

MASTER AGREEMENT

between the

**Board of Education of
Baltimore County**

and

**Council 3 MD/Local 434
of the
American Federation of State, County,
and Municipal Employees, AFL-CIO
(AFSCME)**

July 1, 2024 – June 30, 2027

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DEFINITIONS

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

1. **Board** – The Board of Education of Baltimore County.
2. **(Representative) Union** – Maryland Public Employees, Council 3 MD/Local 434 of the American Federation of State, County and Municipal Employees AFL-CIO.
3. **Unit Member** – any employee of the Board who is a member of the bargaining unit as defined by the Negotiations Law.
4. **Negotiations Law** – Title 6, Subtitle 5 of the Annotated Code of Maryland.
5. The male or female gender shall be read to include the other.

PREAMBLE

This Agreement is made and entered into by and between the Board of Education of Baltimore County and AFSCME Maryland Council 3/Local 434 of the American Federation of State, County and Municipal Employees, AFL-CIO. It has as its purpose the promotion of harmonious relations between the Board and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

The Board and the Union mutually recognize that the laws of the state of Maryland and the bylaws of the State Board of Education authorize agreements arrived at through the process of negotiation.

ARTICLE I

Recognition

The Board of Education of Baltimore County recognizes Council 3/Local 434 of the American Federation of State, County and Municipal Employees, AFL-CIO as the exclusive bargaining representative for all employees in the bargaining unit on all matters related to wages, hours and other working conditions. This recognition is granted in accordance with the provisions of Title 6, Subtitle 5 of Education Article of the Annotated Code of Maryland

The Union agrees to represent fully, without discrimination, all employees in the bargaining unit.

ARTICLE II

Board's Rights

1. Legal Authority

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

2. Managerial Rights

Subject to the provisions of this Agreement, the Board, through its administrative staff, shall be free to exercise all of its managerial rights and authority to the extent permitted by law.

ARTICLE III

Union's Rights, Privileges, and Responsibilities

1. Member's Protection

The Board agrees not to interfere with the rights of employees to become members of the Union and there shall be no discrimination, interference, restraint, or coercion by the Board or any Board representative against any employee because of Union membership or because of any lawful employee activity in an official capacity on behalf of the Union, or because of participation in the grievance procedure provided in this Agreement.

2. Union Representative Visits

Duly authorized representatives of the Union shall be permitted to meet with employees and transact Union business on school property. Prior notice of the requested visit is required with the principal or appropriate administrator. Upon the representative's arrival at any school or worksite, the employee must request authorization from the appropriate administrator/supervisor or their designee in order to facilitate the visit. The representative will be required to sign in and sign out at the school or worksite office.

3. President Release Time for Association Business

The Board agrees that the president of the association shall be permitted two full days or the equivalent of two full days of release time per week to schedule and conduct union business. To the extent possible, participation in hearings, labor management meetings and meetings with union membership shall be scheduled on these release days which shall be coded as other Board business.

On days on which the association president is required to be away from their primary duty assignment to attend to unscheduled association business or participate in Board initiated meetings, the

association president shall be required to clock in and out at the beginning and end of each regular duty day.

The association president will follow established employee time and attendance procedures on regular duty days when not attending to union business.

The president shall follow procedures outlined in Article 3.2 of the agreement when meeting with employees in the workplace and shall provide their supervisor with advance notice of the days to be taken so that the supervisor may code the absence from the workplace as "other Board business".

4. Use of Facilities

The Union shall have the right to use school buildings for any lawful, non-commercial purpose without cost except for necessary custodial fees. Such use shall be by prior arrangement and with no interference to normal school operation.

The Union shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audiovisual equipment at reasonable times, when such equipment is not otherwise in use and provided the user is qualified to operate the equipment and has obtained the approval of the principal or their designee. The Union shall pay for the costs of all materials and supplies incident to such use and shall be liable for any damage resulting from such use.

5. Bulletin Boards

Space on a bulletin board shall be provided by the Board for the use of the Union. The location of the bulletin board space shall be determined by the appropriate supervisor in consultation with the Union.

6. Interschool Mail

The Union may use the interschool mail delivery service to distribute official Union material. The Board reserves the right to refuse to deliver any materials or communications which it deems to be illegal, libelous, or of a partisan political nature.

7. Payroll Deduction, Dues

The Board agrees to deduct the Union membership dues from each regular pay of those employees who individually request in writing that such deductions be made. Such requests will remain in effect unless written termination is sent to the Union by the employee by way of certified mail during the period from June 1 through June 15. In order for the withdrawal to be completed for submission to the office of payroll on or before June 30, the letter must be postmarked between June 1 and June 15 and must be mailed to the following address:

President
AFSCME Council MD 3/Local 434
1410 Bush Street, Suite A
Baltimore, Maryland 21230

The amounts to be deducted shall be certified to the Board by the Union. The aggregate deductions, together with an itemized statement, shall be remitted monthly to the Union.

8. Payroll Deduction, Other

The Board shall provide for payroll deduction of the following:

a. The Board shall provide employees with a list of approved tax sheltered annuities and custodial companies. The selection of annuity and custodial account companies shall be made in consultation with representatives of the Board's bargaining units.

b. The Board shall provide for direct deposit through the Automated Clearing House.

c. First Financial Federal Credit Union

d. Union endorsed/approved programs

Any alteration of the payroll deduction procedures for the above carriers shall be by mutual agreement of the Union and the Board.

9. Lists and Reports

Upon request, the Board will provide to the Union reports of all employees covered by this Agreement that shall include names, job locations, job titles, hire dates, and other such reports/data that is permissible by law and mutually determined between the Union and the Board. These reports will be delivered to the Union in a manner that is mutually determined between the Union and the Board. Requests for such report shall be made in writing to the manager of the Department of Staff Relations and Employee Performance Management.

10. Board Meetings

In order to present a proposal to the Board, the Union shall, upon request to the Superintendent, be included on the agenda of the next Board meeting. An official representative of the Union may be recognized during Board meetings to offer comments germane to matters under consideration that would affect employees.

A copy of the Board agenda, exhibits (except those which cannot be released pending Board action, e.g., appointment of personnel) and a copy of the approved minutes of each meeting of the Board shall be posted to the BCPS Web site.

11. Save Harmless

The Union shall indemnify and save the Board harmless against any and all claims, demands, suits and other liabilities arising from acts of commission or omission by the Union or its agents in respect to the provisions of items 6, 7, and 13 of this Article.

12. Property Loss

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

a. The property was brought to work to be used as an adjunct to employment activities.

b. Advanced permission to bring the equipment to work must be obtained in writing from the appropriate administrator.

c. A recent appraisal indicating the value of the item along with accurate serial numbers and description must be filed with the administrator in advance.

d. Such coverage shall not apply if the negligence of the employee contributed to the loss.

13. Membership Materials

By advance notification, a representative of the Executive Board shall be afforded two (2) hours of leave time to attend new employee orientation on two days each month, with supervisor approval. Membership materials provided by the Union, when available, shall be distributed to new hires at the orientation meeting by the Human Resources representatives. Upon request, the date and time of the next orientation meeting shall be provided to the Union.

14. Telephones

Officers of the Executive Board of AFSCME Local 434 and recognized shop stewards will be permitted to use office telephones, personal cell phones, and personal pagers for official union business during their duty-free lunch period and at times authorized by their supervisors. No toll calls are permitted on BCPS phones.

15. Subcontracting

The Board shall have the right to subcontract work. However, work that is normally performed by members of the bargaining unit who are covered by this agreement shall not be subcontracted to organizations and/or workers not covered by this agreement unless there is a substantial business or professional reason for so doing.

16. Union Office

Contingent upon availability, the Board shall provide office space that includes one (1) Baltimore County Public Schools phone line and one (1) Internet connection for use by the Union. Based on operational requirements and with advance notice to the Union, the Board retains the prerogative to require the Union to move from the office space provided.

17. Labor-Management Meetings

Labor-Management committees shall be created for the Transportation, Facilities, and Food Services departments for the purpose of discussing work-related issues. The committees shall consist of the union president or their designee and one (1) additional union-eligible member from the respective departments and an equal number of representatives from the Board.

Meetings shall be held at least quarterly or at the request of the Union and/or the Board. The departments and the union shall provide each other with agenda topics one week prior to the mutually agreed upon scheduled meeting. Labor-Management committee meetings for the Office of Transportation will not be scheduled during morning or afternoon route times. The Labor-Management committee meeting will not replace regular negotiations.

Union representatives shall be provided adequate travel and release time to attend Labor-Management committee meetings.

ARTICLE IV

Negotiation Procedures

1. Designation of Negotiators

Prior to September 1 of each year, the Board and the Union shall each designate in writing, to the other, the name of the chairman of its negotiating team.

Prior to November 1 of each year, the Board and the Union shall each designate in writing, to the other, not more than five (5) other official representatives to serve on its negotiating team. The negotiating teams of the Board and the Union may have four consultants in attendance at any time during the negotiating sessions. By mutual consent, the number of consultants on any given subject may be expanded. Notwithstanding the above requirement, the Board and the Union shall retain the right to replace the chairman or members of their teams at their individual discretion.

2. Proposals

a. Requests by the Union to amend the existing Agreement must be submitted in writing no later than November 15 of each school year in which the contract expires. The representatives of the Board shall submit a counter-proposal in writing to the Union no later than the second meeting following the November 15 deadline.

b. Any proposed changes in an existing Agreement between the Board and the Union shall be made as follows: Material to be deleted shall be placed in brackets; material to be added shall be underlined.

3. Time Limit - Impasse

Negotiations on all items submitted must be completed by January 15 unless the impasse procedure provided in Title 6, Subtitle 5 of the Annotated Code of Maryland is used.

Should either party suggest an impasse, the procedures as provided in Title 6, Subtitle 5 of the Annotated Code of Maryland, relating to impasse shall be followed.

If the parties are unable to agree upon a third panel member or obtain a commitment to serve within the specified period, a request for a list of qualified Panel members shall be made to the American Arbitration Association. All costs involving the neutral party shall be shared by the Board and the Union.

If the panel is activated, said panel shall within thirty (30) calendar days render a report setting forth its recommendations for the resolution of the impasse. The parties agree to cooperate with the panel and provide such information and assistance as it may request.

4. Ratification

Following the completion of the regular negotiation session, an Agreement shall be signed by the respective negotiating teams and shall be submitted to the parties for ratification. Within fifteen (15) calendar days of January 15 (or the report of an impasse panel), the parties shall notify each other of the results of the voting.

If the Agreement is not ratified by the respective bodies, either party may make recommendations for renegotiation. Either party may initiate a meeting for this purpose upon seven (7) calendar days' notice. This time may be reduced by mutual consent.

5. Meetings

Meetings during the regular negotiating period shall be scheduled by mutual consent. Either negotiating team may initiate such a meeting within five (5) calendar days' notice, in the absence of mutual consent. This provision shall prevail during a period of impasse as defined in Title 6, Subtitle 5.

6. Emergency Items

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

7. Meeting Places

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

8. Renegotiation

If the Baltimore County Fiscal authorities, in exercising their authority under the law, reduce the budget recommendations of the Board, and such action makes it necessary for the Board to reduce one or more items that have been negotiated, such items and all other negotiated items that are dependent upon budget funding shall be subject to renegotiation. In the event that such negotiations are mandated, the parties agree to meet as soon as possible after the action of the fiscal authorities, but no later than ten (10) calendar days after the county council adopts the operating budget, and they agree to complete such renegotiation within five (5) calendar days.

9. Distribution of Agreement

Upon ratification of this Agreement, both parties shall prepare the final text of the ratified Agreement. Distribution will be made by the Union using interoffice mail with labels, and interoffice envelopes provided by the Board, for each employee covered by this Agreement. Each party shall be responsible for the posting of the Agreement to its respective internet site.

10. Non-arbitral

A dispute related to this article is not subject to arbitration.

ARTICLE V

Grievance Procedure

1. Definitions

a. Grievance: A complaint by an employee or in the event of an action affecting Union rights, the Union concerning the interpretation, application, or alleged violation of an expressed provision of this agreement.

b. Grievant: A unit member making the claim.

c. Days: Refers to duty days unless otherwise specified.

d. Time limits: If the Board fails to answer within the time limits provided, the grievance may be appealed to the next step. If the grievant fails to appeal within the time limits provided, it shall be

deemed as acceptance of the employer's disposition of the claim. Time limits may be extended by mutual agreement in writing.

e. Immediate Superior: The individual to whom the employee reports, either classified or professional.

f. Appropriate Administrator: The supervisor within the grievant's division to whom the individual is responsible.

g. Consolidated Grievance: A grievance may be consolidated when two or more bargaining unit members are grieving the same contractual language. This is not to be construed as a class action grievance.

2. Purpose

It is the intent of the grievance procedure to find equitable solutions to complaints or problems at the lowest possible administrative level. At any step of the grievance procedure, the employee has the prerogative to request the presence and service of Union representation. Union representation is defined as Council or International Union Representative and/or appropriate shop steward and/or local Union officer. The primary spokesperson will be identified at the beginning of the meeting. Meetings will be arranged at a mutually agreeable time. One Union official representing the grievant may be on the clock if the hearing is scheduled during the official's normal duty hours. This official shall be the chief steward or, if not available, an individual designated by the president of Local 434. The Union shall furnish to the Board a written list of the names of the chief steward and all other shop stewards and alternate stewards as they are designated. The Union shall notify the Board promptly of any changes of such stewards. Should any question be raised regarding the stewardship of an area, the Board shall contact the chief shop steward.

