

MASTER AGREEMENT

between the

**Board of Education of
Baltimore County**

and the

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

July 1, 2024 – June 30, 2027

Updated July 1, 2024

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Definitions

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

Board – The Board of Education of Baltimore County.

Superintendent – The Superintendent of the Baltimore County Public Schools or their designee.

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

Close Relative – Grandmother-in-law, grandfather-in-law, brother-in-law, sister-in-law, uncle by blood or marriage, aunt by blood or marriage, nephew or niece by blood or marriage, 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.

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 of the employee, a person residing as a member of the household where the employee is making their home, or any other person so interpreted by the Manager, Department of Staff Relations and Employee Performance Management. For the purposes of bereavement leave, brother-in-law and sister-in-law are classified as immediate family.

Member – A certificated administrative and supervisory employee represented by CASE which presently includes the following positions: Managers, Coordinators, Supervisors, Specialists, Pupil Personnel Workers, Principals, and Assistant Principals and other positions that are part of the exempt administrative, executive, and professional employee salary scales.

Article I Recognition

This Master Agreement is made and entered into by and between the Board of Education of Baltimore County Public Schools (Board) and the Council of Administrative and Supervisory Employees (CASE).

Both CASE and the Board enter into this agreement committed to forging a collaborative partnership based on mutual professional respect, open communication, and commitment to the continuous improvement in the performance of school system staff and the achievement of educational excellence for all students

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

This agreement has as its purpose the promotion of harmonious relations between the Board and the council, the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay and conditions of employment.

CASE believes in and supports the goals and objectives of the Board and believes that a high-quality education is the right of every child. With this agreement, CASE and the Board dedicate themselves to a shared commitment and responsibility for achieving the goals and priorities of the Baltimore County Public Schools.

Article II Council Rights and Responsibilities

2.1 Employees may join the Council at any time by completing a membership application. The Board agrees to collect CASE dues from employees who complete a membership application and designate the payroll deduction option. The Council will provide the Office of Payroll with the names and employee identification numbers of employees who request dues deductions. Dues deduction will begin when the Council notifies the Office of Payroll in writing of new Council members. The Council will determine the dues amount on an annual basis and inform the Office of Payroll of the rate(s) and the effective date. Dues deduction remains in effect until revoked by the employee.

The employee may withdraw from Council membership by notifying the Council in writing between July 1 and July 20. The letter must be post marked no later than July 20 to be considered valid. The Council will send a membership withdrawal list, for those seeking to withdraw whose dues had been payroll deducted, to the Office of Payroll as soon as possible after withdrawals are received, but no later than July 31. The Office of Payroll will deduct the unpaid balance of dues from the final pay of members who separate from service or the balance of one-half year dues if the employee separates prior to January 1 (for 12 month employee) or February 1 (for 10 month employee). No unpaid balance will be deducted from the employee's final pay if the separation is due to death, retirement, or an unpaid leave of absence.

2.2 The Board will provide CASE with copies of all communications concerning salaries, wages, benefits, hours and other working conditions of CASE eligible employees. Similarly, decisions made by the Board and/or superintendent or their designee affecting groups of CASE eligible employees will be provided. CASE will supply the Board with copies of each flyer, newsletter or other communication which is given general distribution to its members. Distribution to the Board and to CASE will be made concurrently with other distribution.

2.2.1 The school system will provide the CASE office with standard official system-wide electronic communications, emergency notices and press releases at the time of system-wide dissemination.

- 2.3** The Board recognizes the importance of the viewpoints of CASE in arriving at educational decisions. In order to present a proposal to the Board, the Council shall, upon request to the superintendent, be included on the agenda of the next Board meeting. An official representative of the Council may be recognized during Board meetings to offer comments germane to matters under consideration which would affect CASE members.
- 2.4** CASE may use the interschool mail delivery service to distribute official CASE materials.
- 2.5** CASE will have the right to use school buildings, equipment and other facilities in accordance with Board policy for its meetings and for the conduct of its business. CASE will pay the cost of materials and supplies incidental to the use of equipment and will be liable for any damage resulting from such use.
- 2.6** By September 30, the Board will provide CASE with the names and assignments of all CASE eligible employees and, upon its publication, with five copies of the Directory of School and Office Personnel which it produces. The Board will provide CASE with the names and assignments of newly appointed or promoted administrators, supervisors, and other personnel represented by the Council as well as listings of transfers and retirements as soon as possible after Board action.
- 2.7** An official representative for CASE may attend any Board meeting and may offer comments at the time designated for stakeholder comments during the meeting. The Board agenda and exhibits and the approved minutes of each meeting of the board shall be available on the BCPS website.
- 2.8** CASE will be provided exhibit space at the annual Administrative and Supervisory Meeting held prior to the beginning of school each year.
- 2.9** The Superintendent may permit CASE officers and representatives to be absent from their regular work sites for the purpose of attending official meetings or conducting official CASE business except when their absence unreasonably interferes with their duties.
- 2.10** The Superintendent and their designated representatives will meet quarterly with the designated representatives of the CASE Board of Directors. Either may recommend items of mutual concern for the agenda of such meetings.
- 2.11** Representatives of CASE may submit suggested calendar changes to the Director of the Office of Communications regarding the Board's School Calendar. CASE will also have the right to place its meetings and events on the Annual Calendar.
- 2.12** Any recommendations from any committee established by the Superintendent to study and/or recommend changes in salary, benefits, hours and working conditions of CASE members will be brought to the negotiation process.
- 2.13** The Superintendent shall determine the membership of any committee established to develop or revise curriculum guides, courses of study, and instructional policy. When deemed appropriate by the Superintendent a representative of CASE shall be appointed to serve on the committee.
- 2.14** A representative of CASE will be part of any committee established by the superintendent, or their designee, designed to change or revise the evaluation systems of unit eligible administrative and supervisory employees.
- 2.15** There shall be no reprisals of any kind taken against any employee because of their membership in CASE or their legal activity or representation on behalf of CASE.

- 2.16** The Board will provide the Council with a monthly report of available information on all unit eligible employees. The report shall include the employee's name; date of hire; position classification; home and work addresses where the employee receives interoffice or U.S. mail; home and worksite telephone numbers; personal cell phone number; and work e-mail addresses.

Article III Board Rights

3. 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.

Legal Authority

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

Managerial Rights

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

Subcontracting

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

Article IV Professional Rights and Privileges

- 4.1** In matters related to this Master Agreement, CASE represents all eligible employees.
- 4.2** In matters related to this Master Agreement, there will be no discrimination by the Board against employees because of their membership or non-membership in CASE.
- 4.3** This Master Agreement, the policies of the Board, and the discretionary authority of the Superintendent will be applied in good faith and not in an arbitrary or capricious manner.
- 4.4** Out-of-school activities and the personal lives of members will not be subject to action by the Board or by its administrative officials unless these activities clearly impair the members' effectiveness in their administrative or supervisory assignments or are in violation of Board ethics policies.
- 4.5** The Board will respect the rights of CASE members by keeping personal information private as determined by Maryland Law.

- 4.6** Upon request, each employee shall have the right to review, at a time mutually convenient for the employee and the appropriate administrator, the contents of their file in the central office, with the exception of any confidential references submitted as a part of the pre-hiring selection process. 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 the safekeeping of such files.
- 4.6.1** All items entered in the personnel file of a CASE member will be open to that member by appointment and available to no one else, except their superiors, others with a business need-to-know, and those responsible for keeping the files, without the member's written permission.
- 4.6.2** Material of a negative nature shall not be placed in an employee's file without their knowledge. Except for evaluation forms, material of a negative nature may be removed from the employee's file after five (5) years upon the employee's request and subject to the approval of the superintendent of schools or their designee.
- 4.6.3** Employee files maintained other than in the central file shall be available for review.
- 4.7** The Board and CASE recognize the right of CASE members to participate in political and governmental affairs in a manner afforded any other citizen, including the right to vote; the right to be an active member of a political party of their choice; the right to campaign for candidates for election to public office; the right to lobby on a particular issue or espouse a particular position, and the right to seek, campaign for, and serve in public office. Political activities of CASE members will be conducted outside the duty premises and outside the working hours. This limitation will not prohibit the use of "bumper stickers" or other expressions of individual preferences upon automobiles which members normally park on school grounds or other school system facilities.
- 4.8** CASE members have the right to engage in other gainful employment as long as it does not interfere with the performance of the duties of their position and such employment is not in violation of board ethics policies.

Article V

Negotiation Procedure

Designation of Negotiators

- 5.1** Prior to September 1 of each year, the Board and the Council shall each designate in writing, to the other, the name of the chairman of its negotiating team and not more than three other official representatives to serve on its negotiating team. Notwithstanding the above requirement, the Board and the Council shall retain the right to replace the chairman or members of their teams at their individual discretion.

Proposals

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

Time Limit – Impasse

- 5.3** Negotiation on all items submitted must be completed by November 15 unless the impasse procedure provided in the negotiations law is used.
- 5.3.1** Should either party suggest an impasse, the procedures as provided in the negotiations law, relating

to impasse shall be followed.

