

2011-2012

# **Supplement**

to the

## **MASTER AGREEMENT**

between the

**Board of Education of Baltimore County**

and the

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

**(THIS SUPPLEMENT INCLUDES NEGOTIATED REVISIONS TO THE MASTER AGREEMENT AND  
REPLACES THE 2010-2011 SUPPLEMENT.)**

## **Definitions**

Close Relative – Grandmother-in-law, grandfather-in-law, brother-in-law<sup>1</sup>, sister-in-law<sup>1</sup>, 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 his/her home, or any other person so interpreted by the Manager, Office of Staff Relations.

<sup>1</sup>Brother-in-law and sister-in-law are classified as immediate family for the purposes of bereavement leave.

## **Council - CASE**

**Member** – An administrative and supervisory employee represented by CASE which presently includes the following positions: Managers, Coordinators, Supervisors, Specialists, Pupil Personnel Workers, Principals, and Assistant Principals and 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 Council 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 social security numbers of employees who request dues deduction. 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 members. Similarly, decisions made by the Board affecting groups of CASE members will be provided. CASE will supply the Board with copies of each flyer, newsletter or other communication which is given general distribution to its members. Distribution to the Board and to CASE will be made concurrently with other distribution.

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

**2.6** By September 30, the Board will provide CASE with the names and assignments of all CASE eligible members and, upon its publication, with two copies of the Directory of School and Office Personnel which it produces. The Board will provide CASE with the names and assignments of new administrators, 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 appropriate time during the meeting. CASE will be able to access a copy of the agenda prior to each regular meeting of the Board and a copy of the approved minutes following each meeting through the school system's website.

**2.10** The Superintendent and his/her 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.

**2.15** A fair share agency fee will be implemented when the Council attains 80% membership. The fair share agency fee will go into effect in the fiscal year following this attainment. In the event that membership falls below 75%, representatives of the Board and the Council will meet to review the circumstances upon which membership was reduced. The Board, after such review may, at its discretion, terminate the collection of the fair share agency fee.

## **Article III - Association's Rights, Privileges, and Responsibilities**

### **1. Member's Protection**

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

## **Article IV - Professional Rights and Privileges**

**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 his/her 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 his/her 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 his/her 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 his/her 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 his/her designee.

**4.6.3** Employee files maintained other than in the central file shall be available for review.

## **Article V - Negotiations Procedures**

### **5.1 Designation of Negotiators**

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.

### **5.2 Proposals**

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.

### **5.3 Time Limit - Impasse**

Negotiation on all items submitted must be completed by November 15 unless the impasse procedure provided in the negotiations law is used.

## **5.4 Ratification**

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.

## **Article VI – Promotion and Assignment**

**6.2** As with all administrative positions, the Superintendent and the Board of Education may make appointments directly without utilizing the process described above in cases where unique system-wide needs and/or personnel circumstances so require.

## **Article VII - Evaluation**

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

**7.2** When conducting a formal evaluation, the standard evaluation form or a mutually agreed alternative will provide an overall rating of "Satisfactory" or "Unsatisfactory".

**7.3** If an area of an evaluation has been rated as "Needs Improvement", comments related to the area(s) needing improvement shall be included in, or attached to, the evaluation by the evaluator.

**7.4** No member shall receive an overall rating of "Unsatisfactory" without having been given written suggestions for improvement, advance warning of an 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 satisfactory.

**7.5** 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.

**7.6** The member shall be given a copy of the completed written evaluation and will be given three (3) duty days to sign and return the evaluation. The member's signature indicates receipt of the evaluation but not necessarily agreement with the evaluation.

**7.7** A member may attach a written response to the evaluation.

**7.8** 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 being called for the purpose of discipline, demotion, or discharge, the member shall be advised of his/her right to representation prior to the beginning of any such conference or meeting and be given no more than 10 business days to arrange for representation.