3. Procedure

Step 1 - The grievant with the Union representative shall discuss the grievance or dispute with their immediate superior within ten (10) working days from the date of the grievance or within ten (10) working days from the date that the employee could reasonably be expected to have knowledge of the grievance. The school or work location administrator is available to assist in the resolution of the grievance at this step.

Step 2 - If a satisfactory settlement is not obtained, the grievant and their representative must submit the grievance in writing to the appropriate administrator within fifteen (15) working days of the supervisor's oral reply. The appropriate administrator will reply in writing within fifteen (15) working days after receipt of grievance.

Step 3 - If the grievance has not been satisfactorily resolved at Step 2, the grievant may request, in writing, a discussion of the grievance with the appropriate Superintendent's Designee. Such request must be made within ten (10) working days after the appropriate administrator has responded in Step 2. Following discussions and investigations, the appropriate administrator shall respond, in writing, within ten (10) working days after the date of discussion. However, by mutual agreement, a later date may be established for the response of the appropriate administrator.

Step 4 - If the grievant is not satisfied with the reply of the appropriate Superintendent's Designee, he may, within ten (10) working days request, in writing, a hearing by the Superintendent or their representative. Following discussion and investigation, the Superintendent or their representative shall reply, in writing, within fifteen (15) working days after the date of the discussion.

Step 5 - If the grievance is not settled on Step 4, the grievant and the Union may move the matter to arbitration under the Voluntary Labor Arbitration rules of the American Arbitration Association. If such action is determined, the Union must notify the Superintendent of its intent to appeal to arbitration within ten (10) days of receipt of the Superintendent's disposition of the claim.

The jurisdiction and authority of the arbitrator and the arbitrator's opinion and award shall be confined to the expressed provision or provisions of this Agreement at issue between the Union and the Board. The arbitrator shall have no authority to add to, alter, detract from, amend, or modify any provision of this Agreement, or to make any award which will in any way deprive the Board of any of the powers delegated to it by law. The parties further agree to accept the arbitrator's award as final and binding upon them.

The arbitrator's decision shall be made within thirty (30) days of the conclusion of the presentation of the case. The cost for the services of the arbitrator shall be shared equally by the parties.

ARTICLE VI

Working Hours and Shift Differential

1. **Definitions:** Terms used in this section are to be defined as follows:

Calendar Day Worked: The day on which the shift begins.

Duty Days: The days an employee is scheduled to work.

Non-Duty Days: The days an employee is not scheduled to work; normally, weekends, holidays, etc.

Normal Workday: Eight (8) consecutive hours interrupted by a lunch period of one-half hour.

Normal Workweek: Five (5) normal workdays within a calendar week.

Workday: A twenty-four (24) hour period beginning with the start of the employee's shift.

Workweek: Seven (7) consecutive days beginning with the start of the employee's first shift in the calendar week.

2. **Overtime**

An employee who is required to work in excess of their normal schedule shall be compensated for such additional hours by cash payment or by agreed-upon compensatory (comp) time as follows:

- a. Up to forty (40) hours per workweek - cash payment – employee's hourly rate or comp time – hour for hour.
- b. Hours in excess of forty (40) hours per workweek, cash payment or comp time, shall be compensated at not less than time and one-half employee's hourly rate.
- c. The form of compensation offered, either paid time or comp time may vary based on the needs and operational requirements of the department, office or school system and must be agreed upon prior to the work being performed.

Vacation, paid leave and holidays listed in Article XI, if paid for, shall be treated as hours worked and shall be counted toward the forty-(40) hour limit which must be exceeded before time and one-half provision takes effect. Workers' compensation time is excluded.

The normally assigned work hours of an employee will not be altered when an occasional or emergency situation arises, causing the normal work schedule to exceed forty (40) hours. Whenever possible, overtime assignments shall be offered to employees in order of seniority.

Employees may not accumulate more than ninety (90) hours of compensatory time in any one fiscal year. An employee who has accrued comp time must be permitted to use the comp time within a “reasonable period” after making the request if the use does not “unduly disrupt” the business operations. The use of comp time needs to be approved by the supervisor prior to its use. Comp time must be used before vacation time and before using personal business leave.

All unused compensatory time shall be paid to employees at the end of the fiscal year.

3. Shift Differential

See Appendix A.

Where the majority of an employee’s normal hours fall between the hours of 7 a.m. to 3 p.m., a shift differential is not applicable. Should the majority of the employee’s normal hours fall between the hours of 3 p.m. and 11 p.m., the second (2nd) shift differential shall apply. Should the majority of the employee’s normal hours fall between the hours of 11 p.m. and 7 a.m., the third (3rd) shift differential shall apply.

An employee, whose regularly scheduled shift is five (5) consecutive workdays and always includes Saturday and Sunday, shall be paid the interrupted schedule shift differential.

An employee may be temporarily transferred between shifts without changing status with respect to shift differential. Such temporary shift shall not exceed three (3) consecutive workweeks without adjustment to shift differential.

Whenever possible, there shall be no permanent change of any employee’s shift without at least five (5) full working days prior knowledge.

4. Acting Positions

If it becomes necessary to assign an employee to a position of a higher skill or responsibility level other than in their normal classification, such an “acting capacity” assignment must exceed five (5) consecutive workdays to have an adjustment in the employee’s rate of pay. Such “acting capacity” adjustments will be retroactive to the date of assignment as approved by the Division of Human Resources.

A direct or senior operations supervisor may assign an employee to an “acting capacity” assignment for up to a maximum of thirty (30) consecutive workdays if the supervisor or senior operations supervisor determines the employee capable of performing the essential functions of the position.

Such an “acting capacity” assignment made by a supervisor or senior operations supervisor, shall be approved by the appropriate administrator, and submitted in writing at least three (3) days in advance of the start of the assignment to the Division of Human Resources which is authorized to make the salary adjustment.

Any “acting capacity” assignment beyond thirty (30) consecutive workdays must be approved by the Division of Human Resources.

5. Seventh Consecutive Workday

If it becomes necessary for an employee to work seven (7) consecutive days, the employee will be paid double time for the seventh consecutive day worked.

6. On-Call (Stand By) Time

Employees who are placed on call outside of their normal duty hours on a Saturday, Sunday or on holidays when such employees are normally not expected to work shall be eligible for on-call duty pay and shall be paid one-quarter ($\frac{1}{4}$) of their hourly rate of pay plus longevity, if applicable, for every hour that they are scheduled for an on-call assignment.

Hours compensated as on-call shall not be counted in determining total hours worked in a given workweek for overtime administration.

In the event such employees are called back to work during their on-call assignment, such hours shall be deducted from the assigned on-call hours and the employee shall be compensated in accordance with Article 6.7 - Emergency Call-In.

Employees shall be selected for on-call duty based on seniority or on a scheduled rotational basis and shall be notified as soon as possible but not less than three (3) duty days prior to the start of their on-call duty.

Employees shall be given the start and end date/time of their on-call duty. An employee who fails to respond while on call shall forfeit on-call pay and shall be subject to progressive discipline. Any employee who is unable to continue to be on-call due to illness or another emergency must notify their supervisor as soon as possible.

7. Emergency Call-In

When an employee is called in to perform unanticipated extra work, and the work is not an extension of the employee's normal workday, the employee shall be compensated for the hours worked. Such compensation shall be for a minimum of four (4) hours in the event the employee works less than this amount of time. However, actual time worked will be considered for the computation of overtime.

8. Lunch Schedule and Breaks

All employees shall be granted an unpaid, duty-free lunch period during each normal workday. Whenever possible, the lunch period shall be scheduled close to the middle of the shift.

The employee has the prerogative to leave the work location during their unpaid lunch period. The employee must clock out when leaving the work area and clock in upon their return. In facilities where there is more than one (1) employee, the lunch schedule must be approved by the immediate supervisor or appropriate administrator.

Breaks, in addition to the lunch period, shall be provided. Breaks shall be scheduled with the employee's immediate supervisor.

ARTICLE VII

Absences & Leaves

The following leave regulations apply to all unit members. Terms used in this section are to be defined as follows:

Appropriate Administrator: The professional employee to whom the individual reports.

Calendar Days: All of the days of the year.

Duty Days: The days an employee is scheduled to work.

Calendar Day Worked: The day on which the shift begins.

Close Relative: Grandmother-in-law, grandfather-in-law, brother-in-law, sister-in-law, uncle by blood or marriage, aunt by blood or marriage, niece by blood or marriage, nephew by blood or marriage, equivalent step-family member, or first cousin. **By blood or marriage** refers to the employee's relative by blood or marriage. For example, an aunt by blood is the sister of the employee's parent; an aunt by marriage is the spouse of the employee's uncle by blood. Brother-in-law and sister-in-law are classified as immediate family for purposes of bereavement leave.

Immediate Family: Father, mother, brother, sister, husband, wife, son, daughter, grandmother and grandfather by blood (not marriage), grandson, granddaughter, mother-in-law, father-in-law, daughter-in-law, son-in-law, equivalent step-family members, legal dependent, a person residing as a member of the household where the employee is making their home, or any other person so interpreted by the Board of Education.

Non-duty Days: The days an employee is not scheduled to work.

1. Academic Activities

One (1) day shall be allowed for an employee to attend their own college commencement. The absence will be charged to urgent personal business leave.

One (1) day shall be allowed for an employee to appear for examinations for advanced degrees or professional licenses. The absence will be charged to urgent personal business leave.

Utilization of this type leave requires a one-week prior notification to the appropriate administrator in writing.

2. Adoption Leave

A full-time employee shall have six (6) weeks for adoption beginning the day the child is received. The absence shall be charged to sick leave. If both parents are employed by the school system, they may divide the use of the paid adoption leave between themselves or either one may use the full six (6) weeks.

3. Bereavement Leave

Up to four (4) consecutive duty days with pay, beginning with the day of death, or the first day after death, are allowed if the death is in the immediate family. Special consideration for one (1) additional day of bereavement leave with pay shall be given in those instances of delay of funeral or of the need to travel excessive distances. If further days are needed, urgent personal business leave may be used. An

acceptable form of verification for bereavement leave will be any of the following: obituaries, church programs, funeral home materials/documents, or state-issued death certificates.

One (1) workday with pay shall be allowed to attend a funeral of a close relative. One (1) additional day with pay will be allowed in those instances of delay of the funeral, the need to travel excessive distances, or when required by the tenets of a religious denomination.

One or more of the allowed bereavement leave days may be used at a time that is not immediately proximate to the date of death for a burial or a memorial service that occurs at a later date. In such unusual circumstances and with appropriate verification, flexibility in the use of the days shall be approved by the manager, Department of Staff Relations and Employee Performance Management.

The employee is required to submit to the appropriate administrator a letter or the Notification of Absence form stating the relationship, the date of death, the date of the funeral and the dates of absence.

4. Conference Leave

The union president shall provide the Board with a proposed calendar of union leadership conferences and union conventions to which it plans to send representation. The calendar, along with the number of proposed employees participating in each event, shall be sent no later than July 30 each year to the Department of Staff Relations and Employee Performance Management.

Prior to each conference, convention, or other applicable activity, the union president or their designee shall submit a written request for the use of conference leave with pay to the Department of Staff Relations and Employee Performance Management.

Conference leave shall be granted to up to six (6) employees provided that the total leave shall not exceed seventy-two (72) days during the fiscal year. Any one employee shall be limited to a maximum of ten (10) days of conference leave per fiscal year. Unused conference leave, up to a maximum of 10 days, shall be carried over from year to year. The total conference leave days that are to be carried over, if any, shall be calculated on June 30 and reported to the union secretary by July 15.

5. President's Leave of Absence

The president of the union shall, at the request of the union, be granted a leave of absence without pay during their term of office. During their term in office, their place on the salary scale will advance at the rate of an employee on active status. Such leave shall be arranged so that payment of the president's salary and deductions for retirement and fringe benefits will be made by the office of payroll and reimbursed by the union.

The Board agrees to return the president to a position comparable to that held by him/her prior to the leave of absence being granted, providing the president notifies the board of their desire to return to that position at the time the leave is granted. This section applies only if the president returns upon the expiration of the leave of absence and shall be extended in the event they are re-elected.

6. Workers' Compensation Leave

Whenever an employee is absent from work as a result of personal injury resulting from an accident or an assault occurring in the course of their employment, as used and defined in the Workers' Compensation Laws of Maryland, and such lost time is approved by a Board Physician, the employee will be paid as close to their normal net salary as possible for the period of such absence up to twelve months. No part of such absence will be charged to their annual or accumulated sick leave. If the disability persists after the twelve (12) month period, the employee shall be placed on Leave of Absence and disability-

payments will commence consistent with the amount covered by Workers' Compensation Law. An employee, on termination of service with the Board of Education, who is indebted for advanced personal injury leave pay, must reimburse the Board for the amount of indebtedness. The Board will continue to pay its share of the cost of health insurance for an employee receiving Workers' Compensation benefits, including up to twelve (12) months following the expiration of personal injury leave.