- 5.3.2 If the parties are unable to agree upon a third panel member or obtain a commitment from a third panel member to serve within the specified period, a request for a list of Educational Panel members shall be made to the American Arbitration Association. All costs involving the neutral party shall be shared by the Board and the Council.
- 5.3.3 If the panel is activated, said panel shall, within thirty (30) calendar days render a report setting forth its recommendations for the resolution of the impasse unless the impasse is dissolved in the interim. The parties agree to cooperate with the panel and provide such information and assistance as it may request.

Ratification

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

Meetings

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

Emergency Items

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

Meeting Places

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

Fiscal Renegotiation

- 5.8 If the Baltimore County fiscal authorities, in exercising their authority under the law, reduce the budget recommendations of the Board, and such action makes it necessary for the Board to reduce one (1) or more items that have been negotiated, such items and all other negotiated items that are dependent upon budget funding shall be subject to renegotiation. In such event that negotiations are mandated, the parties agree to schedule a meeting 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 make every effort to complete such renegotiation within five (5) calendar days.
- 5.8.1 If the parties are unable to reach agreement within five (5) calendar days, the impasse procedure provided by law shall be employed with the mutually agreed upon restriction that this impasse

procedure shall not exceed ten (10) calendar days. This subsequent Agreement, including items agreed upon in the period of renegotiation, shall be direct and binding on all matters stated and referred to herein. Under no circumstances shall this process extend beyond the last day of school for pupils.

Distribution of Agreement

- 5.9** Upon ratification of this Agreement, both parties shall prepare the final text of the ratified Agreement. Each party shall be responsible for the posting and/or electronic distribution of the Agreement.

Non-arbitrable

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

Article VI Promotion and Assignment

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

6.1.1 Promotional Consideration Practices for Non-School Based Administrative Positions

In the area of non-school-based administrative appointments, it has been and will continue to be the prerogative of the Superintendent and the Board of Education to either advertise or appoint without advertising for positions at the level of Director and Superintendent's staff. Past history, however, has been predominately that of advertising for these positions and interviewing well-qualified candidates expressing interest in promotion.

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

6.1.2 Promotional Consideration Practices for School Based Administrative Positions

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

- 6.2** The Superintendent, or their designee, will confer with affected school principals or department and office heads during the promotion, transfer, and/or appointment process.

6.3 Reassignment

Reassignment may be made by the Superintendent as the needs of the school system require. Reassignment will be made only after the Superintendent, or their designee, has conferred with the unit eligible employee.

- 6.3.1** When a unit eligible employee is reassigned after the beginning of a fiscal year to a position that results in a reduction of salary, the unit member's base salary (in accordance with the salary scale for ten (10) and twelve (12) month administrative, executive and professional employees) shall not be reduced for the remainder of that fiscal year.

Article VII

Evaluation

- 7.1** Assistant principals and principals will be evaluated using the Maryland State Department of Education (MSDE) approved evaluation model. This includes, but is not limited to, a three (3) year evaluation cycle. All other CASE represented employees will receive yearly evaluations on work performance.
- 7.2** The standard evaluation form for principals and assistant principals will provide an overall rating of "highly effective," "effective," "developing," or "ineffective."
- 7.3** The standard evaluation form for non-school based certified CASE members will provide an overall rating of "satisfactory" or "unsatisfactory."
- 7.4** If an area of an evaluation has been rated "ineffective," "developing," or "needs improvement," comments related to these area(s) shall be included in or attached to the evaluation by the evaluator.
- 7.5** No member shall receive an overall rating of "ineffective" or "unsatisfactory" without having been given a written plan of assistance with suggestions for improvement, advanced warning of an ineffective or unsatisfactory rating, and having both the opportunity and sufficient time to address the areas of weakness. In any year in which an employee is not evaluated, it shall be assumed that the employee's performance is effective or satisfactory, or their previously assigned rating, whichever is higher.
- 7.6** Members shall be given the name and specific complaint of any person who complains about a member, within a reasonable period of time, if the complaint is to be given consideration in the member's evaluation or filed in the member's personnel file. The member shall be given the opportunity, in writing, to respond to a complaint. The response will be attached to the filed document and reviewed by the appropriate administrator. All such complaints shall be held confidential.
- 7.7** The member shall receive the completed electronic evaluation and will be given three (3) duty days to sign and submit the evaluation. The member's signature indicates receipt of the evaluation but not necessarily agreement with the evaluation.
- 7.8** A member may type a written response to the evaluation.
- 7.9** BCPS administrators in charter schools will be evaluated using the process identified in this Agreement. The Executive Board of the charter school may provide feedback to the appropriate Executive Director of Schools for inclusion in the evaluation when applicable.
- 7.10** Matters related to evaluation may be subject to the grievance process only for reasons of arbitrariness or failure to follow procedures.

Article VIII

Member Protection

- 8.1** When a meeting with a CASE member is convened for the purpose of discipline, demotion, or discharge, the member shall be advised of their right to representation prior to the beginning of any such conference or meeting and be given no more than ten (10) business days to arrange for representation.
- 8.2** No employee shall be disciplined, reprimanded, reduced in compensation, or deprived of any professional advantage as defined in this agreement without just cause. When imposing discipline the Board will, in appropriate circumstances, employ progressive discipline which consists of corrective counseling, warning letter, official letter of reprimand, suspension and discharge. The sequential use of these steps will depend upon the nature and the severity of the infraction.
- 8.3** Supervisors/administrators shall document corrective counseling sessions using a conference summary and shall provide the unit member with a copy which shall be signed acknowledging receipt. Opportunity for representation will be afforded when a conference is scheduled that will result in a conference summary.
- 8.4** If an immediate supervisor/administrator has reason to reprimand a CASE member, it shall not be done in the presence of other non-administrative personnel, students, or the public.
- 8.5** No member shall be disciplined without due process.
- 8.6** The Board shall maintain safe, sanitary, and healthful working conditions.
- 8.7** Members shall have authority and within the scope of their employment, shall exercise responsibility for the control of students during the school day and also during the supervision of school sponsored activities. Members shall be expected to take reasonable action in accordance with current school practice to deter acts of vandalism, willful waste of materials and utilities, verbal and physical abuse of persons and any and all forms of violence. A member may use reasonable force in self-defense or in the restraint of a student to prevent harm to that student, to other students, faculty and staff.
- 8.8** Where a member is charged with personal civil liability arising from an event or action taken by the member within the scope of employment of the member in the ordinary and/or appropriate performance of his duties and/or responsibilities, they will be covered by liability insurance provided by the Baltimore County Public Schools in accordance with the provisions of Sections 4-105 and 4-106 of the Education Article, Annotated Code of Maryland. In any suit or claim brought against a member as a result of an intervention as described in section 8.4 above, the Board shall provide legal counsel and indemnity in accordance with Section 7-307 (c) of the Education Article, Annotated Code of Maryland.
- 8.9** **Procedure in Case of Threat and/or Physical Attack**

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

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

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

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

Article IX

Absences and Leaves

Adoption Leave

- 9.1** A full-time employee shall have six (6) weeks for adoption beginning with the day the child is received. The absence shall be charged to accumulated sick leave.

Bereavement Leave

- 9.2** 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. One (1) additional day will be allowed in those instances of delay of the funeral, the need to travel excessive distances, or when required by the tenets of the religious denomination. If further days are needed, urgent personal business leave may be used.

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

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 documentation, 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 Card stating the relationship, the date of death, the date of the funeral, and the dates of absence. 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.

Family Illness

- 9.3** 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 four (4) days from their personal sick leave to be used for illness in the family and they may accumulate up to a maximum of eight (8) days of such leave. Family Illness days are part of an employee's personal sick leave. The employee is required to provide the appropriate administrator with documentation stating the exact relationship of the family member, the nature of the illness, and the necessity for assisting the ill member of the family. The Department of Human Resources 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.

Absence for Maternity

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

Child Rearing Leave

- 9.5 Request for child rearing leave of absence shall be normally made by completing and forwarding the form, *Application for Leaves of Absence and Conversions* 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 (prior to the completion of the thirty-seventh (37th) week), where the employee has not yet filed for leave, the *Application for Leaves of Absence and Conversions* 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).

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

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

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

Military Leave

- 9.6 All members 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).

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

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

In order to implement this policy, the member 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. If a ten-month member has an option as to when they participate in short-term duty, they shall do so at the time, which has least conflict with their professional duties.

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

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

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

Sick Leave

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

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

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

When a member is granted a leave of absence requiring Board action, their accumulated sick leave days are held in abeyance until they return to duty. Upon return to duty, the member 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.

Employees who have been or will be absent for ten (10) or more consecutive days will enter the Integrated Disability Management (IDM) program, which is managed through the Office of Employee Absence and Risk Management.

Study Leave--Sabbatical

Eligibility and Limitation

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

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

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

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

Procedures

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

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

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

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

Compensation

The salary for a member on sabbatical leave shall be determined on the basis of years of commitment for employment by the Board upon returning from the sabbatical leave. A member who commits himself/herself to at least two (2) years of service to the Board following such leave shall be paid at the rate of sixty (60) percent of their regular salary during the specified period of leave. Members who are granted sabbatical leave shall retain the option of one-year commitment of service, with payment to be made at the current rate of fifty (50) percent of their salary.

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

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

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

Unusual or Imperative Leave

9.9 A member may be granted a leave up to one (1) year without pay for extenuating circumstances which are unusual or imperative when no other leave is applicable.