## **Article IX – Absences and Leaves**

### **9.6 Child Rearing Leave**

Request for child rearing leave of absence shall be normally made by completing and forwarding the form, *Application for Child Rearing Leave of Absence* to the appropriate administrator as soon as possible but prior to the last day of work before the birth of the child. In the event of a premature delivery (prior to the completion of the thirty-seventh (37<sup>th</sup>) week), where the employee has not yet filed for leave, the *Application for Child Rearing Leave of Absence* 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 he/she returns to active service.

### **9.7 Military Leave**

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, he/she shall be entitled to leave of absence without loss of pay while actually serving under such active duty orders. “Without loss of pay” shall mean the member’s regular pay for the period of service plus any compensation for such military duty.

### **9.13 Court Related Leave**

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 he/she is a defendant in court proceedings. Such absence is not charged to sick leave. An employee receiving compensation for this duty shall receive his/her regular salary, less any compensation for such day.

A. Unless he/she is 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 he/she is a plaintiff or defendant in a civil case where the allegations are unrelated to any activities related to the course of their employment.

Such absence is not charged to sick leave. An employee receiving compensation for this duty shall receive his/her regular salary, less any compensation for such day.

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 his/her 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 shall not be paid.

## **9.16 Vacations**

An employee accrues annually twenty (20) days of vacation. Vacation will be capped at forty-five (45) days. At the end of the fiscal year, accrued vacation in excess of forty-five (45) days shall convert to personal illness 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 forty-five (45) days.

In determining vacation schedules, effort shall be made to comply with the employee's request. However, when there is a conflict between employee work schedule and an individual employee's request, work schedules will take precedence. Vacations shall be requested at least twenty-four (24) hours in advance. Requests for vacation will be approved or denied by the appropriate supervisor in a timely manner.

## **Article XI - Reimbursement**

### **11.3 Transportation Reimbursement**

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.

## **Article XIV – Compensation**

### **14.3 Doctorate Stipend**

The Board will pay a one thousand dollar (\$1000.00) stipend to CASE -represented employees for the attainment of a Doctorate degree.

## **Article XII – Benefits**

### **Health Insurance—Retired Members**

**12.6** The Board shall contribute toward the premium for health insurance or an optional HMO for employees with ten (10) years or more service with the Board, including military service time

recognized by the Board, who retire under the Maryland State Teachers' Retirement or Pension System, or the Baltimore County Employee Retirement System (ERS). Specific price tags for available plans will be according to schedules contained in the Retiree Enrollment Guide. Contributions by the Board shall be made to employees hired prior to January 1, 2011 in accordance with the following schedule:

	<u>Pre-65</u> Options 1 & 2	<u>Only for retirees age 65 or older</u>	
		Option 3-A CIGNA Med. Surround	Option 3-B Kaiser Med. Plus
10-19 years of service	50%	36%	68%
20-29 years of service	75%	66%	100%
30 or more years of service	90%	84%	100%

Employees hired on or after January 1, 2011 will be enrolled in a basic allowance health care subsidy. The flat dollar amounts listed on Appendix E will be adjusted by the lesser of the growth in the US Consumer Price Index (CPI) in the prior calendar year or 4%. Appendix E will be updated yearly by BCPS.

The Board shall implement a Prescription Drug Plan (PDP) for Medicare-eligible retirees.

The Board shall continue to provide the payment set in Section 9.8 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.

### **ARTICLE XVI - Duration of the Agreement**

**16.1** The provisions of this Agreement shall be effective July 1, 2007 through June 30, 2013, except as indicated in the following. Unless the parties mutually agree to the contrary during negotiations, negotiable items for FY 09 through FY13 will be limited to wage re-openers, i.e., wages and other rates of pay included in the Agreement and three (3) articles selected by each respective party, except during negotiations for FY 13, when negotiable items will be limited to wage re-openers as described above and two (2) articles selected by each party. Article XII shall remain constant through FY 09. In subsequent years, the parties agree that Article XII will be negotiable by mutual agreement, in addition to the two (2) articles selected by each party. Implementation of negotiated fiscal provisions each year of this Agreement is dependent upon the appropriation of the necessary funds by the County Council of Baltimore County

**16.2** For FY 11 and FY 12, salary schedule step and longevity increases will be funded. In addition, there will be no furloughs or layoffs of bargaining unit employees, and the 90% - 10% health care premium split will be maintained for, at least, those same two years.