An employee on Workers' Compensation may accrue up to one year of service credit in determining their salary including longevity or vacation eligibility. These advance credits will become effective upon an employee's return to work. Vacation time will be accrued at the normal rate for one year during disability leave. If such disability leave extends beyond one year, vacation time will not be accrued during the extended time.

In the event an employee is declared to have a permanent total disability verified by the Board's physician, they shall receive a contribution toward the premium for health insurance and life insurance, commensurate to an employee retiring with 30 years' service.

7. Legal Commitments and Transactions

An employee may be absent without loss of pay to serve on a jury. In the event that compensation beyond expenses is received for this duty, the employee will receive the employee's regular salary less said compensation.

An employee who is issued a summons for a legally established court may be absent without loss of pay unless they are a defendant in court proceedings. If such employee defendant is deemed to be not guilty by the court, they shall be paid retroactively for time lost because of the summons provided verification of the verdict is provided within thirty (30) days of the absence. An employee pleading *nolo contendere* shall not be paid.

8. Maternity Leave

a. Absence for Maternity

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

An employee who selects this option and whose earned sick leave expires prior to the birth of the child or the time she is able to return to work may request an unpaid leave of absence for a period not to exceed six (6) months from the effective date of the leave (last duty day worked). Should it become necessary to extend the leave beyond six (6) months, the employee's position will no longer be held and reinstatement in an appropriate position will be made as soon as a vacancy occurs.

b. Child Rearing Leave

If an employee does not desire to return to her position as soon as she is physically able to do so, following the birth of a child, or a father wishes to remain home to rear a newborn child, they may apply for a child rearing leave under the following conditions:

1. Request for child rearing leave of absence shall be made by completing and forwarding the form, "Application for Child Rearing Leave of Absence" to the appropriate administrator as soon as possible but prior to the last day of work before the birth of the child. In the event of a premature delivery (before the completion of the thirty-seventh (37th) week), where the employee has not yet filed for leave, the *Application for Leaves and Absence Conversions* form must be received in the Department of Human Resources no later than thirty (30) days from the date of the birth of the child(ren).

2. A child rearing leave of absence may be granted for a period of up to twenty-four (24) months following the birth of a child. Earned sick leave may be utilized by the mother on child rearing leave both prior to and after the birth of the child under the following conditions:

- a. A statement by a doctor must be attached to the application stating the date the employee must stop work for medical reasons.
- b. In the event that more than six (6) weeks earned sick leave is required after the birth of the child, the doctor must furnish an additional statement indicating a condition of continued disability.

3. A child rearing leave of absence may be granted for a period of up to twenty-four (24) months for the adoption of a child. Such leave becomes effective following the last day of employment. Earned sick leave may not be utilized during leave of absence for adoption.

4. An employee on child rearing leave will be reinstated in an appropriate position as soon as a vacancy occurs after their request for reinstatement. To facilitate the employee's return consistent with their desired schedule, they should give as much advance notice of their anticipated return as possible.

5. Before she returns to duty, the employee may be required to present a doctor's certificate stating that she is able to resume her regular work.

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

7. If in any event the employee is unable to return to a position with the Board within the 24-month period specified above, resignation from the Board of Education will be accepted as automatic and the employee will be notified.

9. Military Leave

a. All employees shall be provided leave to serve in the uniformed services, covering all categories of military training and service, including duty performed on a voluntary or involuntary basis and in time of peace or war in accordance with the Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA).

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

If an employee is a member of the organized militia or a reserve unit and is ordered to active duty under the authority of the governor or official Department of Defense orders, they shall be entitled to a leave of absence without loss of pay while actually serving under such active duty orders. "Without loss of pay" shall mean the employee's regular pay for the period of service plus any compensation for such military duty.

In order to implement this policy, the employee must present the Board with a copy of their military orders. In the absence of supporting documents, lost time due to military training or emergency duty shall be uncompensated.

During this leave period, but not to exceed fifteen (15) working days per annum, the Board of Education shall continue the employee's regular pay. This provision excludes weekly training or drill sessions.

c. Extended active duty military leave may be granted to any employee entering one of the military services of the United States. Upon completion of the employee's military obligation the employee shall, within a reasonable length of time, be reinstated to their previous position, one of similar scope and complexity, or to an advanced position for which the Director of Human Resources Staffing believes the employee is qualified by virtue of the employee's service, experience, and training.

Where the employee is returned to their former job classification, the employee shall be entitled to all annual increments (allowable in the employee's salary grade) for which the employee would have become eligible had employment been continuous including seniority and higher leave accrual rates if appropriate.

The above applies providing:

1. The returning veteran has been separated under honorable or general conditions. Veterans separated under other than honorable (undesirable, bad conduct, or dishonorable) conditions shall forfeit their rights under this policy.

2. The veteran applies for reinstatement within ninety (90) days of separation.

3. The service period has not been voluntarily extended beyond five (5) years' total active duty since August 1, 1961.

4. The veteran is still qualified to perform the duties of their former position or one of similar scope and complexity.

5. It is possible and reasonable to reinstate the veteran. Should the type of work formerly performed by the veteran no longer be required by the employer, or should all suitable positions be filled, the veteran shall be considered for future suitable openings.

6. Employees who are ordered to extended active duty shall be compensated for lost time up to fifteen (15) working days.

d. Employees returning to the system from military leave shall be granted up to a maximum of five (5) years of salary credit.

e. Salary credit for military service for employees new to the system may be granted up to a maximum of two (2) years.

f. A reasonable effort shall be made to reinstate to a comparable position a former employee who resigned to accompany a spouse who was on military duty, provided that the former employee was in permanent status in the system at the time of the resignation. Service of the spouse shall not have been voluntarily extended beyond five (5) years total active duty, and the employee must have applied for reinstatement within ninety (90) days of the separation of the spouse from service.

10. Urgent Personal Business Leave

Each ten-month employee shall be entitled to up to five (5) days per year for urgent personal business leave.

Each twelve-month employee shall be entitled to up to seven (7) days per year for urgent personal business leave.

Employees may utilize personal business leave on days designated for professional development.

Personal business leave must be used only to conduct personal business of any nature that cannot be scheduled on a non-duty day. A written statement of intent to be absent shall be submitted to the appropriate supervisor at least twenty-four (24) hours prior to the expected absence. The appropriate supervisor may make an exception to the twenty-four (24) hour requirement in case of an emergency. In these instances, telephone notification to the supervisor is required.

Personal business leave may not be used on consecutive duty days except with the approval of the appropriate supervisor. The use of a personal business leave day immediately preceding or following a holiday requires the supervisor's authorization.

Absence for personal business leave shall not be charged to sick leave; unused personal business leave shall be accumulated as rolled sick leave. If sufficient time is available in this category of leave, rolled sick leave shall be available during the year for use by the employee for making annual sick leave bank assessment contributions. Personal business leave shall not be used for group activities.

11. Sick Leave

Employees who need to utilize sick leave must contact the office of the appropriate supervisor or designee as soon as possible but at least one (1) hour prior to the beginning of the employee's shift on each day of absence, stating the necessity for the absence so that time records can be properly maintained and work schedules realigned. This one-(1) hour requirement shall be waived in the event of an emergency.

If, having conferred with the appropriate administrator and employee, the Office of Employee Absence and Risk Management believes the intermittent absence(s) to be questionable, the Office of Employee Absence and Risk Management will direct the appropriate administrator to request that the employee submit written certification from a physician confirming the necessity for any future personal or family sick leave absence(s). This requirement can be valid for up to three (3) months.

Where a relatively long period of absence is anticipated, the employee need only contact their supervisor or designee on the first day of the absence but must state, if known, at that time the estimated date of return. If the absence is for ten (10) or more consecutive days the employee will be reported to the Office of Employee Absence and Risk Management.

Employees may be absent without loss of pay, within the limits stated below. Absences shall be charged to sick leave.

During the first fiscal year, a full-time ten (10) month employee who is in pay status for the full fiscal year (July 1 through June 30) shall be advanced ten (10) days of sick leave. A full-time twelve (12) month employee who is in pay status for the full fiscal year shall be advanced twelve (12) days of sick leave.

After the first fiscal year, a ten (10) month employee who is in pay status for the full fiscal year (July 1 through June 30) shall be advanced fifteen (15) days of sick leave. A full-time twelve (12) month employee who is in pay status for the full fiscal year shall be advanced eighteen (18) days of sick leave.

Sick leave shall be prorated for employees who have been in duty status for less than twelve (12) months.

A new employee or a rehire must be on duty at least five (5) qualifying months during a fiscal year to be eligible for the higher advanced rate of sick leave the following year.

A regular part-time or ten (10) month employee shall accrue sick leave in proportion to the time worked.

All unused sick leave is cumulative.

An employee using vacation days or current and/or accumulated sick leave days, except in the case of maternity, accrues additional sick leave days as described herein.

An employee on leave of absence requiring Board action does not accrue sick leave time.

Salary consideration beyond cumulative sick leave will be given only in those cases of serious and continuous illness which makes it impossible for the employee to be on the job.

Each case will be considered individually by the Board of Education after the appropriate Associate Superintendent has made an inquiry to determine the employee's financial need, their caliber of work, and the recency of any past special salary consideration.

When an employee is granted an extended formal sick leave of absence, the accumulated sick leave days may either be utilized prior to the granting of this leave or may be retained for future use after the employee has returned to duty.

An employee who becomes seriously ill while on vacation may have their vacation extended or take vacation at a later date. A serious illness is one that is incapacitating.

This illness must be confirmed by the attending physician.

An employee who, while on vacation, has a death in the immediate family or of a close relative, may have their vacation extended or take vacation at a later date.

An employee who leaves the employ of the Board of Education will be granted sick leave days accumulated during prior service if they return to duty within one (1) year. Ten-month employees who resign as of June 30 of any calendar year are eligible for such credit, provided they are re-employed the first duty day in September of the following calendar year.

When an employee is granted a leave of absence requiring Board action, their accumulated sick leave days are held in abeyance until the employee returns to duty. Upon return to duty, the employee will be granted sick leave days according to the policies in effect, but they will not lose their earned length of service for accumulation purposes. In matters concerning leave of absence because of illness, the Superintendent may require a written certificate from a physician as proof of illness and need for leave.

12. Family Illness Leave

Employees may use a portion of their personal sick leave for illness in the immediate family. At the start of their leave accounting year, employees will be advanced a maximum of 4 days from their personal sick leave to be used for illness in the family and they may accumulate up to a maximum of eight (8) days of such leave. Family Illness days are a part of an employee's personal sick leave. The Office of Benefits, Leaves and Retirement may approve up to a maximum of forty (40) additional days of Family Illness leave per fiscal year if the employee has sufficient personal sick leave and can provide medical documentation of the family member's illness and the necessity for assisting the ill family member.

13. Unified Sick Leave Bank

USLB OVERSIGHT COMMITTEE. An USLB Oversight Committee, composed of a representative from each of the participating bargaining units and staff from the Office of Employee Absence and Risk Management and the Manager of the Department of Staff Relations and Employee Performance Management will meet annually to determine the initial and subsequent employee annual sick leave assessment or contribution rates and to review the USLB's rules and procedures and to make revisions to these rules and procedures as necessary. The Oversight Committee, in accordance with established USLB rules and procedures, and the Superintendent must approve any changes to the rules and procedures before they are disseminated to employees.

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

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

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

10-MONTH EMPLOYEES. 10-month employees who have completed one year of continuous service and who have accumulated 20 days of sick leave will be automatically enrolled in the USLB.

12-MONTH EMPLOYEES. 12-month employees who have completed one year of continuous service and who have accumulated 24 days of sick leave will be automatically enrolled in the USLB.

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

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

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

UNION USLB GOVERNING COMMITTEE. The Union will appoint a USLB governing committee from its membership. The committee shall meet as needed to: review and verify employee requests to draw from the bank; recommend the approval or denial of such requests to the employee, to the Office of Employee Absence and Risk Management and to other Board of Education (Board) offices, as necessary; and to review the decision of the Manager of the Office of Employee Absence and Risk Management regarding approval or denial of the request to draw from the USLB.

APPEALS. Appeals of decisions of the Office of Employee Absence and Risk Management may be made in writing within ten (10) duty days to the Chief Human Resources Officer (CHRO), Division of Human Resources. Pending the outcome of the appeal to the CHRO, the employee will continue to be covered by the sick leave bank.

14. Unusual or Imperative Leave

Employees may be granted leave up to one (1) year without pay for unusual or imperative reasons where no other leave program is applicable.

This leave may be granted by the Board of Education and approval must be secured before the absence occurs.

During this leave, the employee may continue participation in the Board of Education Employee Insurance Plan by assuming full premium costs. The employee may neither withdraw nor make contributions to the Retirement Systems.

ARTICLE VIII Insurance Benefits

1. Health Care Options -- Flexible Benefits Plan

The specific coverage in each of the health care options shall be mutually determined by the Board and the employee organization(s) representing covered employees, and shall be provided in writing each year to the employees.