An application with supporting documentation must be submitted and Board of Education approval must be secured before the absence begins.

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

The member must immediately notify the Department of Human Resources if plans to take the leave change.

Personal Business Leave

- 9.10** Each employee shall be entitled to up to seven (7) days per year for personal business leave. Personal business leave must be used only to conduct personal business of a nature that cannot be scheduled on a non-duty day.

Whenever possible, 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 exception to the twenty-four hour (24) hour requirement in case of an emergency.

Personal business leave may not be used on consecutive duty days or on the first or last duty day of school except with the approval of the respective executive director. The use of a personal business leave day immediately preceding or following a holiday requires the executive director'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.

Court-related Leave

- 9.11** Employees may be absent without loss of pay to serve on a jury or to obey a summons issued by a legally-established court unless they are a defendant in court proceedings. Such absence is not charged to sick leave. An employee receiving compensation for this duty shall receive their regular salary, less any compensation for such day.

- A. Unless they are a defendant in a criminal court proceeding unrelated to any school activities or if charged with an offense outside the course of employment; or
- B. Unless they are a plaintiff or defendant in a civil case where the allegations are unrelated to any activities related to the course of their employment.

An employee in subsection A and/or B may be paid retroactively for lost time because of the summons provided the verification of the verdict in their favor is provided within thirty (30) days of the absence. An employee under subsection A or B who pleads *nolo contendere* or who agrees to accept a finding of Probation Before Judgment (PBJ) shall not be paid.

Unified Sick Leave Bank

- 9.12** **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 worker's compensation claim and is receiving compensation. Sick leave from the bank may be granted when the employee has an active workers' compensation claim and is not receiving compensation and the illness is not related to the original worker's compensation claim. In the event the employee receives compensation through worker's compensation and the sick leave bank for the same pay period, the employee will reimburse the sick leave bank. 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.

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, the Office of Payroll, and the Department of Staff Relations and Employee Performance Management will meet at least annually to determine the initial and subsequent employee annual sick leave assessment or contribution rates, 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.

Organization members will obtain the USLB Application form and submit the completed request directly to the Office of Employee Absence and Risk Management. The Office of Employee Absence and Risk Management shall review the application and shall advise the employee and the bargaining unit's designated point of contact of all approval and denial decisions.

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.

Personal Injury Leave

- 9.13** When an employee is absent from school as a result of personal injury caused by 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 (12) calendar months. No part of such absence will be charged to the employee's sick leave. If disability persists after the twelve (12) month period, the employee shall be placed on Leave of Absence and disability payment will commence consistent with the amount covered by Workers' Compensation Law. Any employee who terminates their service with the Board must reimburse the Board for any advanced personal injury leave pay for which they are indebted to the Board.

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 and sick leave benefits.

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 the employee's return to work. Vacation time will not be accrued during the extended time.

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

Vacation

- 9.14** An employee accrues twenty (20) days of vacation annually. Vacation will be capped at fifty (50) days. Accrued vacation in excess of fifty (50) days shall convert to rolled leave. Upon separation from service, employees will be paid for all unused vacation based on salary in effect at the time of separation. This vacation payout will be capped at fifty (50) days. Vacation requests shall be submitted to the appropriate supervisor at least twenty-four (24) hours in advance whenever possible. Requests for vacation will be approved or denied by the appropriate supervisor in a timely manner. If the request is denied, the supervisor shall provide the employee with a reason for the denial.

In determining vacation schedules, effort shall be made to comply with the employee's request. However, when there is a conflict between an employee's work responsibilities and an individual employee's request, work responsibilities will take precedence.

Leave for Council Business

- 9.15** Any member elected or duly appointed by the Council may, with proper application and permission from the Department of Staff Relations and Employee Performance Management, be granted release time to conduct Council business and/or attend official or professional meetings.

Article X

Grievance Procedure

Introduction

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

10.1 Definitions

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

10.2 Procedure

(Informal)

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

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

as to the disposition of their claim.

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

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

- 10.3** Within ten (10) days after such notification of submission to arbitration, the Board and the Council will attempt to agree upon a mutually acceptable arbitrator and obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties will then be bound by the rules and procedures of the American Arbitration Association.
- 10.4** The jurisdiction and authority of the arbitrator and their opinion and award shall be confined to the express provision or provisions of this Agreement at issue between the Council and the Board. They shall have no authority to add to, alter, detract from, amend or modify any provision of this Agreement, or to make any award which will in any way deprive the Board of any of the powers delegated to it by law. The award of the arbitrator, in writing, shall be final and binding on the aggrieved member or members, the Union, and the Board.
- 10.5** The arbitrator's decision shall be made within thirty (30) days of the conclusion of the presentation of the case. The cost for the services of the arbitrator shall be shared equally by the parties.
- 10.6** Grievance forms and attendant papers shall not be placed in an administrator's personnel file.

Article XI Reimbursements

Property Loss - Battery

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

Property Loss - General

- 11.2** The Board shall not assume liability for the value of personal property destroyed, lost, or damaged on school or office property as a result of an accident, vandalism or theft.

Transportation Reimbursement

- 11.3** Reimbursement will be made monthly and no less than quarterly. 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) days of the close of a fiscal year for all other employees in order to receive reimbursement.

Tuition Reimbursement

- 11.4** The Board will reimburse employees for tuition and fee charges up to three hundred dollars (\$300) per credit provided that such courses have been approved by the Superintendent or their designee. There will be a limitation of nine (9) credits reimbursement per employee per year. In programs requiring more than nine (9) credits per year, the nine (9) credit limitation shall be waived. Employees participating in supervisor approved qualifying professional development and non-college credit producing activities that lead to job related recertification or re-licensure will be reimbursed for registration/enrollment expenses. Reimbursement for those eligible expenses not funded by a department/office will be calculated on a credit equivalent basis as part of the limit for tuition. The employee must complete the appropriate course form which is returned upon completion of the course/activity to the Certification Office, Department of Human Resources for reimbursements.

Article XII Benefits

12.1 Basic Plan Life Insurance

The Board will pay one hundred percent (100%) of the premium for fifteen thousand dollars (\$15,000) life insurance.

For active employees, additional life insurance (optional) can be purchased in multiples of basic annual earnings. Minimum coverage is for 1x's the employee's basic annual earnings and maximum coverage is 10x's the employee's basic annual earnings up to \$1,000,000. Optional life insurance coverage shall be available to employees by payroll deduction.

12.2 Flexible Spending Accounts

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

12.3 Health Care Options

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, 2021. 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, hospital emergency room 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 Section 17.8. 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.

Adult Hearing Aids

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

Health Insurance - Family of Deceased Employee

- 12.5** 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.

Health Insurance--Retired Members

- 12.6** 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 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 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)

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

<u>CY23</u>	<u>BCPS Years of Service</u>	<u>CY23</u>
20.0%	10	25.0%
22.5%	11	27.5%
25.0%	12	30.0%
27.5%	13	32.5%
30.0%	14	35.0%
32.5%	15	37.5%
35.0%	16	40.0%
37.5%	17	42.5%
40.0%	18	45.0%
42.5%	19	47.5%
45.0%	20	50.4%
47.5%	21	53.3%
50.0%	22	56.2%
52.5%	23	59.1%
55.0%	24	62.0%
58.3%	25	65.3%
61.6%	26	68.6%
64.9%	27	71.9%
68.2%	28	75.2%
71.5%	29	80.0%
75.0%	30	85.0%

CHART B (Only for Retirees age 65 or older)

Years of Service	<u>Option 4A</u>	<u>Option 4B</u>
	CIGNA Med. Surround, Cigna True Choice Med., and United American	Kaiser Med. Plus
10-19 years of service	36%	68%
20-29 years of service	66%	100%
30 or more years of service	84%	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.

Dental Insurance

12.7 The Board shall offer three (3) dental plans: a) Traditional Dental Plan, b) Preferred Provider Dental Plan, and c) Dental HMO. The Board shall contribute sixty-five percent (65%) of the premium for the lowest cost dental option. The employee will contribute thirty-five percent (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.

Vision Insurance

12.8 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.

Insurance Plan Carriers

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

Article XIII
Working Conditions

Workdays

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

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

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

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) and their duty day following (a) holiday(s), no salary payment will be paid for such (a) holiday(s). A new employee or an employee returning from leave shall not be eligible for holiday pay unless they have 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.

Some central offices are open during the winter break/or spring break based on systemic needs. The entirety of these breaks are not recognized as holidays for a few offices. Some offices may be open because of projects with pending deadlines or responses to unforeseen circumstances that must be completed/addressed during the holidays.

Offices that are open need to be covered during these breaks to complete the required tasks and/or cover phones either in-person or by forwarded lines. Employees may do so on a voluntary basis to help with coverage. If no employees volunteer, the supervisor will assign the tasks to team members to cover the office.

Work Hours

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

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

When an event causes CASE represented employees to work well beyond their duty day and/or scope of responsibilities, compensation, in the form of compensatory time, will be assigned by the executive director.

13.3 Principals will ensure that all administrative activities are equitably and collaboratively developed with all administrators for after school activity coverage. Concerns of the council or members will be brought to the attention of the assigned executive director, School Support, for resolution.