**Appendix A-1**



**BALTIMORE COUNTY PUBLIC SCHOOLS**  
**Salary Scale for Exempt 10-Month Administrative, Executive, and**  
**Professional Employees, 2011-12**  
**Effective July 1, 2011**

STEP	GRADE									
	01		02		03		04		05	
	Annual	Biwkly	Annual	Biwkly	Annual	Biwkly	Annual	Biwkly	Annual	Biwkly
01	25,594	1,179.43	27,121	1,249.82	28,739	1,324.39	30,454	1,403.39	32,272	1,487.18
02	26,103	1,202.89	27,660	1,274.64	29,310	1,350.67	31,061	1,431.39	32,916	1,516.88
03	26,623	1,226.86	28,210	1,300.02	29,895	1,377.66	31,678	1,459.84	33,571	1,547.04
04	27,152	1,251.23	28,772	1,325.90	30,490	1,405.05	32,310	1,488.94	34,240	1,577.86
05	27,691	1,276.10	29,345	1,352.29	31,096	1,433.00	32,952	1,518.55	34,921	1,609.28
06	28,243	1,301.53	29,929	1,379.22	31,715	1,461.50	33,609	1,548.81	35,616	1,641.30
07	28,804	1,327.36	30,526	1,406.72	32,346	1,490.60	34,279	1,579.67	36,325	1,673.98
08	29,377	1,353.80	31,132	1,434.66	32,990	1,520.26	34,962	1,611.14	37,049	1,707.31
09	29,963	1,380.78	31,752	1,463.21	33,647	1,550.57	35,656	1,643.12	37,788	1,741.40
10	30,560	1,408.28	32,382	1,492.26	34,317	1,581.43	36,367	1,675.89	38,539	1,775.99
11	31,166	1,436.22	33,028	1,522.02	35,000	1,612.90	37,091	1,709.28	39,308	1,811.44
12	31,787	1,464.82	33,687	1,552.38	35,698	1,645.08	37,829	1,743.26	40,092	1,847.54
13	32,420	1,494.02	34,356	1,583.25	36,410	1,677.86	38,584	1,778.06	40,890	1,884.35
14	33,066	1,523.78	35,039	1,614.72	37,134	1,711.24	39,352	1,813.45	41,704	1,921.86
15	33,723	1,554.04	35,739	1,646.94	37,875	1,745.38	40,138	1,849.66	42,536	1,960.18
16	34,397	1,585.11	36,451	1,679.77	38,629	1,780.12	40,935	1,886.41	43,383	1,999.20
17	35,085	1,616.81	37,180	1,713.37	39,401	1,815.72	41,754	1,924.14	44,250	2,039.18
18	35,787	1,649.15	37,924	1,747.63	40,189	1,852.04	42,589	1,962.62	45,135	2,079.97
19	36,502	1,682.13	38,682	1,782.59	40,993	1,889.08	43,441	2,001.88	46,038	2,121.57
20	37,232	1,715.77	39,456	1,818.24	41,813	1,926.86	44,310	2,041.91	46,959	2,164.00