The Board shall provide a prescription drug benefit for Cigna OAP and Cigna OAPIN plan members, as well as a mail order Prescription Drug Program for the purchase of maintenance type prescription drugs, including insulin and related supplies. Generic substitutions will be mandatory.

Option 1 - Employees may choose to enroll in the Cigna Open Access Plus (OAP) plan that allows for in network and out of network coverage. The employee price tag will be 19% of the annual premium through December 31, 2016, according to the schedule in Appendix B, (20% for those hired on or after January 1,

2013); 20% as of January 1, 2017; 20% as of January 1, 2018; 22% as of January 1, 2019; 24% as of January 1, 2020; and 25% as of January 1, 2021. Beginning January 1, 2013 through December 31, 2023, the prescription co-pay structure shall be as follows: Cigna OAP: Retail – up to a 30 day supply - \$10 for generic; \$20 for formulary; \$35 for non-formulary; Retail – up to a 90-day supply - \$30 for generic; \$60 for formulary; \$105 for non-formulary; Mail Order: - 90 day supply of maintenance prescriptions - \$20 for generic; \$40 for formulary; \$70 for non-formulary. Also, the hospital emergency room co-pay will be \$100 per visit and is waived if admitted.

Option 2 - Employees may choose to enroll in the Cigna Open Access Plus In Network (OAPIN) plan that allows for in network coverage only. The employee price tag will be 14% of the annual premium through December 31, 2016, according to the schedule in Appendix B, (15% for those hired on or after January 1, 2013; 15% as of January 1, 2017; and 15% as of January 1, 2018 through December 31, 2023. Beginning January 1, 2013 through December 31, 2023, the prescription co-pay structure shall be as follows: Cigna OAPIN: Retail – up to a 30 day supply - \$10 for generic; \$20 for formulary; \$35 for non-formulary; Retail – up to a 90-day supply - \$30 for generic; \$60 for formulary; \$105 for non-formulary; Mail Order: - 90 day supply of maintenance prescriptions - \$20 for generic; \$40 for formulary; \$70 for non-formulary. Also, the hospital emergency co-pay will be \$35 per visit and is waived if admitted.

Option 3 - Employees may choose to enroll in a qualified prepaid health maintenance organization (HMO) plan offered by Kaiser Permanente that provides comprehensive medical care through a network of participating hospitals, physicians and other health care providers. The employee price tag will be 14% through December 31, 2016, according to the schedule in Appendix B, (15% for those hired on or after January 1, 2013); 15% as of January 1, 2017; and 15% as of January 1, 2018 through December 31, 2023. A prescription drug benefit is included with the HMO offered. The prescription co-pay structure shall be as follows: Retail – up to a 30-day supply - \$12 for generic; \$20 for formulary; \$45 for non-formulary; Retail – up to a 90-day supply - \$5 for generic; \$60 for formulary; \$90 for non-formulary; mail order: - 90-day supply of maintenance prescriptions - \$24 for generic; \$60 for formulary; \$90 for non-formulary. Also, the hospital emergency room co-pay will be \$100 per visit and is waived if admitted.

The employee price tag for those hired on or after January 1, 2019 will be as follows: Cigna OAP – 25%; Cigna OAPIN – 15%; Kaiser HMO – 15% according to the schedule in B.

Options 4A and 4B - These options provide for two (2) Medicare Supplement Plans: 4A – Cigna Medicare Surround, Cigna True Choice Medicare, and United American; 4B – Kaiser Permanente Medicare Plus. These plan options will only be available to retirees who have attained the age of 65. The Board contribution toward the premium for health insurance for Medicare-eligible retirees will be according to Chart B in Article 8, Section 8. For retirees covered by the Cigna Medicare Surround plan, Cigna True Choice Medicare, and United American, the mail order prescription drug co-pay for generics will be \$20 beginning January 1, 2013. Kaiser co-pays for retail and mail order purchases will remain as specified in the Retiree Benefits Guide.

2. Adult Hearing Aids

Coverage for adult hearing aids will be included in the health plan offerings provided by the Board.

3. Insurance--Family of Deceased Employee

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

4. Health Insurance--Retired Members

The Board shall contribute toward the premium for available health insurance plans or an optional HMO for employees with ten (10) years or more service with the Board, including military service time recognized by the Board, who retire under the Maryland State Teachers' Retirement or Pension System, or the Baltimore County Employee Retirement System (ERS). Specific price tags for available plans will be according to schedules contained in the Retiree Benefits Guide. Contributions by the Board shall be made to employees hired prior to January 1, 2011 in accordance with Charts A and B as found below.

For pre-65 retirees, Chart A below specifies Board contributions for health plan options 1, 2, and 3 for each calendar year (CY) through December 31, 2023, based on the health plan option selected and the effective date of retirement. The Board contribution in place at the time of retirement will continue at that same level until the retiree reaches the age of 65. Once reaching age 65, Chart B below specifies Board contributions for plan options 4A and 4B.

CHART A

CIGNA OAP (Option 1)

CY23

20.0%
22.5%
25.0%
27.5%
30.0%
32.5%
35.0%
37.5%
40.0%
42.5%
45.0%
47.5%
50.0%
52.5%
55.0%
58.3%
61.6%
64.9%
68.2%
71.5%
75.0%

BCPS Years of Service

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

CIGNA OAPIN (Option 2) and Kaiser HMO (Option 3)

CY23

25.0%
27.5%
30.0%
32.5%
35.0%
37.5%
40.0%
42.5%
45.0%
47.5%
50.4%
53.3%
56.2%
59.1%
62.0%
65.3%
68.6%
71.9%
75.2%
80.0%
85.0%

CHART B

Only for Retirees age 65 or older

Years of Service

10-19 years of service
20-29 years of service
30 or more years of service

Option 4A

CIGNA Med. Surround, Cigna
True Choice Med., and United
American

36%
66%
84%

Option 4B

Kaiser Med. Plus

68%
100%
100%

The Board shall continue to provide the payments set above for one (1) year for the spouse of a retired employee who dies if the surviving spouse was covered under the retired employee's policy at the time of the retired employee's death.

5. Dental Insurance

The Board shall offer three dental plans: a) Traditional Dental Plan, b) Preferred Provider Dental Plan, and c) Dental HMO. The Board shall contribute 65% of the premium for the lowest cost dental option. The employee will contribute 35% of the lowest cost option plan plus the additional premium for a higher cost option if one is chosen. These rate splits will remain in effect through December 31, 2023. The employee price tag will be according to the schedule in Appendix B.

The specific coverage in each of the Dental Insurance plans shall be mutually determined by the Board and the employee organization(s) representing covered employees, and shall be provided in writing each year to the employees. All self-funded dental plan options available to active employees will be available to retirees for a price tag equal to the existing COBRA rates.

6. Vision Insurance

The Board shall provide an optical plan jointly selected by the Board and employee organizations. Participation in the optical plan will be available to retirees and dependents at full cost to the retiree.

7. Insurance Plan Carriers

No change will be made in the carrier of any insurance plan identified in this Article unless the Association approves such change.

ARTICLE IX

Educational Assistance Benefit

1. Financial Assistance

The Educational Assistance Program is designed to provide financial assistance for college credit course work, BCPS sponsored cohort associated non-credit course work, technical training classes, and prorated Continued Education Units (CEUs) to permanent, non-exempt personnel who wish to attend pre-approved outside training courses or college credit or BCPS sponsored cohort associated non-credit courses to improve performance in their present position, enhance their skills, or to prepare themselves for promotion within the educational system.

An employee must file a *Tuition Reimbursement Request Form* to secure prior approval for reimbursement. The forms may be obtained from the principal or other appropriate administrator and should be forwarded to the Office of Certification prior to taking the course. Employees shall be eligible for up to three hundred dollars (\$300) per credit hour for tuition and fees upon successfully completing the course requirements as determined by a grade report of C or better, transcript, or certificate of completion. Only nine (9) semester hours will be honored per fiscal year.

2. Professional Development

In an effort to promote professional growth and a strong workforce, when feasible, BCPS shall provide systemwide professional development for unit members that is planned in collaboration with the union.

An employee, who desires to attend professional development opportunities, including but not limited to department meetings, or trainings, may do so if their administrator/supervisor approves their attendance. The employee shall be entitled to Other Board Business leave time to attend.

Representatives of the Board shall meet annually with representatives of the Union to discuss suggestions for staff development activities.

ARTICLE X

Transportation Reimbursement

The authorized use of an employee's personal car for transportation to accomplish their assigned duties shall be reimbursed at the rate established by the Internal Revenue Service. The use of a personal automobile may be authorized for:

1. Attendance at a meeting called by an appropriate administrator.
2. Travel at the direction of the appropriate administrator.

Reimbursement will be made monthly, bi-monthly, or quarterly subject to completion of the appropriate form. No reimbursement of less than fifteen dollars (\$15.00) will be paid to an employee for any period of time, except for the final reimbursement of the fiscal year, which may be submitted for less than fifteen dollars (\$15.00). Final reimbursement reports must be submitted by June 30 for ten (10) month employees, or within seven (7) duty days of the close of a fiscal year for all other employees in order to receive reimbursement.

When computing mileage, the employee's normal round-trip commuting distance to their regularly assigned location shall be subtracted from the total mileage incurred. Those employees without a regularly assigned work location (painters, stationary crews, roofing inspectors) will be assigned to a specific location at the beginning of each fiscal year for the purpose of computing their travel reimbursement. Transportation reimbursement shall be provided for an employee traveling to a medical facility from their work location and back to the work location, due to an injury on the job. Transportation reimbursement shall be provided for an employee traveling to and from a medical facility from their legal residence when required and confirmed in writing by the medical facility personnel.

ARTICLE XI

Holidays

1. Recognized Holidays

The following days shall be recognized as holidays by the Board of Education:

Independence Day, Labor Day, Thanksgiving Day, day following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Dr. Martin Luther King, Jr.'s Birthday, Presidents' Day, Good Friday, Easter, Memorial Day, Election Days (Baltimore County), and Juneteenth.

The school calendar shall be established by the Board of Education in accordance with Article 7-103 of the Annotated Code of Maryland and other applicable law.

Holidays which fall on Saturday or Sunday will be observed on either the Thursday or Friday immediately preceding the holiday or the Monday or Tuesday immediately following the holiday. Holiday leave will not be deducted from any other leave earned by an employee.

An active employee is defined as an employee who is currently working, on paid leave, or on sick leave bank.

If an employee is absent in unpaid status on their duty day prior to (a) holiday(s) or their duty day following (a) holiday(s), no salary payment will be made for such (a) holiday(s). A new employee or an employee returning from leave shall not be eligible for holiday pay unless the employee has been in paid status on the duty day immediately prior to the holiday. An employee who resigns or is terminated prior to a holiday shall not be paid for that holiday.

2. Observed Holidays

Should a holiday fall on an employee's normal day off, it shall, at the discretion of the appropriate supervisor, be observed on the first normal working day preceding or following the date of the recognized holiday. Should the employee be required to work on their observed holiday, the employee shall receive holiday pay plus one (1) and one-half ($\frac{1}{2}$) times the employee's hourly rate for all hours worked on the holiday.

Should an emergency exist and an employee is assigned duties on an observed holiday but fails to report for an observed holiday and fails to report for an unacceptable reason, the employee shall forfeit their holiday pay and an appropriate deduction shall be made.

3. Floating Holidays

For each 12-month employee who has completed their probationary period on or before March 1, two (2) floating holidays are available. Whenever possible, floating holidays need to be requested and approved three (3) weeks in advance but, not later than two (2) weeks. Two additional floating holidays are available for use during the Spring Holiday or as otherwise designated by the appropriate administrator.

Prior to the start of the leave accounting year, up to two (2) unused floating holidays will be converted to personal illness leave at the employee's request, and added to the employee's leave balance.

ARTICLE XII

Vacations

1. Regular, full-time employees with less than five (5) years of service shall accrue paid vacation credit at a rate of .416 normal workday for each pay period qualifying employment to a maximum credit of ten (10) normal workdays per year.

2. Regular, full-time employees with five (5) years of service, but less than ten (10) years of service shall accrue paid vacation credit at a rate of .625 normal workday for each pay period of qualifying employment to a maximum credit of fifteen (15) normal workdays per year. Accrual at the new rate begins on the fifth anniversary of employment. Vacation accruals will be made on twenty-four (24) specified bi-weekly pay periods for 12-month employees and twenty (20) specified bi-weekly pay periods for 10-month employees.

3. Regular, full-time employees with ten (10) or more years of service shall accrue paid vacation credit at a rate of .833 normal workday for each pay period of qualifying employment to a maximum credit of twenty (20) workdays per year. Accrual at the new rate begins on the eleventh (11th) anniversary of employment.

4. A qualifying pay period of employment shall be any pay period in which the employee was in qualifying pay status for a minimum of 60% of the period. Qualifying pay status shall include: hours worked, vacation, paid holidays, and paid leave.

5. In determining vacation schedules, effort shall be made to comply with the employee's request; however, when there is an irreconcilable conflict between employee work schedules and an individual

employee's request, work schedules take precedence. Vacations must be requested in advance and approved by the appropriate administrator.

