054	\$22,228	\$25,404
2	\$3,235	\$6,469	\$9,703	\$12,936	\$16,171	\$19,405	\$22,640	\$25,873
3	\$3,295	\$6,590	\$9,886	\$13,180	\$16,475	\$19,770	\$23,065	\$26,361
4	\$3,358	\$6,717	\$10,074	\$13,432	\$16,791	\$20,150	\$23,508	\$26,865
5	\$3,419	\$6,838	\$10,258	\$13,677	\$17,095	\$20,514	\$23,933	\$27,353
6	\$3,483	\$6,965	\$10,446	\$13,929	\$17,411	\$20,894	\$24,376	\$27,858
7	\$3,544	\$7,091	\$10,637	\$14,182	\$17,728	\$21,272	\$24,819	\$28,363
8	\$3,608	\$7,217	\$10,826	\$14,434	\$18,043	\$21,651	\$25,260	\$28,868
9	\$3,672	\$7,343	\$11,015	\$14,686	\$18,359	\$22,031	\$25,702	\$29,374
10	\$3,729	\$7,456	\$11,185	\$14,912	\$18,640	\$22,369	\$26,096	\$29,825
*LI	\$4,429	\$8,156	\$11,885	\$15,612	\$19,340	\$23,069	\$26,796	\$30,525
**LII	\$5,129	\$8,856	\$12,585	\$16,312	\$20,040	\$23,769	\$27,496	\$31,225
***LIII	\$5,829	\$9,556	\$13,285	\$17,012	\$20,740	\$24,469	\$28,196	\$31,925

*Longevity I - The increment for longevity at Step 1 will be \$700, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$700, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$700, provided such a person has completed 24 years of service in Cecil County.

ARTICLE XIII
12 MONTH TRANSPORTATION PERSONNEL SALARY SCHEDULE
JULY 1, 2015 - JUNE 30, 2016

SALARY STEP	DRIVER INSTRUCTOR
1	\$28,386
2	\$29,194
3	\$30,000
4	\$30,807
5	\$31,614
6	\$32,418
7	\$33,225
8	\$34,033
9	\$34,839
10	\$35,643
*LI	\$36,493
**LII	\$37,343
***LIII	\$38,193

*Longevity I - The increment for longevity at Step 1 will be \$850, provided such a person has completed 14 years of service in Cecil County.

**Longevity II - The increment for longevity at Step 2 will be \$850, provided such a person has completed 19 years of service in Cecil County.

***Longevity III - The increment for longevity at Step 3 will be \$850, provided such a person has completed 24 years of service in Cecil County.

**APPENDIX
MEMORANDA OF UNDERSTANDING**

The Association and the Board have entered into the following Memorandums of Understanding for 2015 - 2016:

ARTICLE III – EMPLOYEE RIGHTS AND RESPONSIBILITIES – JOB ORIENTATION:

The Association has agreed to extend the existing Memorandum of Understanding with the Board of Education so that the job orientation committee can continue with efforts to review job orientation processes, procedures and policy. The committee shall make recommendations to the Superintendent as to how to improve or modify procedures.

ARTICLE V – EMPLOYEE EVALUATIONS:

The Association shall enter into a Memorandum of Understanding with the Board of Education to establish a joint committee with equal representation from each group to review the education support staff evaluation process. Current processes, procedures and policy will be included in the discussion. Recommendations will be made to the Superintendent as to how to improve or modify procedures.

ARTICLE VII – INSURANCE:

The Association shall enter into a Memorandum of Understanding with the Board of Education to agree that the Board will increase the stipends to retiree health care as outlined in Article VII. The payment shall be based on total years of service. The duration of the provisions in this article shall be in effect until June 30, 2016.

**Memorandum of Understanding
between the
Cecil Education Support Personnel Association
and the
Board of Education of Cecil County**

The Cecil Education Support Personnel Association (CESPA) and the Board of Education of Cecil County (BOE) agree that the Board will operate on a four-day compressed work-week schedule for six-weeks between June 22, 2015 and August 6, 2015. During this period, each employee's standard weekly hours will be distributed over four days instead of five allowing all CCPS buildings to be closed on Fridays. The six weeks impacted by this change are as follows:

<u>Work Week</u>	<u>Dates</u>
1	June 22-25, 2015
2	July 6-9, 2015
3	July 13-16, 2015
4	July 20-23, 2015
5	July 27-30, 2015
6	August 3-6, 2015

The week of June 29 through July 2, 2015, will be made up of four standard hour days. July 3, 2015, schools will be closed due to the July 4, 2015 holiday. During this period, employee schedules will be established by their next-in-line supervisor to meet the needs of the department or school. Generally, eight (8) hour employees will work (10) hours per day and seven and one-half (7.5) hour employees will work (9.375) hours exclusive of a duty free lunch. There shall be flexibility in establishing schedules for those employees that demonstrate a hardship that requires accommodation. Employee absences will be recorded as follows:

<u>Eight Hour (8) Employees</u>	<u>Seven and One-Half (7.5) Hour Employees</u>
1.25 Days = 10 Hours	1.25 Days = 9.375 Hours
1.00 Days = 8 Hours	1.00 Days = 7.5 Hours
0.5 Days = 4 Hours	0.5 Days = 3.75 Hour
0.25 Days = 2 Hours	0.25 Days = 1.875 Hours

During the four-day work week, the Board will continue to follow CCPS Regulation ECF-RA Conservation of Energy to allow the system to conserve energy while still adhering to the 72 - 78° cooling month temperature range for occupied spaces. The duration of the provisions stated in the Memo of Understanding (MOU) shall be in effect until August 6, 2015. The articles stated above are open to the grievance procedure.