Professional Recognition

13.4 The Board and the Council recognize that the nature of the jobs performed by members of the unit is such that work beyond the customary 40-hour work week often is required.

The Board acknowledges that these professional demands may often impact on a member's ability to attend to routine or unexpected personal and/or family requirements. It further understands that members may need time during the business day to attend to these demands.

The Board further recognizes that professional staff will exercise professional judgment in determining when the needs of the school system permit them flexibility to attend to personal matters during the duty day without using leave. Members may use up to a total of five (5) hours per month to attend to personal business of relatively brief duration of up to two and a half (2½) hours during normal working hours. The five (5) hours shall be available for use each month, if needed, and are not cumulative.

Personal business may include, but is not limited to, private appointments, lab tests, parental obligations, household appointments, emergency household demands, or other personal issues.

Unit members wishing to use this privilege will submit their request to their supervisor at least forty-eight (48) hours in advance of the anticipated date of absence so as to maintain work site supervision, safety, stability, and employee accountability. Supervisors shall favorably consider requests unless there is a reasonable basis for doing otherwise.

- 13.5** The parties agree that this privilege is to be used occasionally and is not for regular or frequent use. The parties also recognize that unit members will not overuse these privileges and the Board, at the appropriate supervisory level, retains the right to deny such privileges to any unit member whose pattern of absences from work appears inconsistent with the performance of their duties in the highly professional manner expected of all unit members. It is agreed that the substance of this section is subject to the grievance procedure, but not to the arbitration procedure.

Remote Work

- 13.6** The Board and Council recognize that remote work is an appropriate business model and should be an option for school administrators and central office CASE members. A remote work schedule must ensure that schools and offices operate with available supports and services during normal business hours. Remote work schedules must be approved by the appropriate supervisor. Remote work may be denied when employee responsibilities are to provide direct support to schools and students. Employees are expected to attend scheduled in-person meetings and respond to emergencies in-person in lieu of remote work options when requested by supervisors. Remote work options will be negotiated each year.

School administrators may work remotely one day a week during the summer schedule if they are not choosing a compressed work schedule.

Central office staff may work remotely one day a week during the year with approval from a supervisor.

School-based administrators and staff in the Division of Curriculum and Instruction and the Department of Schools, currently unable to telework due to their direct support of schools, may work remotely when schools are closed and offices are open with the approval of the appropriate supervisor.

Compressed Summer Work Schedule

- 13.7** A compressed work week may be scheduled by the principal of each school during summer work weeks. The compressed work week schedule consists of four ten-hour days. This compressed schedule should be designed so that all work of the office continues without interruption for the entire week and should be distributed equally among the administrative team and ESPBC office staff. The compressed work schedule may not be used during a summer week when a remote work option has been scheduled.

Article XIV Compensation

- 14.1** The salaries for members are set forth in Appendix A.
- 14.2** In the event of a salary error, neither the Board nor CASE may claim salary adjustments for any more than the fiscal year in which the error is detected. When an administrator has been overpaid,

they must be paid at the correct rate of pay for two (2) pay periods before repayment deductions begin. However, at the teacher's request, repayment deductions may begin immediately.

- 14.3** Effective FY26 (July 1, 2025) the Board will pay a two-thousand-dollar (\$2,000) annual stipend to CASE represented employees for the attainment of a Doctorate degree.

Article XV

Effect of Agreement

Changes in Rules and Policies

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

Individual Contracts

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

Article XVI

Duration of the Agreement

- 16.1** The provision of this agreement shall be effective through June 30, 2027, as indicated in the following.

Year 1 of the Agreement:

Effective July 1, 2024 (FY25), Step 22 shall be added to the 12-month pay scales. All CASE represented employees shall advance one step on their pay scale. Effective July 1, 2024 (FY25), the value of the 12-month pay scales shall be increased by 1%.

Year 2 of the Agreement:

Effective July 1, 2025 (FY26), all CASE represented employees shall advance one step on their pay scale. Effective July 1, 2025 (FY26), the value of the 12-month pay scales shall be increased by 2.75%.

Year 3 of the Agreement:

Effective July 1, 2026 (FY27), all CASE represented employees shall advance one step on their pay scale. Effective July 1, 2026 (FY27), the value of the 12-month pay scales shall be increased by 2.75%.

- 16.2** There will be no furloughs or layoffs of bargaining unit employees through FY27.
- 16.3** 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
Homer McCall
Jennifer Mullenax
Eric Wilson
Whitney Tantleff

FOR CASE:

Billy Burke
Alice Curtis
Renee Crabbe
Maria Ramos

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-1

**2024-2025 Annual Salary Scale for Exempt
12-Month School Administrators Represented by CASE
Effective July 1, 2024**

Step	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15
01	103,385	109,573	116,133	123,089	130,473	138,300
02	105,452	111,764	118,457	125,549	133,080	141,067
03	107,560	114,000	120,825	128,060	135,743	143,887
04	109,712	116,280	123,240	130,621	138,459	146,765
05	111,907	118,606	125,704	133,234	141,229	149,700
06	114,143	120,978	128,217	135,898	144,053	152,695
07	116,426	123,398	130,783	138,614	146,934	155,750
08	118,754	125,866	133,400	141,389	149,873	158,864
09	121,130	128,382	136,067	144,217	152,870	162,040
10	123,554	130,950	138,788	147,102	155,928	165,280
11	126,026	133,568	141,563	150,045	159,048	168,586
12	128,545	136,241	144,394	153,045	162,227	171,958
13	131,116	138,964	147,284	156,109	165,470	175,397
14	133,739	141,743	150,229	159,230	168,780	178,905
15	136,415	144,578	153,235	162,415	172,155	182,485
16	139,143	147,470	156,299	165,664	175,600	186,132
17	141,926	150,421	159,425	168,976	179,110	189,855
18	144,763	153,429	162,613	172,358	182,693	193,653
19	147,660	156,498	165,865	175,803	186,346	197,528
20	150,612	159,627	169,183	179,320	190,073	201,476
21	153,624	162,820	172,567	182,907	193,875	205,506
22	156,650	166,028	175,967	186,510	197,694	209,554

**2024-2025 Bi-Weekly Salary Scale for Exempt
12-Month School Administrators Represented by CASE
Effective July 1, 2024**

Divide the annual salary by 26.1 to obtain the biweekly salary.

Step	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15
01	3,961.11	4,198.20	4,449.54	4,716.05	4,998.97	5,298.85
02	4,040.31	4,282.15	4,538.58	4,810.31	5,098.85	5,404.87
03	4,121.07	4,367.82	4,629.31	4,906.51	5,200.88	5,512.91
04	4,203.52	4,455.17	4,721.84	5,004.64	5,304.94	5,623.18
05	4,287.62	4,544.29	4,816.25	5,104.75	5,411.07	5,735.63
06	4,373.30	4,635.17	4,912.53	5,206.82	5,519.27	5,850.38
07	4,460.77	4,727.89	5,010.84	5,310.88	5,629.66	5,967.43
08	4,549.96	4,822.45	5,111.11	5,417.20	5,742.26	6,086.74
09	4,641.00	4,918.85	5,213.30	5,525.56	5,857.09	6,208.43
10	4,733.87	5,017.24	5,317.55	5,636.09	5,974.25	6,332.57
11	4,828.58	5,117.55	5,423.87	5,748.85	6,093.79	6,459.23
12	4,925.10	5,219.96	5,532.34	5,863.79	6,215.59	6,588.43
13	5,023.60	5,324.29	5,643.07	5,981.19	6,339.85	6,720.19
14	5,124.10	5,430.77	5,755.90	6,100.77	6,466.67	6,854.60
15	5,226.63	5,539.39	5,871.07	6,222.80	6,595.98	6,991.76
16	5,331.15	5,650.19	5,988.47	6,347.28	6,727.97	7,131.49
17	5,437.78	5,763.26	6,108.24	6,474.18	6,862.45	7,274.14
18	5,546.48	5,878.51	6,230.38	6,603.75	6,999.73	7,419.66
19	5,657.47	5,996.09	6,354.98	6,735.75	7,139.69	7,568.12
20	5,770.57	6,115.98	6,482.11	6,870.50	7,282.49	7,719.39
21	5,885.98	6,238.31	6,611.76	7,007.93	7,428.16	7,873.79
22	6,001.92	6,361.23	6,742.03	7,145.98	7,574.48	8,028.89

**2025-2026 Annual Salary Scale for Exempt
12-Month School Administrators Represented by CASE
Effective July 1, 2025**

Step	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15
01	106,228	112,586	119,327	126,474	134,061	142,103
02	108,352	114,838	121,715	129,002	136,740	144,946
03	110,518	117,135	124,148	131,582	139,476	147,844
04	112,729	119,478	126,629	134,213	142,267	150,801
05	114,984	121,868	129,161	136,898	145,113	153,817
06	117,282	124,305	131,743	139,635	148,014	156,894
07	119,628	126,791	134,380	142,426	150,975	160,033
08	122,020	129,327	137,069	145,277	153,995	163,233
09	124,461	131,913	139,809	148,183	157,074	166,496
10	126,952	134,551	142,605	151,147	160,216	169,825
11	129,492	137,241	145,456	154,171	163,422	173,222
12	132,080	139,988	148,365	157,254	166,688	176,687
13	134,722	142,786	151,334	160,402	170,020	180,220
14	137,417	145,641	154,360	163,609	173,421	183,825
15	140,166	148,554	157,449	166,881	176,889	187,503
16	142,969	151,525	160,597	170,220	180,429	191,251
17	145,829	154,558	163,809	173,623	184,036	195,076
18	148,744	157,648	167,085	177,098	187,717	198,978
19	151,721	160,802	170,426	180,638	191,471	202,960
20	154,754	164,017	173,836	184,251	195,300	207,017
21	157,849	167,298	177,313	187,937	199,207	211,157
22	160,958	170,594	180,806	191,639	203,131	215,317