- a. Whenever possible, the employee will be notified in writing or electronically of the disposition of a vacation request within fifteen (15) work days of the date received by the appropriate administrator.
- b. When considering two (2) or more vacation requests for the same period of time, the employee with the most seniority shall be given preference, where appropriate.
- c. Approved vacation requests shall not be subject to revocation except in cases of designated system emergencies and/or disasters. In the event that an employee is required to work because of disaster or emergency, the unused vacation time shall be restored and may be used at a later date.

6. Pay for all vacations shall be based on the rate of pay of the employee at the time of vacation. This includes shift differential.

7. Vacation payments shall be calculated at the current regular rate and on the basis of a normal workday.

8. Accumulated days will be capped at forty-five (45) vacation days. Accrued vacation days in excess of the forty-five (45) days shall convert to rolled leave.

9. A vacation in excess of twenty (20) days in one fiscal year requires the approval of the employee's division head or their designee. Normally, an extended vacation shall be limited to thirty (30) days. Under an unusual circumstance, the Superintendent of Schools may grant permission for a vacation in excess of thirty (30) days, to a maximum of forty-five (45) days.

10. Earned vacation credits shall not be used to extend employment beyond the last day worked.

11. At the time of separation, employees shall be paid for all accumulated vacation.

ARTICLE XIII

Discipline and Discharge

1. Just Cause

No regular employee shall be disciplined, reprimanded, reduced in rank or compensation for disciplinary reasons, suspended, discharged, or deprived of any employment advantage without just cause. Excessive absenteeism, excessive tardiness, or abuse of sick leave may constitute just cause for discipline.

2. Discipline

Employees who may be subject to disciplinary measures shall be afforded due process. When possible, progressive discipline consisting of oral reprimand, written reprimand, demotion, suspension, and discharge should be used. Opportunity for representation will be afforded when a conference is scheduled that will result in a conference summary. When the offense, however, is deemed to be of a serious enough nature, preceding steps may be waived. If the offense is found to be gross misconduct, progressive discipline steps may be waived and the employee may be discharged.

If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

The Union shall have the right to challenge disciplinary actions either through the grievance process or the administrative appeal process (Education Article Section 4-205) which culminates in a hearing before a Board of Education appointed hearing examiner. If an administrative appeal is requested while a grievance on the same subject is being processed in accordance with the formal grievance procedure, such appeal will be held in abeyance until the grievance has reached Step 5/arbitration of the Master Agreement's procedures.

The employer shall not terminate any regular employee without just cause. Any employee found to be unjustly suspended or terminated shall be reinstated with full compensation for all lost time and with full restoration of all other rights and conditions of employment.

Every effort will be made by the Board to notify an employee of a possible disciplinary action within ten (10) working days of the alleged infraction or the date on which the Board could have reasonably been expected to have had knowledge of the alleged infraction or upon completion of an investigation. All hearings before the Board of Education's hearing officer shall be scheduled within 30 days of the Board's receipt of the request for a hearing.

3. Discharge for Gross Misconduct

Gross misconduct on the part of the employee shall result in the employee being placed on administrative leave with pay by the appropriate administrator or supervisory personnel. Such action shall be valid until an appropriate investigation of the facts pertaining to the alleged gross misconduct can be conducted and, based upon the findings, reinstate, reinstate with discipline or discharge the alleged offender. Investigations will be conducted as expeditiously as possible. When practical, the conditions contributing to placing the employee on administrative leave should be brought to the attention of the appropriate division head before notifying the employee. A recommendation to discharge an employee for gross misconduct following an investigation of the charges can only be made by a division head and/or the Chief Human Resources Officer.

Examples of gross misconduct are:

- a. Being under the influence of intoxicants or narcotics during working hours
- b. Stealing, willfully destroying, or defacing Board of Education property
- c. Being convicted of a criminal offense involving moral turpitude
- d. Fighting, creating a disturbance
- e. Falsifying records

Should the investigation result in discharge, the discharge date shall be consistent with the last day worked. The Union shall have the right to take up the discharge as a grievance at Step 4 of the grievance procedures within ten (10) working days from the date of discharge, and the matter shall be handled in accordance with this procedure through arbitration if deemed necessary by either party.

4. Representation

If an employee has been called to a meeting for the purpose of discipline or discharge, the employee shall be informed of the employee's right to have a representative present. If Union representation is requested, the employer shall work with the Union to schedule a mutually convenient meeting time within the workweek between the hours of six (6) a.m. to six (6) p.m.

ARTICLE XIV Evaluation

1. Formal evaluation including a conference must be made at least once every two years. In any year in which an employee is not evaluated, it shall be assumed the employee's performance is "satisfactory."

2. The evaluation shall be based on the conclusions and assessments reached by the evaluator.
3. The evaluation shall be based on observations of the employee's work performance. An employee performing at a less-than-satisfactory level shall receive suggestions for improvement and have an opportunity to show improvement prior to receipt of an evaluation.
4. An employee shall be given the name and specific complaint of any person who complains about the employee within a reasonable time if the complaint is to be given any consideration in the employee's evaluation.
5. The evaluation shall be shown to the employee within ten (10) days subsequent to the aforementioned conference. The employee shall sign the report within three (3) duty days and receive a copy thereof. The member's signature indicates receipt of the evaluation but not necessarily agreement with the evaluation. Provision shall be made for written comments and reactions by the employee, which shall be attached and become a part of the evaluation report.
6. Except for evaluation forms, material of a negative nature may be removed from all the employee's files after four (4) years upon the employee's request and subject to the approval of the appropriate division head.
7. Any personnel files maintained other than in the central file shall be available for review by the employee at a time mutually convenient to the employee and the appropriate administrator. At the employee's request, a witness of their choice may accompany the employee in such a review. The review shall be made in the presence of the administrator responsible for safekeeping of such files.
8. Matters relating to evaluation may be subject to the grievance procedure only for reasons of arbitrariness or failure to follow procedure.

ARTICLE XV

Job Security and Transfers

1. Seniority

As used in this Agreement, the term "seniority" shall mean an employee's adjusted hiring date. This date shall be established by advancing the employee's original date of employment a span of time equivalent to the employee's non-creditable service which shall have resulted from the leave.

2. Posting of Vacancies

All permanent positions that are not filled through the transfer process shall be posted on the BCPS Web site for no less than ten (10) duty days before the position is filled. Any candidate who desires to be considered for a position shall submit an online application during the posting period. The Office of Human Resources Staffing shall screen to determine those applicants who will be contacted for an interview.

Employees of the Board of Education shall be considered first and take precedence over outside applicants for these positions, provided the employee possesses the qualifications required for the job opening that are equal to those of outside applicants. Where experience and competency are equal, seniority shall prevail in the selection between two (2) or more employees.

Employees applying for a position shall be notified of their selection or rejection, and the reason for the rejection, within twenty (20) duty days after a decision has been made.

If a position that was posted and filled becomes vacant within ninety (90) days, the Board may select a candidate from the original group of applicants without repeating the process.

3. Assignment and Voluntary Transfer

An employee who is voluntarily transferred (i.e., moves to the same job classification in another department or job location) shall be paid at the same base rate held at the time of transfer. Shift differentials applicable to the new assignments will apply. Current employees requesting transfers will be given priority of selection.

Employees desiring to be considered for a voluntary transfer within the existing classification may obtain a form from the Department of Physical Facilities or the Department of Transportation or copy the form in Appendix D, and return the completed form to the designated office.

Any transfer under this provision is subject to the grievance procedure only for reasons of arbitrariness or failure to follow procedures.

4. Assignment and Involuntary Transfer

Involuntary transfers may be made by the superintendent or the superintendent's designee as the needs of the system require. Notification of an involuntary transfer will be given to an employee as soon as possible but not less than twenty (20) calendar days, except in case of emergency, in advance of the intended transfer. The involuntary transfer will be made only after a meeting between the employee and the appropriate supervisor at which time the employee shall be notified of the reason for the transfer. Whenever possible the employee will be transferred to a work location within the same geographic area. In the event the transfer is not in the employee's desired geographic area, the transferred employee shall be given primary consideration for any opening in the desired geographic area for a minimum of two (2) school years.

Involuntary transfers based on reasons other than the ability to perform essential functions will be affected, whenever possible, beginning with the employees having the least service within the classification at the location.

5. Promotion -- Demotion

Promotion

The term promotion, as used in this provision, means the advancement of an employee to a higher pay grade by means of a competitive process.

Promotion from one pay grade to the next consecutive pay grade shall be made in such a manner that the employee promoted shall move the current step on the salary schedule for the new pay grade. If the promotion is two (2) pay grades, the new rate shall be not less than ten per cent (10%) more than the rate received immediately prior to such promotion. If the promotion is three (3) or more pay grades, the new rate shall be not less than fifteen per cent (15%) over the rate received immediately prior to such promotion. In no case shall a promoted employee receive less than the minimum of the new grade.

Matters related to promotions may be subject to the grievance procedure, but only for reasons of alleged arbitrariness or failure to follow procedures.

Demotion

The term demotion, as used in this provision, means the movement of an employee to a lower pay grade.

When an employee is demoted, their pay shall be adjusted in a manner opposite to a promotional adjustment. This adjusted salary is not to exceed the highest step on the applicable grade of the new position.

Matters related to demotions may be subject to the grievance procedure, but only for reasons of alleged arbitrariness or failure to follow procedures.

6. Probation

All new employees shall serve a ninety (90) calendar day probationary period. This period may be extended to one hundred eighty (180) days at the discretion of the appropriate administrator/supervisor. An additional sixty (60) days probationary period may be used at the discretion of the appropriate administrator/supervisor. The probationary period may be frozen if the employee is absent from the worksite for more than two (2) consecutive weeks. The probationary period will resume upon the employee's return to the worksite and once performance can be evaluated. The time frozen will not be counted as part of the initial or extended probationary period.

During this period of probation, an employee may be terminated without right of appeal through the grievance procedure. Prior to the date an employee completes the probationary period, the employee's performance will be evaluated. It is the responsibility of the appropriate administrator/supervisor to complete the evaluation. This evaluation shall indicate whether the employee should be placed on regular status, receive extended probation or be terminated. In the event termination is recommended, a two (2) week (10 duty day) notice shall be given to the employee.

Whenever a regular employee is promoted or transferred to a different job classification, the employee shall again be placed on probationary status for a period of ninety (90) days. Should the employee's performance be unsatisfactory during this period, the employee shall receive notification that the employee will be returned to a position within the employee's original job classification and geographical area as soon as a vacancy occurs.

ARTICLE XVI Reduction in Force

1. Authority

When it becomes necessary to lay off or reduce its work force, the Board will do so in accordance with the procedures herein. Decisions for the necessity of such actions are not subject to the grievance procedure.

2. Procedure

a. Layoff

Should it become necessary to reduce the work force due to lack of suitable work by terminating a satisfactory employee(s), layoffs or transfers will be effected beginning with the employee having the least service within the classification (with the same job description) at the location in which the overage occurs.

This employee will be offered the position of the least senior employee in that supervisory area. The employee may refuse the position and be placed on layoff.

b. Recall

An employee who has been laid off due to a reduction in work force will remain on a recall list for two (2) years. As vacancies develop, the employee on the recall list will be offered comparable paying jobs if qualified in inverse order of layoff. Failure to accept one of the first three jobs offered will result in removal from the recall list.

ARTICLE XVII Safety and Health

1. Should an employee feel that a safety problem exists, they should report it immediately to their immediate supervisor or designee. The supervisor or designee shall reassign the employee until the condition is inspected. An inspection of the condition will be made as soon as possible. The employee involved shall be advised of the results of the inspection. The Board will continue to provide and maintain safety equipment and promote safe working conditions.
2. The Board annually will provide building operations supervisors, assistant building operations supervisors, building service workers and cafeteria staff with approved non-skid shoes.
3. The Board will furnish adequate rain gear to employees where it is deemed necessary.
4. The Board will continue to provide locker and shower facilities for employees where appropriate and feasible.
5. Representatives of the Board shall meet with representatives of the Union twice annually to share information related to health and safety in the workplace.
6. The Union shall be represented on the Board's systemwide Safety committee.
7. The Board shall make flu shots available without cost to the employee, and if necessary, will provide tuberculin tests at no cost to the employee.
8. The Board shall make Hepatitis B vaccine available at no cost to any employee who has been exposed to body fluids of a known carrier or body fluids of a student who has not been tested.

9. Procedure in Case of Threat and/or Physical Attack

Any case of threat and/or physical attack upon an employee while acting within the scope of the employee's duties shall be promptly reported to the supervisor. The scope of the employee's duties, in such cases, shall be defined to include the regular workday, and any extra-curricular activity or duty, whether school-sponsored or PTA-sponsored.

Administrators and supervisory personnel shall proceed in accordance with the *Comprehensive Safety Plan*.

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

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

encouraged to contact their Association.

ARTICLE XVIII

Ten Month Employees

Food and Nutrition Services Workers

Normal Workday: from four (4) to seven and one half (7.5) consecutive hours with an unpaid duty-free lunch period of thirty (30) minutes. The lunch period shall be given in accordance with the employees work schedule.