STEP	06		07		08		09		10	
	Annual	Biwkly	Annual	Biwkly	Annual	Biwkly	Annual	Biwkly	Annual	Biwkly
01	34,201	1,576.10	36,245	1,670.25	38,410	1,770.05	40,706	1,875.84	43,138	1,987.92
02	34,882	1,607.47	36,966	1,703.49	39,174	1,805.25	41,516	1,913.20	43,998	2,027.55
03	35,576	1,639.44	37,701	1,737.37	39,954	1,841.20	42,345	1,951.37	44,874	2,067.93
04	36,285	1,672.12	38,454	1,772.06	40,752	1,877.95	43,187	1,990.19	45,769	2,109.17
05	37,006	1,705.35	39,219	1,807.31	41,563	1,915.36	44,047	2,029.81	46,682	2,151.26
06	37,744	1,739.34	40,000	1,843.31	42,392	1,953.53	44,925	2,070.30	47,611	2,194.06
07	38,496	1,774.03	40,797	1,880.07	43,237	1,992.50	45,821	2,111.58	48,564	2,237.97
08	39,265	1,809.43	41,611	1,917.58	44,096	2,032.08	46,736	2,153.73	49,530	2,282.48
09	40,045	1,845.38	42,441	1,955.80	44,977	2,072.66	47,666	2,196.58	50,520	2,328.09
10	40,844	1,882.23	43,285	1,994.72	45,873	2,113.95	48,617	2,240.43	51,526	2,374.47
11	41,660	1,919.80	44,149	2,034.50	46,787	2,156.09	49,588	2,285.15	52,553	2,421.80
12	42,487	1,957.91	45,027	2,074.98	47,720	2,199.09	50,574	2,330.61	53,600	2,470.04
13	43,333	1,996.93	45,925	2,116.37	48,672	2,242.95	51,584	2,377.14	54,669	2,519.33
14	44,198	2,036.76	46,841	2,158.56	49,643	2,287.71	52,613	2,424.57	55,759	2,569.53
15	45,078	2,077.35	47,776	2,201.66	50,632	2,333.28	53,660	2,472.80	56,872	2,620.84
16	45,978	2,118.78	48,729	2,245.57	51,644	2,379.91	54,732	2,522.20	58,006	2,673.10
17	46,897	2,161.16	49,703	2,290.48	52,677	2,427.50	55,826	2,572.64	59,166	2,726.56
18	47,835	2,204.38	50,697	2,336.29	53,730	2,476.05	56,943	2,624.10	60,350	2,781.10
19	48,792	2,248.47	51,711	2,383.02	54,805	2,525.58	58,082	2,676.58	61,557	2,836.72
20	49,768	2,293.44	52,746	2,430.68	55,901	2,576.09	59,243	2,730.11	62,788	2,893.45



**Appendix A-2**  
**BALTIMORE COUNTY PUBLIC SCHOOLS**  
**Salary Scale for Exempt 12-Month Administrative, Executive, and**  
**Professional Employees, 2011-12**  
**Effective July 1, 2011**

STEP	GRADE									
	01		02		03		04		05	
	Annual	Biwly	Annual	Biwly	Annual	Biwly	Annual	Biwly	Annual	Biwly
01	47,626	1,824.74	50,472	1,933.79	53,490	2,049.42	56,687	2,171.92	60,081	2,301.94
02	48,574	1,861.07	51,477	1,972.32	54,556	2,090.26	57,820	2,215.32	61,279	2,347.86
03	49,543	1,898.18	52,505	2,011.70	55,643	2,131.92	58,971	2,259.42	62,498	2,394.56
04	50,529	1,935.98	53,549	2,051.69	56,753	2,174.44	60,146	2,304.46	63,745	2,442.32
05	51,536	1,974.55	54,618	2,092.66	57,885	2,217.80	61,345	2,350.38	65,016	2,491.05
06	52,563	2,013.89	55,705	2,134.28	59,038	2,261.98	62,569	2,397.29	66,315	2,540.80
07	53,612	2,054.09	56,819	2,176.96	60,214	2,307.06	63,818	2,445.12	67,638	2,591.48
08	54,681	2,095.06	57,950	2,220.32	61,416	2,353.11	65,091	2,493.90	68,987	2,643.18
09	55,768	2,136.72	59,108	2,264.67	62,641	2,400.05	66,389	2,543.64	70,363	2,695.90
10	56,881	2,179.35	60,284	2,309.74	63,890	2,447.89	67,713	2,594.37	71,764	2,749.59
11	58,016	2,222.84	61,486	2,355.79	65,164	2,496.70	69,063	2,646.11	73,197	2,804.50
12	59,171	2,267.10	62,712	2,402.77	66,464	2,546.53	70,442	2,698.94	74,658	2,860.46
13	60,352	2,312.34	63,964	2,450.73	67,789	2,597.29	71,847	2,752.76	76,147	2,917.53
14	61,557	2,358.51	65,239	2,499.59	69,143	2,649.15	73,280	2,807.67	77,666	2,975.73
15	62,785	2,405.54	66,541	2,549.46	70,523	2,702.03	74,741	2,863.63	79,218	3,035.19
16	64,035	2,453.46	67,867	2,600.26	71,929	2,755.89	76,233	2,920.82	80,800	3,095.79
17	65,316	2,502.52	69,224	2,652.27	73,367	2,811.00	77,758	2,979.23	82,416	3,157.70
18	66,622	2,552.58	70,609	2,705.31	74,835	2,867.22	79,313	3,038.82	84,064	3,220.86
19	67,955	2,603.63	72,021	2,759.42	76,331	2,924.57	80,899	3,099.59	85,746	3,285.28
20	69,314	2,655.70	73,461	2,814.61	77,858	2,983.06	82,517	3,161.59	87,461	3,350.98