**2025-2026 Bi-Weekly Salary Scale for Exempt
12-Month School Administrators Represented by CASE
Effective July 1, 2025**

Divide the annual salary by 26.1 to obtain the biweekly salary

Step	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15
01	4,070.04	4,313.64	4,571.92	4,845.75	5,136.44	5,444.56
02	4,151.42	4,399.92	4,663.41	4,942.61	5,239.08	5,553.49
03	4,234.41	4,487.93	4,756.63	5,041.46	5,343.91	5,664.52
04	4,319.12	4,577.70	4,851.69	5,142.26	5,450.84	5,777.82
05	4,405.52	4,669.27	4,948.70	5,245.13	5,559.89	5,893.37
06	4,493.56	4,762.64	5,047.62	5,350.00	5,671.03	6,011.26
07	4,583.45	4,857.89	5,148.66	5,456.93	5,784.48	6,131.53
08	4,675.10	4,955.06	5,251.69	5,566.17	5,900.19	6,254.14
09	4,768.62	5,054.14	5,356.67	5,677.51	6,018.16	6,379.16
10	4,864.06	5,155.21	5,463.79	5,791.07	6,138.54	6,506.70
11	4,961.38	5,258.28	5,573.03	5,906.93	6,261.38	6,636.86
12	5,060.54	5,363.52	5,684.48	6,025.06	6,386.51	6,769.62
13	5,161.76	5,470.73	5,798.24	6,145.67	6,514.18	6,904.98
14	5,265.02	5,580.11	5,914.18	6,268.54	6,644.48	7,043.10
15	5,370.34	5,691.72	6,032.53	6,393.91	6,777.36	7,184.02
16	5,477.74	5,805.56	6,153.14	6,521.84	6,912.99	7,327.62
17	5,587.32	5,921.76	6,276.21	6,652.22	7,051.19	7,474.18
18	5,699.00	6,040.15	6,401.72	6,785.36	7,192.22	7,623.68
19	5,813.07	6,161.00	6,529.73	6,921.00	7,336.05	7,776.25
20	5,929.27	6,284.18	6,660.38	7,059.43	7,482.76	7,931.69
21	6,047.85	6,409.89	6,793.60	7,200.65	7,632.45	8,090.31
22	6,166.97	6,536.17	6,927.43	7,342.49	7,782.80	8,249.69

**2026-2027 Annual Salary Scale for Exempt
12-Month School Administrators Represented by CASE
Effective July 1, 2026**

Step	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15
01	109,149	115,682	122,608	129,952	137,748	146,011
02	111,332	117,996	125,062	132,550	140,500	148,932
03	113,557	120,356	127,562	135,201	143,312	151,910
04	115,829	122,764	130,111	137,904	146,179	154,948
05	118,146	125,219	132,713	140,663	149,104	158,047
06	120,507	127,723	135,366	143,475	152,084	161,209
07	122,918	130,278	138,075	146,343	155,127	164,434
08	125,376	132,883	140,838	149,272	158,230	167,722
09	127,884	135,541	143,654	152,258	161,394	171,075
10	130,443	138,251	146,527	155,304	164,622	174,495
11	133,053	141,015	149,456	158,411	167,916	177,986
12	135,712	143,838	152,445	161,578	171,272	181,546
13	138,427	146,713	155,496	164,813	174,696	185,176
14	141,196	149,646	158,605	168,108	178,190	188,880
15	144,021	152,639	161,779	171,470	181,753	192,659
16	146,901	155,692	165,013	174,901	185,391	196,510
17	149,839	158,808	168,314	178,398	189,097	200,441
18	152,834	161,983	171,680	181,968	192,879	204,450
19	155,893	165,224	175,113	185,606	196,736	208,541
20	159,010	168,527	178,616	189,318	200,671	212,710
21	162,190	171,899	182,189	193,105	204,685	216,964
22	165,384	175,285	185,778	196,909	208,717	221,238

**2026-2027 Bi-Weekly Salary Scale for Exempt
12-Month School Administrators Represented by CASE
Effective July 1, 2026**

Divide the annual salary by 26.1 to obtain the biweekly salary

Step	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15
01	4,181.95	4,432.26	4,697.62	4,979.00	5,277.70	5,594.29
02	4,265.59	4,520.92	4,791.65	5,078.54	5,383.14	5,706.21
03	4,350.84	4,611.34	4,887.43	5,180.11	5,490.88	5,820.31
04	4,437.89	4,703.60	4,985.10	5,283.68	5,600.73	5,936.70
05	4,526.67	4,797.66	5,084.79	5,389.39	5,712.80	6,055.44
06	4,617.13	4,893.60	5,186.44	5,497.13	5,826.97	6,176.59
07	4,709.50	4,991.49	5,290.23	5,607.01	5,943.56	6,300.15
08	4,803.68	5,091.30	5,396.09	5,719.23	6,062.45	6,426.13
09	4,899.77	5,193.14	5,503.98	5,833.64	6,183.68	6,554.60
10	4,997.82	5,296.97	5,614.06	5,950.34	6,307.36	6,685.63
11	5,097.82	5,402.87	5,726.28	6,069.39	6,433.56	6,819.39
12	5,199.69	5,511.03	5,840.80	6,190.73	6,562.15	6,955.79
13	5,303.72	5,621.19	5,957.70	6,314.67	6,693.33	7,094.87
14	5,409.81	5,733.56	6,076.82	6,440.92	6,827.20	7,236.78
15	5,518.05	5,848.24	6,198.43	6,569.73	6,963.72	7,381.57
16	5,628.39	5,965.21	6,322.34	6,701.19	7,103.10	7,529.12
17	5,740.96	6,084.60	6,448.81	6,835.17	7,245.10	7,679.73
18	5,855.71	6,206.25	6,577.78	6,971.95	7,390.00	7,833.33
19	5,972.91	6,330.42	6,709.31	7,111.34	7,537.78	7,990.08
20	6,092.34	6,456.97	6,843.52	7,253.56	7,688.54	8,149.81
21	6,214.18	6,586.17	6,980.42	7,398.66	7,842.34	8,312.80
22	6,336.55	6,715.90	7,117.93	7,544.41	7,996.82	8,476.55

Appendix A-2

2024-2025 Annual Salary Scale for Exempt 12-Month Employees Represented by CASE Effective July 1, 2024

Divide the annual salary by 26.1 to obtain the biweekly salary.

Step	Grade 01	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
01	59,752	63,322	67,109	71,120	75,378	79,885	84,666	89,731	95,102	100,798	106,830	113,226	120,008	127,207	134,839	142,928
02	60,946	64,591	68,452	72,541	76,886	81,482	86,358	91,526	97,004	102,814	108,967	115,491	122,407	129,750	137,535	145,786
03	62,167	65,882	69,820	73,992	78,424	83,112	88,084	93,356	98,944	104,868	111,146	117,801	124,855	132,346	140,285	148,701
04	63,409	67,199	71,216	75,472	79,994	84,772	89,846	95,224	100,921	106,967	113,369	120,156	127,352	134,993	143,093	151,678
05	64,677	68,543	72,642	76,982	81,593	86,469	91,642	97,129	102,940	109,105	115,637	122,557	129,899	137,693	145,954	154,709
06	65,969	69,914	74,094	78,520	83,225	88,198	93,477	99,070	105,001	111,286	117,951	125,009	132,497	140,448	148,873	157,805
07	67,289	71,312	75,576	80,092	84,889	89,961	95,346	101,052	107,101	113,513	120,309	127,508	135,146	143,255	151,851	160,960
08	68,635	72,739	77,087	81,694	86,586	91,761	97,252	103,073	109,245	115,783	122,715	130,060	137,850	146,122	154,888	164,180
09	70,008	74,195	78,627	83,329	88,318	93,597	99,197	105,134	111,427	118,098	125,169	132,661	140,607	149,043	157,985	167,462
10	71,408	75,677	80,201	84,996	90,085	95,467	101,182	107,238	113,655	120,463	127,673	135,315	143,420	152,025	161,143	170,811
11	72,836	77,191	81,805	86,694	91,887	97,378	103,205	109,380	115,928	122,872	130,225	138,020	146,288	155,065	164,367	174,228
12	74,294	78,736	83,442	88,429	93,724	99,326	105,268	111,569	118,248	125,328	132,831	140,780	149,215	158,168	167,654	177,713
13	75,777	80,311	85,111	90,197	95,600	101,312	107,374	113,800	120,612	127,835	135,486	143,599	152,200	161,329	171,007	181,267
14	77,294	81,916	86,812	92,001	97,510	103,339	109,520	116,076	123,023	130,391	138,196	146,470	155,245	164,555	174,427	184,892
15	78,841	83,555	88,548	93,840	99,461	105,406	111,711	118,398	125,484	133,001	140,960	149,400	158,350	167,847	177,918	188,590
16	80,418	85,228	90,319	95,718	101,450	107,515	113,944	120,767	127,993	135,660	143,780	152,387	161,519	171,204	181,474	192,363
17	82,025	86,931	92,127	97,631	103,480	109,664	116,224	123,182	130,553	138,373	146,656	155,436	164,748	174,627	185,103	196,209
18	83,665	88,668	93,969	99,583	105,548	111,858	118,548	125,644	133,165	141,140	149,588	158,544	168,043	178,120	188,806	200,134
19	85,340	90,442	95,848	101,576	107,659	114,096	120,918	128,157	135,828	143,963	152,582	161,714	171,403	181,683	192,584	204,135
20	87,045	92,252	97,765	103,607	109,814	116,377	123,336	130,722	138,544	146,843	155,632	164,950	174,832	185,316	196,435	208,220
21	88,786	94,098	99,720	105,679	112,011	118,705	125,803	133,337	141,314	149,780	158,745	168,249	178,329	189,023	200,364	212,384
22	90,535	95,952	101,684	107,761	114,218	121,043	128,281	135,964	144,098	152,731	161,872	171,564	181,842	192,747	204,311	216,568