Professional Development Days: Person-in-Charge I, II, Assistant Managers, and Management Trainees may be assigned to work on professional development days.

1. Leaves and Holidays:

- a. Urgent Personal Business: each food service worker shall be entitled to five (5) urgent personal business days annually. A personal business leave day may not be used immediately preceding or following a holiday except upon special permission by the appropriate administrator. If not used, the personal business days shall be accumulated as rolled sick leave.
 - b. Inclement Weather Days: four (4) inclement weather days are available to be used when schools are closed.
2. Posting of Vacancies: Vacancies for the following positions shall be posted for a minimum of ten (10) duty days and shall be filled by the most qualified candidate: Person in Charge I, Person in Charge II, Lead Production Worker, Manager Trainees.
 3. Promotion: Promotion from one pay grade to the next consecutive pay grade shall be made in such a manner that the employee promoted shall receive no less than a twelve percent (12%) increase and if the employee moves two (2) or more grades, they shall receive no less than an eighteen (18%) increase.
 4. Summer Work: Part time summer work is available for a limited number of employees to work in the Summer Foodservice Program. Employees are paid at the cafeteria grade two (2), step one (1) rate. Attendance, punctuality, and a satisfactory evaluation will be considered when selecting employees for summer work.
 5. Use of Personal Vehicle: Food and Nutrition Services employees who use their personal vehicle in the accomplishment of their assigned duties, including but not limited to conducting bank transactions, attending official meetings, and making deliveries, shall be reimbursed in accordance with the BCPS Controller's Office's reimbursement of local travel and miscellaneous expenses procedures.

Bus Drivers and Attendants

1. Leaves and Holidays

- a. Five (5) days of urgent personal business leave shall be provided. If not used, the personal business days shall be accumulated as rolled leave.

- b. Four (4) inclement weather days are available to be used automatically when schools are closed. Unused inclement weather days shall be accumulated as rolled leave.
- c. No floating holidays are assigned to bus drivers and attendants.
- d. Drivers and attendants are not assigned to work during winter vacation and spring vacation. Drivers and attendants may be assigned to work on professional study days.
- e. Drivers and attendants who work during the summer months on summer school routes or extended school year routes shall be permitted to use a maximum of three days of previously accrued personal illness/family illness leave. In the event that a driver or an attendant works less than the entire summer school/extended school year program, the amount of personal illness/family illness leave will be prorated.
- f. Drivers and attendants who work during the summer months on summer school routes or extended school year routes may also be absent without loss of pay for bereavement, legal commitments and transactions and religious observances in accordance with the terms and conditions of Article VII, Section 6 of this Agreement.

2. Normal Workday

During the school year, the normal workweek for full-time employees will be forty (40) hours Monday through Friday. The workweek for part-time employees will be twenty-five (25) hours Monday through Friday. The normal workweek for full-time employees will be comprised of one of the workday configurations plus stand-by duty assignments. Stand-by duty assignments shall be made on a reverse seniority basis based upon staff availability and the nature of the work. Stand-by duty assignments include but are not limited to, the following examples:

Field trips, maintenance runs, in-service activities, drug testing, committee assignments, stand-by, retraining, fueling, pre/post trip inspections, etc.

Field trip and stand-by assignments will be made at least five (5) workdays in advance. Evening assignments will be made at least ten (10) workdays in advance.

Drivers and attendants given evening assignments will not be given additional noon, field trip, or stand-by assignments between their a.m./p.m. assignment on the day of that evening assignment. Evening assignments are defined as work that begins after the close of the instructional day. Drivers and attendants who are scheduled noon work will not be given evening assignments.

The normal workday will fall under one of the following configurations:

- An a.m., p.m. route
- An a.m., noon, p.m. route
- An a.m., p.m., evening route

Each driver and attendant will be paid their regular rate of pay, 15 minutes each day for pre/post trip inspections. When a majority of an assignment occurs beyond the normal workday, the driver and attendant shall receive a shift differential as stated in Article VI, Section 3.

A request for a change in status from a full-time to part-time must be submitted to the immediate supervisor and will be considered on a seniority basis as positions become available. Requests from part-time to full-time status can be addressed immediately by a supervisor.

Drivers and attendants who choose to accept full-time positions will be asked to perform duties that continue to be part of the normal and customary tasks related to the functions of the respective positions.

All non-public school runs shall be clearly designated to advise drivers and attendants that these runs are subject to a different calendar than the public school calendar. If this calendar exceeds the Baltimore County Public Schools (BCPS) calendar, drivers and attendants will be compensated for their additional work at the conclusion of the school year. If a non-public school year opens before the Baltimore County school year and if the first regular pay period for drivers and attendants is less than ten (10) days, the non-public school drivers and attendants will be paid within two (2) pay periods after the work is completed and reported.

All drivers and attendants assigned to the non-public routes will be eligible for any accrued leave benefits, until the end of the non-public school assignment, if the non-public school calendar exceeds the BCPS school year.

3. Posting of Vacancies

Vacancies shall be posted for a minimum of ten (10) duty days at all bus locations. The vacancy shall be filled by the most senior driver/attendant requesting consideration, provided the driver/attendant possesses the necessary qualifications. The union will be supplied a copy of all job postings.

Posting of driver/attendant seniority lists will occur on each lot monthly throughout the school year. Included on the posted list will be name and hire date, by lot only. If a current BCPS employee transfers to the Office of Transportation into a position of bus driver or attendant, the transfer date will be used for the purpose of work and bus assignments.

Drivers and attendants will be notified periodically via internal memo regarding work opportunities outside their job category, such as route typing, back-up Dispatcher and Routing Assistant positions, and other office related duties. Interest in new work opportunities requires a written letter of interest by employees to their Area Manager. The letter shall include any special skills and past experience.

4. Assignment of Work to 4000/5000 Series

- a. Work assignments are based on seniority by parking locations. A seniority list of all full-time drivers and attendants and a seniority list of all part-time drivers and attendants assigned to the lot shall be maintained and posted at the lot, on the bulletin board. The list shall contain the driver/attendant name and adjusted hire date. Names and adjusted hire dates shall be updated monthly. Seniority for drivers and attendants shall be determined by their adjusted hire date.
- b. The Office of Transportation will complete the preparation of preliminary work assignments forty-eight (48) hours prior to the established dry run date. The Office of Transportation shall notify the Union a minimum of thirty (30) calendar days in advance of the established route review date. Every effort will be made by the Office of Transportation to honor, by seniority, assignments requested on the will/will not cards that are received after the preparation deadline. The dry run date shall be scheduled no less than three (3) business days prior to the first day of school for students.
- c. The final assignment of work is subject to the review by the Director of Transportation.
- d. The President of the Union will give the Director of Transportation a list of designated union representatives who will be given the opportunity to review the final assignments of a.m., p.m., noon, and evening work assignments. The designated union representative(s) will be given the opportunity to review assignments on the established route review date, no less than forty-eight (48) hours in advance of the designated dry run day. The Office of Transportation shall provide the President of the Union with a listing of bus drivers and attendants with the following:

- (1) Employee date of hire
- (2) Bus number assigned
- (3) Route time(s)
- (4) Assigned standby schedule with hours
- (5) Hours owed

The president of the Union or their designee, shall be provided four (4) reports of assignments and bus routes during the academic year in accordance with the following schedule:

- (1) On the established route review date;
- (2) October 15;
- (3) January 15; and
- (4) April 15.

- e. The Area Managers will consider the following in making the final work assignments:
- Employee work requests obtained from the will/will not cards, e.g., driver request mid-day work.
 - The seniority list, by parking location, of full-time and part-time drivers and attendants, which includes employee names, hire dates, and requests from the will/will not cards.
 - The list of routes, by parking location, to include number of scheduled daily hours and scheduled daily departure and return times.
 - Using the prepared seniority list as described above, the Area Managers will prepare the final work assignments.
 - Using the seniority list as described above, resolve any conflict with the same hire date by selecting alphabetically.
- The Area Managers will consider the following when selecting drivers and attendants for special needs routes:
- Seniority
 - Interest by the employee in working with students with special needs
 - Attendance
 - Punctuality
 - Demonstrated ability to work as part of a team
 - Ability to build a positive rapport with students, school administrators, and parents

f. All non-public school runs shall be clearly designated to advise drivers and attendants that these runs are subject to a different calendar than the public school calendar. If this calendar exceeds the Baltimore County Public Schools calendar, drivers and attendants will be compensated for their additional work at the conclusion of the school year. If a non-public school year opens before the Baltimore County school year and if the first regular pay period for drivers and attendants is less than ten (10) days, the non-public school drivers and attendants is less than ten (10) days, the non-public school drivers and attendants within two (2) pay periods after the work is completed and reported.

g. All drivers and attendants assigned to non-public routes will be eligible for any accrued leave benefits, until the end of the non-public school assignment, if the non-public school calendar exceeds the BCPS school year.

h. Drivers and attendants may be reassigned by the Director of Transportation as the needs of the system require. Except in the case of an emergency, notification of a reassignment will be given to the driver or attendant as soon as possible. If a reassignment is made, the appropriate supervisor shall meet with the employee. Any reassignment under this provision is subject to the grievance procedure only for failure to follow procedures.

5. Assignment of Field Trips

Field trips will be assigned by the dispatcher using seniority by bus locations, after the scheduling of the forty (40) hour workweek is completed. Field trip work that exceeds the forty (40) hour scheduled workweek will be assigned by seniority.

6. Salary Dispute Resolution

It is agreed that any salary dispute between a driver or an attendant and representatives of the Department of Transportation resulting from discrepancies over time of bus runs will be reviewed by the Director with a Union Representative if required, in an effort to resolve the issue. A representative of the Union and the Department of Transportation may accompany the driver to verify accuracy of the bus route.

7. Transfers

Transfer forms will be utilized for requests for type of assignment (regular/special needs) and work location. A transfer list will be maintained in the Office of Transportation and will be updated annually on the final day of the scheduled school year. Requests for transfer will be considered on a seniority basis. Transfer forms may be submitted or withdrawn at any time during the year. The union will be provided a copy of the transfer list.

8. Summer Work

During the summer, the normal workweek will be a minimum of twenty (20) hours, Monday through Friday, for the duration of the scheduled summer school session or the non-public school schedule. It will be comprised of one of the workday configurations below, plus stand-by duty assignments including but not limited to the following examples:

Field trips, maintenance runs, in-service activities, drug testing, committee assignments, stand-by, retraining, fueling, pre/post trip inspections.

Field trip and stand-by assignments will be made at least five (5) workdays in advance.

Evening assignments will be made at least ten (10) workdays in advance.

Drivers and attendants given evening assignments will not be given additional field trip or standby duty assignments between their a.m./p.m. assignment on the day of that evening assignment. Evening assignments are defined as work that occurs after the scheduled p.m. route.

The normal workday will fall under one of the following configurations:

- An a.m., p.m. route
- An a.m., noon, p.m. route
- An a.m., p.m., evening route

Each driver and attendant will be paid their regular rate of pay, 15 minutes each day for pre-/post-trip inspections.

Extra duty assignments beyond the minimum twenty (20) hours summer work week will be based upon seniority.

9. Assignment of Summer Work

a. Work assignments are based on seniority by parking locations. A seniority list of all full-time drivers and attendants and a seniority list of all part-time drivers and attendants assigned to the lot shall be maintained and posted at the lot, on the bulletin board. The list shall contain the driver's name and adjusted hire date and the attendant's name and adjusted hire date. All requests by regular drivers and attendants for summer work must be honored before summer work is offered to substitute drivers and attendants.

b. The Office of Transportation will complete the summer work assignment preparation two (2) days prior to the start of the scheduled summer program. Every effort will be made by the Office of Transportation to honor, by seniority, assignments requested on the will/will not cards that are received after the preparation deadline.

c. The final assignment of work is subject to the review by the Director of Transportation. This review will focus on overall performance and will consider attendance and recommendations by school administrators.

d. The President of the Union will give the Director of Transportation a list of designated Union representatives who will be given the opportunity to review the final assignments of a.m., p.m., and noon summer work assignments. The designated union representatives will be given a copy of these assignments. Copies of summer bus routes will be given to the Union President. Upon request, the Director of Transportation will provide the Union President with a list of hours worked at the conclusion of the summer work program.

e. The Area Managers will consider the following in making the final summer work assignments:

- Employee work requests obtained from the will/will not cards, e.g., driver request mid-day work.
- Prepare a seniority list, by parking location, of full-time drivers and attendants and a seniority list of part-time drivers and attendants, which includes employee names, hire dates, and requests from the will / will not cards.
- Generate a list of routes, by parking location, to include number of scheduled daily hours, scheduled daily departure and return times, scheduled dates for the summer program, and name of summer program.
- Using the prepared seniority list as described above, the Area Managers will prepare the final summer work assignments.
- Using the seniority list as described above, resolve any conflict with the same hire date by selecting alphabetically.

f. The Office of Transportation will distribute the non-public summer school calendar to all drivers and attendants assigned to non-public summer programs.

10. Assignment of Summer Work to Special Needs Routes

The Area Managers will consider the following when selecting drivers and attendants for special needs routes:

- a. Attendance
- b. Ability to build a rapport with school administrators and parents
- c. Recommendations from school administrators
- d. Length of service with Baltimore County Public Schools
- e. Demonstrated ability to work as part of a team
- f. Punctuality

- g. Physical ability to evacuate students with special needs
- h. Driving record
- i. Interest by the employee in working with students with special needs.

11. Dispute Resolution Concerning Summer Work

It is agreed that any dispute between a driver and/or an attendant and/or representatives of the Office of Transportation resulting in discrepancies over the scheduled hours of summer bus routes will be reviewed by the Director of Transportation with a Union Representative if required, in an effort to resolve the issue. A representative of the Union and the Office of Transportation may accompany the driver to verify accuracy of the bus route.

ARTICLE XIX Salaries

1. Basic Salaries

The basic salaries of employees covered by this Agreement are set forth in Appendix A which is attached to, and incorporated in this Agreement. These salaries shall remain in effect from July 1 through June 30.

2. Longevity

At the beginning of 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, and 40 years of permanent employment with the Board, the employee shall receive longevity salary increments in accordance with the current salary schedule.

3. Salary Errors

In the event of a salary error, neither the Board nor AFSCME may claim salary adjustments for any more than one (1) calendar year from the date on which the error is detected.

When an overpayment occurs, a repayment schedule will be developed with the employee. Unless a separation from employment is anticipated, the employee must be paid at the correct rate of pay for two (2) pay periods before repayment deductions begin. However, at the employee's request, repayment deductions may begin immediately.

ARTICLE XX Effect of Agreement

1. Change in Rules and Policies

All Board functions and responsibilities not expressly modified or restricted by this Agreement are retained and vested exclusively in the Board. The Board retains the right to make or change rules or policies not in conflict with this Agreement or with Title 6, Subtitle 5 of the Annotated Code of Maryland.

2. Contrary to Law

In the event any article, section or portion of this Agreement should be held unlawful by any court of competent jurisdiction, only the specified article, section or portion thereof shall be invalid; all other articles, sections and portions of this Agreement shall remain in full force and effect for the duration of the Agreement. Upon issuance of such a decision, the Board and the Union agree to immediately negotiate a substitute, if possible, for the invalidated article, section or portion thereof.

Article XXI

Duration of the Agreement

The provisions of this agreement shall be effective through June 30, 2027, except as indicated in the following.

Year 1 of the Agreement:

Effective July 1, 2024 (FY25), all AFSCME represented employees shall be placed on the new compressed scale and longevity intervals shall be funded.

Year 2 of the Agreement:

Effective July 1, 2025 (FY26), all AFSCME represented employees shall advance one step and the value of the scale shall be increased by 1%. All eligible AFSCME represented employees will be placed onto one longevity scale.

Year 3 of the Agreement:

Effective July 1, 2026 (FY27), all AFSCME represented employees shall advance one step and the value of the scale shall be increased by 1%.

In addition, there shall be no furloughs or layoffs of bargaining unit employees through FY27.

Both parties share the goal to negotiate a minimum of a three (3) year wage package. Either party may request a meeting to discuss system-wide concerns with the goal of negotiating a MOU to address those concerns at any time during the life of this agreement. The parties agree to meet upon request of either party, such meeting does not guarantee that a MOU will be generated from the meeting or meetings.

FOR THE BOARD

Joelle Bielski
Liz Becker
Patrick Fannon
Jaime Hetzler
April Lewis
Chris Roberts
Kenny West

FOR AFSCME:

Bryan Epps
John Clark
Scott Conaway
Linda Jones
Stephanie Wilson

Consultants:

David Basler
Teresa Biensach
Charles Bryant
Kenny Oliver
Kaheem Young
Joe Riedel

Upon conclusion of the FY24 negotiations and subsequent ratification of the tentative agreements by both parties, this Master Agreement was updated by incorporating all agreed upon changes effective July 1, 2024

Appendix A-2

2024-2025 Hourly Base Pay Scale for All Employees Represented by AFSCME Effective July 1, 2024

Step	Grade 01 Hourly	Grade 02 Hourly	Grade 03 Hourly	Grade 04 Hourly	Grade 05 Hourly	Grade 06 Hourly	Grade 07 Hourly	Grade 08 Hourly	Grade 09 Hourly	Grade 10 Hourly	Grade 11 Hourly
01	15.15	15.66	16.10	17.39	18.79	20.31	21.98	23.80	25.73	27.81	30.07
02	15.45	15.97	16.42	17.74	19.17	20.72	22.42	24.28	26.24	28.37	30.67
03	15.76	16.28	17.06	18.43	19.92	21.55	23.31	25.24	27.27	29.48	31.91
04	16.08	16.61	17.74	19.16	20.72	22.41	24.25	26.24	28.37	30.65	33.19
05	16.40	17.05	18.43	19.92	21.55	23.30	25.21	27.27	29.48	31.89	34.52
06	16.73	17.74	19.16	20.72	22.41	24.24	26.22	28.37	30.65	33.17	35.91
07	17.18	18.45	19.93	21.56	23.30	25.20	27.27	29.50	31.89	34.49	37.34
08	17.85	19.18	20.73	22.42	24.24	26.21	28.37	30.67	33.17	35.87	38.83
09	18.45	19.96	21.57	23.31	25.20	27.26	29.51	31.91	34.49	37.32	40.39
10	19.18	20.76	22.43	24.25	26.21	28.37	30.71	33.19	35.87	38.83	41.99
11	19.96	21.60	23.33	25.21	27.26	29.51	31.94	34.52	37.32	40.39	43.67
12	20.74	22.44	24.24	26.20	28.33	30.66	33.19	35.86	38.77	41.96	45.38

Appendix A-2 (continued)

**2024-2025 Hourly Longevity for Non-Exempt
Employees Represented by AFSCME
Effective July 1, 2024**

Step	Hourly
8 years	1.14
10 years	1.56
12 years	1.96
14 years	2.38
16 years	2.79
18 years	3.19
20 years	3.61
22 years	4.02
24 years	4.41
26 years	4.83
28 years	5.25
30 years	5.64
32 years	6.05
34 years	6.47
36 years	6.87
38 years	7.28
40 years	7.70

**2024-2025 Hourly Longevity for Food Service
Employees Represented by AFSCME
Effective July 1, 2024**

Step	Hourly Longevity Rate
15 years	0.65
20 years	1.30
25 years	1.98
30 years	2.62
35 years	3.27
40 years	3.92
45 years	4.60

**2024-2025 Hourly Shift Differentials for
Non-Exempt Employees Represented by AFSCME
Effective July 1, 2024**

Shift	Hourly
1st Shift NCW	0.79
2nd Shift	0.79
2nd Shift NCW	1.12
3rd Shift	1.12
3rd Shift NCW	1.43
NCW = Non-consecutive Work Week	

Appendix A-3

2025-2026 Hourly Base Pay Scale for All Employees Represented by AFSCME
Effective July 1, 2025

Step	Grade 01 Hourly	Grade 02 Hourly	Grade 03 Hourly	Grade 04 Hourly	Grade 05 Hourly	Grade 06 Hourly	Grade 07 Hourly	Grade 08 Hourly	Grade 09 Hourly	Grade 10 Hourly	Grade 11 Hourly
01	15.30	15.82	16.26	17.56	18.98	20.51	22.20	24.04	25.99	28.09	30.37
02	15.60	16.13	16.58	17.92	19.36	20.93	22.64	24.52	26.50	28.65	30.98
03	15.92	16.44	17.23	18.61	20.12	21.77	23.54	25.49	27.54	29.77	32.23
04	16.24	16.78	17.92	19.35	20.93	22.63	24.49	26.50	28.65	30.96	33.52
05	16.56	17.22	18.61	20.12	21.77	23.53	25.46	27.54	29.77	32.21	34.87
06	16.90	17.92	19.35	20.93	22.63	24.48	26.48	28.65	30.96	33.50	36.27
07	17.35	18.63	20.13	21.78	23.53	25.45	27.54	29.80	32.21	34.83	37.71
08	18.03	19.37	20.94	22.64	24.48	26.47	28.65	30.98	33.50	36.23	39.22
09	18.63	20.16	21.79	23.54	25.45	27.53	29.81	32.23	34.83	37.69	40.79
10	19.37	20.97	22.65	24.49	26.47	28.65	31.02	33.52	36.23	39.22	42.41
11	20.16	21.82	23.56	25.46	27.53	29.81	32.26	34.87	37.69	40.79	44.11
12	20.95	22.66	24.48	26.46	28.61	30.97	33.52	36.22	39.16	42.38	45.83

Appendix A-3 (continued)

**2025-2026 Hourly Longevity for All
Employees Represented by AFSMCE
Effective July 1, 2025**

Step	Hourly
8 years	1.15
10 years	1.58
12 years	1.98
14 years	2.40
16 years	2.82
18 years	3.22
20 years	3.65
22 years	4.06
24 years	4.45
26 years	4.88
28 years	5.30
30 years	5.70
32 years	6.11
34 years	6.53
36 years	6.94
38 years	7.35
40 years	7.78

**2025-2026 Hourly Shift Differentials for
Non-Exempt Employees Represented by AFSCME
Effective July 1, 2025**

Shift	Hourly
1st Shift NCW	0.80
2nd Shift	0.80
2nd Shift NCW	1.13
3rd Shift	1.13
3rd Shift NCW	1.44
NCW = Non-consecutive Work Week	

Appendix A-4

2026-2027 Hourly Base Pay Scale for All Employees Represented by AFSCME Effective July 1, 2026

Step	Grade 01 Hourly	Grade 02 Hourly	Grade 03 Hourly	Grade 04 Hourly	Grade 05 Hourly	Grade 06 Hourly	Grade 07 Hourly	Grade 08 Hourly	Grade 09 Hourly	Grade 10 Hourly	Grade 11 Hourly
01	15.45	15.98	16.42	17.74	19.17	20.72	22.42	24.28	26.25	28.37	30.67
02	15.76	16.29	16.75	18.10	19.55	21.14	22.87	24.77	26.77	28.94	31.29
03	16.08	16.60	17.40	18.80	20.32	21.99	23.78	25.74	27.82	30.07	32.55
04	16.40	16.95	18.10	19.54	21.14	22.86	24.73	26.77	28.94	31.27	33.86
05	16.73	17.39	18.80	20.32	21.99	23.77	25.71	27.82	30.07	32.53	35.22
06	17.07	18.10	19.54	21.14	22.86	24.72	26.74	28.94	31.27	33.84	36.63
07	17.52	18.82	20.33	22.00	23.77	25.70	27.82	30.10	32.53	35.18	38.09
08	18.21	19.56	21.15	22.87	24.72	26.73	28.94	31.29	33.84	36.59	39.61
09	18.82	20.36	22.01	23.78	25.70	27.81	30.11	32.55	35.18	38.07	41.20
10	19.56	21.18	22.88	24.73	26.73	28.94	31.33	33.86	36.59	39.61	42.83
11	20.36	22.04	23.80	25.71	27.81	30.11	32.58	35.22	38.07	41.20	44.55
12	21.16	22.89	24.72	26.72	28.90	31.28	33.86	36.58	39.55	42.80	46.29

Appendix A-4 (continued)

**2026-2027 Hourly Longevity for All
Employees Represented by AFSMCE
Effective July 1, 2026**

Step	Hourly
8 years	1.16
10 years	1.60
12 years	2.00
14 years	2.42
16 years	2.85
18 years	3.25
20 years	3.69
22 years	4.10
24 years	4.49
26 years	4.93
28 years	5.35
30 years	5.76
32 years	6.17
34 years	6.60
36 years	7.01
38 years	7.42
40 years	7.86

**2026-2027 Hourly Shift Differentials for
Non-Exempt Employees Represented by AFSCME
Effective July 1, 2026**

Shift	Hourly
1st Shift NCW	0.81
2nd Shift	0.81
2nd Shift NCW	1.14
3rd Shift	1.14
3rd Shift NCW	1.45
NCW = Non-consecutive Work Week	

Appendix – B

Annual and Bi-Weekly Medical, Dental, & Vision Deductions for Full-Time Employees (January 1 – December 31, 2024)

	Total Premium (\$)	Board Share (\$)	FTE 1.0 Share (\$)	Bi-Weekly
Cigna Open Access Plus In-Network (OAPIN)				
Individual	\$9,392.28	\$7,983.44	\$1,408.84	\$70.44
Parent/Child	\$18,609.24	\$15,817.85	\$2,791.39	\$139.57
Two Adults	\$22,413.84	\$19,051.76	\$3,362.08	\$168.10
Family	\$25,271.04	\$21,480.38	\$3,790.66	\$189.53
Kaiser Permanente HMO				
Individual	\$10,555.68	\$8,972.33	\$1,583.35	\$79.17
Parent/Child(ren)	\$20,912.76	\$17,775.85	\$3,136.91	\$156.85
Two Adults	\$25,188.84	\$21,410.51	\$3,778.33	\$188.92
Family	\$28,399.92	\$24,139.93	\$4,259.99	\$213.00
Cigna Open Access Plus In and Out-of-Network (OAP)				
Individual	\$10,661.16	\$7,995.87	\$2,665.29	\$133.26
Parent/Child	\$21,122.52	\$15,841.89	\$5,280.63	\$264.03
Two Adults	\$25,441.08	\$19,080.81	\$6,360.27	\$318.01
Family	\$28,683.84	\$21,512.88	\$7,170.96	\$358.55
CareFirst Regional Dental PPO				
Individual	\$357.48	\$232.36	\$125.12	\$6.26
Parent/Child or Two Adults	\$774.60	\$503.49	\$271.11	\$13.56
Family	\$1,174.32	\$763.31	\$411.01	\$20.55
CareFirst Regional Dental Traditional				
Individual	\$406.80	\$232.36	\$174.44	\$8.72
Parent/Child or Two Adults	\$852.96	\$503.49	\$349.47	\$17.47
Family	\$1,432.68	\$763.31	\$669.37	\$33.47
Cigna Dental DHMO				
Individual	\$465.48	\$232.36	\$233.12	\$11.66
Parent/Child(ren) or Two Adults	\$892.44	\$503.49	\$388.95	\$19.45
Family	\$1,341.60	\$763.31	\$578.29	\$28.91
National Vision Administrators (NVA)				
Individual (Free if FTE is 0.5 or greater)	\$25.08	\$25.08	\$0.00	\$0.00
Parent/Child, Two Adults, or Family	\$96.12	\$25.08	\$71.04	\$3.55

APPENDIX C

Baltimore County Public Schools and
Council 3 MD/Local 434 of the American Federation of State, County and
Municipal Employees
GRIEVANCE REPORT FORM

Official Use Only

(For clear copies, please type or use ball point pen)

Grievance No. _____

Level I filed with _____

Level Processed (circle one)

Date Grievance Occurred _____

Informal (I) II III IV

Date Grievance Filed _____

Name of Grievant _____

School or Office _____

Home Address _____

Zip Code

Home Phone _____

WHAT IS YOUR COMPLAINT? (State name and position of individual making the decision)

(Attach additional sheets, if needed. Indicate Article and Section of Master Agreement deemed to be violated.)