2024-2025 Biweekly Scale for Exempt 12-Month Employees Represented by CASE
Effective July 1, 2024

Divide the annual salary by 26.1 to obtain the biweekly salary.

Step	Grade 01	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
01	2,289.35	2,426.13	2,571.23	2,724.90	2,888.05	3,060.73	3,243.91	3,437.97	3,643.75	3,861.99	4,093.10	4,338.16	4,598.01	4,873.83	5,166.25	5,476.17
02	2,335.10	2,474.75	2,622.68	2,779.35	2,945.82	3,121.92	3,308.74	3,506.74	3,716.63	3,939.23	4,174.98	4,424.94	4,689.92	4,971.26	5,269.54	5,585.67
03	2,381.88	2,524.21	2,675.10	2,834.94	3,004.75	3,184.37	3,374.87	3,576.86	3,790.96	4,017.93	4,258.47	4,513.45	4,783.72	5,070.73	5,374.90	5,697.36
04	2,429.46	2,574.67	2,728.58	2,891.65	3,064.90	3,247.97	3,442.38	3,648.43	3,866.70	4,098.35	4,343.64	4,603.68	4,879.39	5,172.15	5,482.49	5,811.42
05	2,478.05	2,626.17	2,783.22	2,949.50	3,126.17	3,312.99	3,511.19	3,721.42	3,944.06	4,180.27	4,430.54	4,695.67	4,976.97	5,275.59	5,592.11	5,927.55
06	2,527.55	2,678.70	2,838.85	3,008.43	3,188.70	3,379.23	3,581.49	3,795.79	4,023.03	4,263.83	4,519.20	4,789.62	5,076.51	5,381.15	5,703.95	6,046.17
07	2,578.12	2,732.26	2,895.63	3,068.66	3,252.45	3,446.78	3,653.10	3,871.72	4,103.49	4,349.16	4,609.54	4,885.36	5,178.01	5,488.70	5,818.05	6,167.05
08	2,629.69	2,786.93	2,953.52	3,130.04	3,317.47	3,515.75	3,726.13	3,949.16	4,185.63	4,436.13	4,701.72	4,983.14	5,281.61	5,598.54	5,934.41	6,290.42
09	2,682.30	2,842.72	3,012.53	3,192.68	3,383.83	3,586.09	3,800.65	4,028.12	4,269.23	4,524.83	4,795.75	5,082.80	5,387.24	5,710.46	6,053.07	6,416.17
10	2,735.94	2,899.50	3,072.84	3,256.55	3,451.53	3,657.74	3,876.70	4,108.74	4,354.60	4,615.44	4,891.69	5,184.48	5,495.02	5,824.71	6,174.06	6,544.48
11	2,790.65	2,957.51	3,134.29	3,321.61	3,520.57	3,730.96	3,954.21	4,190.80	4,441.69	4,707.74	4,989.46	5,288.12	5,604.90	5,941.19	6,297.59	6,675.40
12	2,846.51	3,016.70	3,197.01	3,388.08	3,590.96	3,805.59	4,033.26	4,274.67	4,530.57	4,801.84	5,089.31	5,393.87	5,717.05	6,060.08	6,423.52	6,808.93
13	2,903.33	3,077.05	3,260.96	3,455.82	3,662.84	3,881.69	4,113.95	4,360.15	4,621.15	4,897.89	5,191.03	5,501.88	5,831.42	6,181.19	6,551.99	6,945.10
14	2,961.46	3,138.54	3,326.13	3,524.94	3,736.02	3,959.35	4,196.17	4,447.36	4,713.52	4,995.82	5,294.87	5,611.88	5,948.08	6,304.79	6,683.03	7,083.98
15	3,020.73	3,201.34	3,392.64	3,595.40	3,810.77	4,038.54	4,280.11	4,536.32	4,807.82	5,095.82	5,400.77	5,724.14	6,067.05	6,430.92	6,816.78	7,225.67
16	3,081.15	3,265.44	3,460.50	3,667.36	3,886.97	4,119.35	4,365.67	4,627.09	4,903.95	5,197.70	5,508.81	5,838.58	6,188.47	6,559.54	6,953.03	7,370.23
17	3,142.72	3,330.69	3,529.77	3,740.65	3,964.75	4,201.69	4,453.03	4,719.62	5,002.03	5,301.65	5,619.00	5,955.40	6,312.18	6,690.69	7,092.07	7,517.59
18	3,205.56	3,397.24	3,600.34	3,815.44	4,043.98	4,285.75	4,542.07	4,813.95	5,102.11	5,407.66	5,731.34	6,074.48	6,438.43	6,824.52	7,233.95	7,667.97
19	3,269.73	3,465.21	3,672.34	3,891.80	4,124.87	4,371.49	4,632.87	4,910.23	5,204.14	5,515.82	5,846.05	6,195.94	6,567.16	6,961.03	7,378.70	7,821.26
20	3,335.06	3,534.56	3,745.79	3,969.62	4,207.43	4,458.89	4,725.52	5,008.51	5,308.20	5,626.17	5,962.91	6,319.92	6,698.54	7,100.23	7,526.25	7,977.78
21	3,401.76	3,605.25	3,820.69	4,049.00	4,291.57	4,548.08	4,820.04	5,108.66	5,414.37	5,738.70	6,082.18	6,446.32	6,832.53	7,242.22	7,676.78	8,137.32
22	3,468.77	3,676.32	3,895.94	4,128.77	4,376.17	4,637.66	4,914.98	5,209.35	5,521.00	5,851.76	6,201.99	6,573.33	6,967.13	7,384.94	7,828.01	8,297.62

2025-2026 Annual Salary Scale for Exempt 12-Month Employees Represented by CASE
Effective July 1, 2025

Divide the annual salary by 26.1 to obtain the biweekly salary.

Step	Grade 01	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
01	61,395	65,063	68,954	73,076	77,451	82,082	86,994	92,199	97,717	103,570	109,768	116,340	123,308	130,705	138,547	146,859
02	62,622	66,367	70,334	74,536	79,000	83,723	88,733	94,043	99,672	105,641	111,964	118,667	125,773	133,318	141,317	149,795
03	63,877	67,694	71,740	76,027	80,581	85,398	90,506	95,923	101,665	107,752	114,203	121,041	128,289	135,986	144,143	152,790
04	65,153	69,047	73,174	77,547	82,194	87,103	92,317	97,843	103,696	109,909	116,487	123,460	130,854	138,705	147,028	155,849
05	66,456	70,428	74,640	79,099	83,837	88,847	94,162	99,800	105,771	112,105	118,817	125,927	133,471	141,480	149,968	158,963
06	67,783	71,837	76,132	80,679	85,514	90,623	96,048	101,794	107,889	114,346	121,195	128,447	136,141	144,310	152,967	162,145
07	69,139	73,273	77,654	82,295	87,223	92,435	97,968	103,831	110,046	116,635	123,617	131,014	138,863	147,195	156,027	165,386
08	70,522	74,739	79,207	83,941	88,967	94,284	99,926	105,908	112,249	118,967	126,090	133,637	141,641	150,140	159,147	168,695
09	71,933	76,235	80,789	85,621	90,747	96,171	101,925	108,025	114,491	121,346	128,611	136,309	144,474	153,142	162,330	172,067
10	73,372	77,758	82,407	87,333	92,562	98,092	103,965	110,187	116,781	123,776	131,184	139,036	147,364	156,206	165,574	175,508
11	74,839	79,314	84,055	89,078	94,414	100,056	106,043	112,388	119,116	126,251	133,806	141,816	150,311	159,329	168,887	179,019
12	76,337	80,901	85,737	90,861	96,301	102,057	108,163	114,637	121,500	128,775	136,484	144,651	153,318	162,518	172,264	182,600
13	77,861	82,520	87,452	92,677	98,229	104,098	110,327	116,930	123,929	131,350	139,212	147,548	156,386	165,766	175,710	186,252
14	79,420	84,169	89,199	94,531	100,192	106,181	112,532	119,268	126,406	133,977	141,996	150,498	159,514	169,080	179,224	189,977
15	81,009	85,853	90,983	96,421	102,196	108,305	114,783	121,654	128,935	136,659	144,836	153,509	162,705	172,463	182,811	193,776
16	82,629	87,572	92,803	98,350	104,240	110,472	117,077	124,088	131,513	139,391	147,734	156,578	165,961	175,912	186,465	197,653
17	84,281	89,322	94,660	100,316	106,326	112,680	119,420	126,570	134,143	142,178	150,689	159,710	169,279	179,429	190,193	201,605
18	85,966	91,106	96,553	102,322	108,451	114,934	121,808	129,099	136,827	145,021	153,702	162,904	172,664	183,018	193,998	205,638
19	87,687	92,929	98,484	104,369	110,620	117,234	124,243	131,681	139,563	147,922	156,778	166,161	176,117	186,679	197,880	209,749
20	89,439	94,789	100,454	106,456	112,834	119,577	126,728	134,317	142,354	150,881	159,912	169,486	179,640	190,412	201,837	213,946
21	91,228	96,686	102,462	108,585	115,091	121,969	129,263	137,004	145,200	153,899	163,110	172,876	183,233	194,221	205,874	218,225
22	93,025	98,591	104,480	110,724	117,359	124,372	131,809	139,703	148,061	156,931	166,323	176,282	186,843	198,048	209,930	222,524