WHAT DO YOU THINK SHOULD BE DONE?

Signed

Send copies to: Chief of Schools (or appropriate administrator), Office Head (or appropriate administrator), AFSCME, Retain one copy

APPENDIX D

School Year 20___/20___

TRANSFER REQUEST Bus Driver/Attendant

Area: _____

Name: _____

EE Number or Last 4 of SSN: _____

I am currently a:

Driver	Attendant
---------------	------------------

Instructions:

1. Complete this form if you are requesting a transfer from your present assignment.
2. If you request a transfer on this form and later decide to alter your request, you should indicate this by submitting a new Transfer Request form.
3. Transfer forms will be maintained in the Office of Transportation for the duration of the current school year.
4. Requests for transfer must be re-submitted, on this form, each June for the following school year.

Please check as applicable below:

Full-Time (40 Hours Per Week)	Part-Time (25 Hours Per Week)
Regular Route	Special Needs (if you select special, please complete below)
	☐ Alternative
	☐ Emotionally Handicapped
	☐ ESOL
	☐ Non-Public Programs
	☐ Physically Handicapped
	☐ Special Classes in Public Schools
Location:	
Southwest	Northwest
☐ Arbutus ☐ Inwood	☐ Windsor Mill ☐ Wabash
Northeast	Southeast
☐ Kenwood ☐ Rosedale	☐ North Point ☐ Hopkins Creek
Central	
☐ Cockeysville	☐ Providence ☐ Parkton
Comments:	

Employee's Signature

Date

Office of Transportation Use Only Adjusted Hire Date _____
--

RETURN TO THE OFFICE OF TRANSPORTATION



BALTIMORE COUNTY PUBLIC SCHOOLS

DEPARTMENT OF FACILITIES MANAGEMENT AND STRATEGIC PLANNING

TRANSFER REQUEST FORM

2024-2025 School Year

INSTRUCTIONS

1. Complete this form ONLY if you are requesting a transfer.
2. Submit to the Department of Facilities Management and Strategic Planning, 9610 Pulaski Park Drive, Suite 204, by **June 30, 2024**. After July 1, transfer requests are final and will be considered in accordance with the data provided, applicable policy, and available vacancies.

LAST NAME

FIRST NAME

M.I.

CURRENT LOCATION

CURRENT POSITION

SHIFT

CONTACT INFORMATION AND DATE OF HIRE

STREET ADDRESS

CITY

STATE

ZIP CODE

()

Area Code

Telephone Number

Date of Hire as a Regular Employee (do not include substitute time)

REQUEST FOR TRANSFER

A. Building Services Employees:

Please list up to five (5) locations for which you would like to be considered for a transfer.
Locations are listed on the back of this form.

School or Location	Shift	Full Time or Part Time

B. Grounds Services Employees:

Please list up to five (5) grounds crews for which you would like to be considered for a transfer.
Locations are listed on the back of this form.

Grounds Crew	Location Code

Transfers may be delayed based on staffing shortages.

C. All other Services

Please check the area(s) in which you would like to be considered for a transfer. Locations are listed on the back of this form.

[] SW [] NW [] CN [] NE [] SE

Please submit to Department of Facilities Management and Strategic Planning, 9610 Pulaski Park Drive, Suite 204, by **June 30, 2024**. After that date, the transfer requests are final and will be considered in accordance with the data provided, applicable policy, and available vacancies.

Employee Signature

Date

Received After June 30, 2024

(Supervisor/Field Rep)

Date

Transfers are only considered if the employee appraisal is satisfactory or above.

APPENDIX E
AFSCME Bargaining Unit Represented Classes
(For information only – These classes are not negotiable)

Grade 1	ATTENDANT - BUS	Grade 7	BLDG OPERATIONS SUPVR III
			CALL CENTER OPERATOR
Grade 2	BUILDING SERVICE FLOOR CARE WORKER		ELECTRICIAN I
	BUILDING SERVICE WORKER		ELECTRONICS TECHNICIAN I
	GROUND WORKER I, OPERATIONS		EQUIP REPAIR TECHNICIAN II
	GROUND WORKER I, MAINTENANCE		FOREMAN, GROUNDS-CONSTRUCT
			FOREMAN, GROUNDS-LINE PNT
Grade 3	MATERIAL HANDLER I		FOREMAN, GROUNDS-OPERATNS
	PLUMBER I		FOREMAN, GROUNDS-UTILITY
			GLAZIER I
Grade 4	DRIVER I		LEAD DRIVER, TRACTOR TRAILER
	FLOOR CARE LEADER		LEAD BUILDING SECURITY MONITOR
	GROUND WORKER II, MAINTENANCE		MAINTENANCE CUSTOMER SERV R
	GROUND WORKER II, OPERATIONS		MAINTENANCE WKR II
	MATERIAL HANDLER II		MAINTENANCE WKR II-MASON
			MECHANIC II, HVACR
			MECHANIC II-FLOOR & CEILING
Grade 5	AUTOMOTIVE SERVICE WORKER		MECHANIC II-HEAT & VENT
	ASST BUILDING OPERATIONS SUPERVISOR		MECHANIC II-ROOFER
	BUILDING OPERATIONS SUPERVISOR I		MECHANIC, AUTO BODY & PAINT
	BUILDING SECURITY MONITOR		MECHANIC, METALWORK
	DRIVER II		MECHANIC-GLASS & UPHOLSTR
	EQUIP REPAIR TECHNICIAN I		MECHANIC, AUTOMOTIVE
	GROUND WORKER III - CONCRETE		PAINTER, LEAD
	GROUND WORKER III - FENCE		PLUMBER III
	GROUND WORKER III, OPERATIONS		SECURITY ASSISTANT
	GROUND WORKER III-CONSTRUCTION		SECURITY SYSTEM TECHNICIAN
	MECHANIC I, HVACR		
	MECHANIC I-FLOOR & CEILING	Grade 8	BLDG AUTOMATION SYS TECHN
	MECHANIC I-GROUNDS EQUIP		BLDG OPERATIONS SUPVR IV
	MECHANIC I-HEAT & VENT		CADD TECHNICIAN
	MECHANIC I - ROOFER		FIRE ALARM TECHNICIAN II
	PLUMBER II		FLEET MAINTENANCE TECHNICIA
	VENDING ASSISTANT		FOREMAN, GROUNDS-CONCRETE
			FOREMAN, GROUNDS-FENCE
Grade 6	BUILDING OPERATIONS SUPERVISOR II		GROUND CREW LEADER-TRAINER
	DRIVER-TRACTOR TRAILER		INSTRUCTOR-CUSTODIAL TRNG
	FIRE ALARM TECHNICIAN I		MECHANIC II-GROUNDS EQUIP
	FIRE EXTINGUISHER TECHNICIAN		MECHANIC, WELDER-FITTER
	MATERIAL HANDLER III		SR. EQUIPMENT MECHANIC
	PAINTER		
	ROUTING ASSISTANT, TRANSPORTATION		
	STOCK KEEPER		
Grade 9	ASST PROJECT MANAGER	Grade 10	FLEET MAINTENANCE TECHNICIAN

	BLDG OPERATIONS SUPVR V		SR. ENVIRONMENTAL TECHNICIAN
	DISPATCHER-BUS		INTRGRATED PEST MNGMT REP
	DRIVER, TRAINER-BUS		LEAD MECHANIC, AUTO BODY&PA
	ELECTRICIAN II		SR. TRAINER, TRANSPORTATION
	ELECTRONICS TECHNICIAN II		
	FACILITIES-INSPECTOR I	Grade 11	FACILITIES-INSPECTOR II
	FOOD SERVICE EQUIPMENT TECH		SECURITY SYSTEMS TECHNICIAN
	LEAD BLDG AUTOMATION SYS TE		SECURITY, VIDEO/ACCESS CNTRL TECH
	MECHANIC III, HVACR		
	PLUMBER IV		
	PREVENTIVE MAINT TECHNICIAN		

APPENDIX F

RETIREMENT HEALTH PLAN ALLOWANCE FOR BCPS EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2011

Original Base Amounts

PRE-MEDICARE RETIREES

MEDICARE RETIREES

Base Allowance per Years of Service
\$150.00 \$225.00

Base Allowance per Years or Service
\$100.00 \$150.00

Yrs. Of Service	Retiree	Retiree & Dependent	Retiree	Retiree & Dependent
10	\$1,500.00	\$2,250.00	\$1,000.00	\$1,500.00
11	\$1,650.00	\$2,475.00	\$1,100.00	\$1,650.00
12	\$1,800.00	\$2,700.00	\$1,200.00	\$1,800.00
13	\$1,950.00	\$2,925.00	\$1,300.00	\$1,950.00
14	\$2,100.00	\$3,150.00	\$1,400.00	\$2,100.00
15	\$2,250.00	\$3,375.00	\$1,500.00	\$2,250.00
16	\$2,400.00	\$3,600.00	\$1,600.00	\$2,400.00
17	\$2,550.00	\$3,825.00	\$1,700.00	\$2,550.00
18	\$2,700.00	\$4,050.00	\$1,800.00	\$2,700.00
19	\$2,850.00	\$4,275.00	\$1,900.00	\$2,850.00
20	\$3,000.00	\$4,500.00	\$2,000.00	\$3,000.00
21	\$3,150.00	\$4,725.00	\$2,100.00	\$3,150.00
22	\$3,300.00	\$4,950.00	\$2,200.00	\$3,300.00
23	\$3,450.00	\$5,175.00	\$2,300.00	\$3,450.00
24	\$3,600.00	\$5,400.00	\$2,400.00	\$3,600.00
25	\$3,750.00	\$5,625.00	\$2,500.00	\$3,750.00
26	\$3,900.00	\$5,850.00	\$2,600.00	\$3,900.00
27	\$4,050.00	\$6,075.00	\$2,700.00	\$4,050.00
28	\$4,200.00	\$6,300.00	\$2,800.00	\$4,200.00
29	\$4,350.00	\$6,525.00	\$2,900.00	\$4,350.00
30	\$4,500.00	\$6,750.00	\$3,000.00	\$4,500.00
31	\$4,650.00	\$6,975.00	\$3,100.00	\$4,650.00
32	\$4,800.00	\$7,200.00	\$3,200.00	\$4,800.00
33	\$4,950.00	\$7,425.00	\$3,300.00	\$4,950.00
34	\$5,100.00	\$7,650.00	\$3,400.00	\$5,100.00
35	\$5,250.00	\$7,875.00	\$3,500.00	\$5,250.00

**Beginning in FY 09, flat dollar amounts will be adjusted by the lesser of the growth in the
US Consumer Price Index (CPI) in the prior year or 4%.**

FY 2020 Adjustment (Calendar Year 2018 CPI)	1.90%
FY 2021 Adjustment (Calendar Year 2019 CPI)	2.29%
FY 2022 Adjustment (Calendar Year 2020 CPI)	1.4%
FY 2023 Adjustment (Calendar Year 2021 CPI)	7.0%
FY 2024 Adjustment (Calendar Year 2022 CPI)	6.5%

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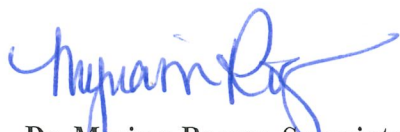
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