2025-2026 Bi-Weekly Scale for Exempt 12-Month Employees Represented by CASE
Effective July 1, 2025

Divide the annual salary by 26.1 to obtain the biweekly salary

Step	Grade 01	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
01	2,352.30	2,492.84	2,641.92	2,799.85	2,967.47	3,144.90	3,333.10	3,532.53	3,743.95	3,968.20	4,205.67	4,457.47	4,724.44	5,007.85	5,308.31	5,626.78
02	2,399.31	2,542.80	2,694.79	2,855.79	3,026.82	3,207.78	3,399.73	3,603.18	3,818.85	4,047.55	4,289.81	4,546.63	4,818.89	5,107.97	5,414.44	5,739.27
03	2,447.39	2,593.64	2,748.66	2,912.91	3,087.39	3,271.95	3,467.66	3,675.21	3,895.21	4,128.43	4,375.59	4,637.59	4,915.29	5,210.19	5,522.72	5,854.02
04	2,496.28	2,645.48	2,803.60	2,971.15	3,149.20	3,337.28	3,537.05	3,748.77	3,973.03	4,211.07	4,463.10	4,730.27	5,013.56	5,314.37	5,633.26	5,971.23
05	2,546.21	2,698.39	2,859.77	3,030.61	3,212.15	3,404.10	3,607.74	3,823.75	4,052.53	4,295.21	4,552.38	4,824.79	5,113.83	5,420.69	5,745.90	6,090.54
06	2,597.05	2,752.38	2,916.93	3,091.15	3,276.40	3,472.15	3,680.00	3,900.15	4,133.68	4,381.07	4,643.49	4,921.34	5,216.13	5,529.12	5,860.80	6,212.45
07	2,649.00	2,807.39	2,975.25	3,153.07	3,341.88	3,541.57	3,753.56	3,978.20	4,216.32	4,468.77	4,736.28	5,019.69	5,320.42	5,639.66	5,978.05	6,336.63
08	2,701.99	2,863.56	3,034.75	3,216.13	3,408.70	3,612.41	3,828.58	4,057.78	4,300.73	4,558.12	4,831.03	5,120.19	5,426.86	5,752.49	6,097.59	6,463.41
09	2,756.05	2,920.88	3,095.36	3,280.50	3,476.90	3,684.71	3,905.17	4,138.89	4,386.63	4,649.27	4,927.62	5,222.57	5,535.40	5,867.51	6,219.54	6,592.61
10	2,811.19	2,979.23	3,157.36	3,346.09	3,546.44	3,758.31	3,983.33	4,221.72	4,474.37	4,742.38	5,026.21	5,327.05	5,646.13	5,984.90	6,343.83	6,724.44
11	2,867.39	3,038.85	3,220.50	3,412.95	3,617.39	3,833.56	4,062.95	4,306.05	4,563.83	4,837.20	5,126.67	5,433.56	5,759.04	6,104.56	6,470.77	6,858.97
12	2,924.79	3,099.66	3,284.94	3,481.26	3,689.69	3,910.23	4,144.18	4,392.22	4,655.17	4,933.91	5,229.27	5,542.18	5,874.25	6,226.74	6,600.15	6,996.17
13	2,983.18	3,161.69	3,350.65	3,550.84	3,763.56	3,988.43	4,227.09	4,480.08	4,748.24	5,032.57	5,333.79	5,653.18	5,991.80	6,351.19	6,732.18	7,136.09
14	3,042.91	3,224.87	3,417.59	3,621.88	3,838.77	4,068.24	4,311.57	4,569.66	4,843.14	5,133.22	5,440.46	5,766.21	6,111.65	6,478.16	6,866.82	7,278.81
15	3,103.79	3,289.39	3,485.94	3,694.29	3,915.56	4,149.62	4,397.82	4,661.07	4,940.04	5,235.98	5,549.27	5,881.57	6,233.91	6,607.78	7,004.25	7,424.37
16	3,165.86	3,355.25	3,555.67	3,768.20	3,993.87	4,232.64	4,485.71	4,754.33	5,038.81	5,340.65	5,660.31	5,999.16	6,358.66	6,739.92	7,144.25	7,572.91
17	3,229.16	3,422.30	3,626.82	3,843.52	4,073.79	4,317.24	4,575.48	4,849.43	5,139.58	5,447.43	5,773.52	6,119.16	6,485.79	6,874.67	7,287.09	7,724.33
18	3,293.72	3,490.65	3,699.35	3,920.38	4,155.21	4,403.60	4,666.97	4,946.32	5,242.41	5,556.36	5,888.97	6,241.53	6,615.48	7,012.18	7,432.87	7,878.85
19	3,359.66	3,560.50	3,773.33	3,998.81	4,238.31	4,491.72	4,760.27	5,045.25	5,347.24	5,667.51	6,006.82	6,366.32	6,747.78	7,152.45	7,581.61	8,036.36
20	3,426.78	3,631.76	3,848.81	4,078.77	4,323.14	4,581.49	4,855.48	5,146.25	5,454.18	5,780.88	6,126.90	6,493.72	6,882.76	7,295.48	7,733.22	8,197.16
21	3,495.33	3,704.44	3,925.75	4,160.34	4,409.62	4,673.14	4,952.61	5,249.20	5,563.22	5,896.51	6,249.43	6,623.60	7,020.42	7,441.42	7,887.89	8,361.11
22	3,564.18	3,777.43	4,003.07	4,242.30	4,496.51	4,765.21	5,050.15	5,352.61	5,672.84	6,012.68	6,372.53	6,754.10	7,158.74	7,588.05	8,043.30	8,525.82

2026-2027 Annual Salary Scale for Exempt 12-Month Employees Represented by CASE
Effective July 1, 2026

Divide the annual salary by 26.1 to obtain the biweekly salary

Step	Grade 01	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
01	63,083	66,852	70,850	75,086	79,581	84,339	89,386	94,734	100,404	106,418	112,787	119,539	126,699	134,299	142,357	150,898
02	64,344	68,192	72,268	76,586	81,173	86,025	91,173	96,629	102,413	108,546	115,043	121,930	129,232	136,984	145,203	153,914
03	65,634	69,556	73,713	78,118	82,797	87,746	92,995	98,561	104,461	110,715	117,344	124,370	131,817	139,726	148,107	156,992
04	66,945	70,946	75,186	79,680	84,454	89,498	94,856	100,534	106,548	112,931	119,690	126,855	134,452	142,519	151,071	160,135
05	68,284	72,365	76,693	81,274	86,143	91,290	96,751	102,545	108,680	115,188	122,084	129,390	137,141	145,371	154,092	163,334
06	69,647	73,813	78,226	82,898	87,866	93,115	98,689	104,593	110,856	117,491	124,528	131,979	139,885	148,279	157,174	166,604
07	71,040	75,288	79,789	84,558	89,622	94,977	100,662	106,686	113,072	119,842	127,016	134,617	142,682	151,243	160,318	169,934
08	72,461	76,794	81,385	86,249	91,414	96,877	102,674	108,820	115,336	122,239	129,557	137,312	145,536	154,269	163,524	173,334
09	73,911	78,331	83,011	87,976	93,243	98,816	104,728	110,996	117,640	124,683	132,148	140,057	148,447	157,353	166,794	176,799
10	75,390	79,896	84,673	89,735	95,107	100,790	106,824	113,217	119,992	127,180	134,792	142,859	151,417	160,502	170,127	180,334
11	76,897	81,495	86,367	91,528	97,010	102,808	108,959	115,479	122,392	129,723	137,486	145,716	154,445	163,711	173,531	183,942
12	78,436	83,126	88,095	93,360	98,949	104,864	111,137	117,790	124,841	132,316	140,237	148,629	157,534	166,987	177,001	187,622
13	80,002	84,789	89,857	95,226	100,930	106,961	113,361	120,146	127,337	134,962	143,040	151,606	160,687	170,325	180,542	191,374
14	81,604	86,484	91,652	97,131	102,947	109,101	115,627	122,548	129,882	137,661	145,901	154,637	163,901	173,730	184,153	195,201
15	83,237	88,214	93,485	99,073	105,006	111,283	117,940	124,999	132,481	140,417	148,819	157,730	167,179	177,206	187,838	199,105
16	84,901	89,980	95,355	101,055	107,107	113,510	120,297	127,500	135,130	143,224	151,797	160,884	170,525	180,750	191,593	203,088
17	86,599	91,778	97,263	103,075	109,250	115,779	122,704	130,051	137,832	146,088	154,833	164,102	173,934	184,363	195,423	207,149
18	88,330	93,611	99,208	105,136	111,433	118,095	125,158	132,649	140,590	149,009	157,929	167,384	177,412	188,051	199,333	211,293
19	90,098	95,485	101,192	107,239	113,662	120,458	127,660	135,302	143,401	151,990	161,089	170,730	180,960	191,813	203,322	215,517
20	91,899	97,396	103,216	109,384	115,937	122,865	130,213	138,011	146,269	155,030	164,310	174,147	184,580	195,648	207,388	219,830
21	93,737	99,345	105,280	111,571	118,256	125,323	132,818	140,772	149,193	158,131	167,596	177,630	188,272	199,562	211,536	224,226
22	95,583	101,302	107,353	113,769	120,586	127,792	135,434	143,545	152,133	161,247	170,897	181,130	191,981	203,494	215,703	228,643

2026-2027 Bi-Weekly Scale for Exempt 12-Month Employees Represented by CASE
Effective July 1, 2026

Divide the annual salary by 26.1 to obtain the biweekly salary

Step	Grade 01	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
01	2,416.97	2,561.38	2,714.56	2,876.86	3,049.08	3,231.38	3,424.75	3,629.66	3,846.90	4,077.32	4,321.34	4,580.04	4,854.37	5,145.56	5,454.29	5,781.53
02	2,465.29	2,612.72	2,768.89	2,934.33	3,110.08	3,295.98	3,493.22	3,702.26	3,923.87	4,158.85	4,407.78	4,671.65	4,951.42	5,248.43	5,563.33	5,897.09
03	2,514.71	2,664.98	2,824.25	2,993.03	3,172.30	3,361.92	3,563.03	3,776.28	4,002.34	4,241.95	4,495.94	4,765.13	5,050.46	5,353.49	5,674.60	6,015.02
04	2,564.94	2,718.24	2,880.69	3,052.87	3,235.79	3,429.04	3,634.33	3,851.88	4,082.30	4,326.86	4,585.82	4,860.34	5,151.42	5,460.50	5,788.16	6,135.44
05	2,616.25	2,772.61	2,938.43	3,113.95	3,300.50	3,497.70	3,706.93	3,928.93	4,163.98	4,413.33	4,677.55	4,957.47	5,254.44	5,569.77	5,903.91	6,258.01
06	2,668.47	2,828.08	2,997.16	3,176.17	3,366.51	3,567.62	3,781.19	4,007.39	4,247.36	4,501.57	4,771.19	5,056.67	5,359.58	5,681.19	6,021.99	6,383.30
07	2,721.84	2,884.60	3,057.05	3,239.77	3,433.79	3,638.97	3,856.78	4,087.59	4,332.26	4,591.65	4,866.51	5,157.74	5,466.74	5,794.75	6,142.45	6,510.88
08	2,776.28	2,942.30	3,118.20	3,304.56	3,502.45	3,711.76	3,933.87	4,169.35	4,419.00	4,683.49	4,963.87	5,261.00	5,576.09	5,910.69	6,265.29	6,641.15
09	2,831.84	3,001.19	3,180.50	3,370.73	3,572.53	3,786.05	4,012.57	4,252.72	4,507.28	4,777.13	5,063.14	5,366.17	5,687.62	6,028.85	6,390.57	6,773.91
10	2,888.51	3,061.15	3,244.18	3,438.12	3,643.95	3,861.69	4,092.87	4,337.82	4,597.39	4,872.80	5,164.44	5,473.52	5,801.42	6,149.50	6,518.28	6,909.35
11	2,946.25	3,122.41	3,309.08	3,506.82	3,716.86	3,939.00	4,174.67	4,424.48	4,689.35	4,970.23	5,267.66	5,582.99	5,917.43	6,272.45	6,648.70	7,047.59
12	3,005.21	3,184.90	3,375.29	3,577.01	3,791.15	4,017.78	4,258.12	4,513.03	4,783.18	5,069.58	5,373.07	5,694.60	6,035.79	6,397.97	6,781.65	7,188.58
13	3,065.21	3,248.62	3,442.80	3,648.51	3,867.05	4,098.12	4,343.33	4,603.30	4,878.81	5,170.96	5,480.46	5,808.66	6,156.59	6,525.86	6,917.32	7,332.34
14	3,126.59	3,313.56	3,511.57	3,721.49	3,944.33	4,180.11	4,430.15	4,695.33	4,976.32	5,274.37	5,590.08	5,924.79	6,279.73	6,656.32	7,055.67	7,478.97
15	3,189.16	3,379.85	3,581.80	3,795.90	4,023.22	4,263.72	4,518.77	4,789.23	5,075.90	5,379.96	5,701.88	6,043.30	6,405.33	6,789.50	7,196.86	7,628.54
16	3,252.91	3,447.51	3,653.45	3,871.84	4,103.72	4,349.04	4,609.08	4,885.06	5,177.39	5,487.51	5,815.98	6,164.14	6,533.52	6,925.29	7,340.73	7,781.15
17	3,317.97	3,516.40	3,726.55	3,949.23	4,185.82	4,435.98	4,701.30	4,982.80	5,280.92	5,597.24	5,932.30	6,287.43	6,664.14	7,063.72	7,487.47	7,936.74
18	3,384.29	3,586.63	3,801.07	4,028.20	4,269.46	4,524.71	4,795.33	5,082.34	5,386.59	5,709.16	6,050.92	6,413.18	6,797.39	7,205.02	7,637.28	8,095.52
19	3,452.03	3,658.43	3,877.09	4,108.77	4,354.87	4,615.25	4,891.19	5,183.98	5,494.29	5,823.37	6,171.99	6,541.38	6,933.33	7,349.16	7,790.11	8,257.36
20	3,521.03	3,731.65	3,954.64	4,190.96	4,442.03	4,707.47	4,989.00	5,287.78	5,604.18	5,939.85	6,295.40	6,672.30	7,072.03	7,496.09	7,945.90	8,422.61
21	3,591.46	3,806.32	4,033.72	4,274.75	4,530.88	4,801.65	5,088.81	5,393.56	5,716.21	6,058.66	6,421.30	6,805.75	7,213.49	7,646.05	8,104.83	8,591.03
22	3,662.18	3,881.30	4,113.14	4,358.97	4,620.15	4,896.25	5,189.04	5,499.81	5,828.85	6,178.05	6,547.78	6,939.85	7,355.59	7,796.70	8,264.48	8,760.27

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

BOARD OF EDUCATION AND COUNCIL OF ADMINISTRATIVE AND SUPERVISORY EMPLOYEES
(CASE)
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 Date Grievance Filed _____

Name of Grievant

School or Office

Home Address _____ Zip Code _____ Home Phone _____

Nature of Grievance

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

Remedy Sought

Signed

Send copies to: Chief of Schools, Principal (or other appropriate administrator), CASE, Retain one copy

Appendix D

**RETIREMENT HEALTH PLAN ALLOWANCE FOR BCPS EMPLOYEES HIRED
ON OR AFTER JANUARY 1, 2011
Original Base Amounts**

PRE-MEDICARE RETIREES		MEDICARE RETIREES		
<u>Base Allowance</u>	<u>per Years of Service</u>	<u>Base Allowance</u>	<u>per Years or Service</u>	
\$150.00	\$225.00	\$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%

Appendix E

CASE Bargaining Unit Represented Classes (For information only – these classes are not negotiable)

C12300 Pupil Personnel Worker
C29100 Assistant Principal
C29200 Principal
C29202 Acting Principal
C29310 Consulting Administrator
C32000 Coordinator
C33400 Supervisor
C35300 Specialist
C43902 Student Conduct Hearing Officer

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FOR THE BOARD OF EDUCATION OF BALTIMORE COUNTY:

A handwritten signature in black ink, appearing to read 'Tiara D. Booker-Dwyer', with a long, sweeping horizontal stroke at the end.

Tiara D. Booker-Dwyer, Board Chair

A handwritten signature in blue ink, appearing to read 'Myriam Rogers', with a long, sweeping horizontal stroke at the end.

Dr. Myriam Rogers, Superintendent

**FOR THE COUNCIL OF ADMINISTRATIVE AND SUPERVISORY EMPLOYEES
(CASE):**

A handwritten signature in black ink, appearing to read 'William S. Burke', with a long, sweeping horizontal stroke at the end.

William Burke, Executive Director and Lead Negotiator