STEP	06		07		08		09		10	
	Annual	Biwly	Annual	Biwly	Annual	Biwly	Annual	Biwly	Annual	Biwly
01	63,672	2,439.56	67,483	2,585.55	71,521	2,740.28	75,802	2,904.28	80,342	3,078.23
02	64,943	2,488.25	68,830	2,637.17	72,948	2,794.94	77,316	2,962.31	81,943	3,139.56
03	66,238	2,537.87	70,203	2,689.76	74,405	2,850.75	78,859	3,021.41	83,578	3,202.23
04	67,561	2,588.56	71,603	2,743.41	75,890	2,907.65	80,431	3,081.64	85,247	3,266.17
05	68,907	2,640.13	73,031	2,798.11	77,401	2,965.57	82,035	3,143.10	86,948	3,331.36
06	70,280	2,692.72	74,488	2,853.96	78,949	3,024.87	83,674	3,205.89	88,683	3,397.81
07	71,684	2,746.50	75,976	2,910.94	80,523	3,085.18	85,343	3,269.87	90,454	3,465.69
08	73,116	2,801.37	77,491	2,969.02	82,129	3,146.71	87,047	3,335.14	92,260	3,534.86
09	74,574	2,857.25	79,037	3,028.24	83,769	3,209.55	88,786	3,401.75	94,100	3,605.38
10	76,061	2,914.23	80,613	3,088.64	85,442	3,273.65	90,557	3,469.63	95,981	3,677.44
11	77,578	2,972.35	82,224	3,150.33	87,147	3,338.96	92,365	3,538.89	97,896	3,750.80
12	79,126	3,031.65	83,864	3,213.17	88,883	3,405.49	94,209	3,609.52	99,850	3,825.67
13	80,706	3,092.17	85,540	3,277.38	90,660	3,473.57	96,088	3,681.55	101,843	3,902.04
14	82,316	3,153.87	87,247	3,342.78	92,469	3,542.87	98,006	3,755.03	103,877	3,979.95
15	83,960	3,216.87	88,986	3,409.44	94,316	3,613.63	99,964	3,830.06	105,951	4,059.41
16	85,633	3,280.96	90,764	3,477.55	96,197	3,685.69	101,959	3,906.47	108,068	4,140.53
17	87,346	3,346.58	92,579	3,547.11	98,120	3,759.40	103,998	3,984.60	110,229	4,223.34
18	89,093	3,413.51	94,431	3,618.05	100,083	3,834.59	106,078	4,064.29	112,434	4,307.81
19	90,875	3,481.78	96,320	3,690.41	102,085	3,911.28	108,199	4,145.57	114,683	4,393.97
20	92,692	3,551.42	98,246	3,764.22	104,126	3,989.51	110,363	4,228.49	116,976	4,481.85

**Appendix A-2 (continued)**

STEP	GRADE									
	11		12		13		14		15	
	Annual	Biwkly	Annual	Biwkly	Annual	Biwkly	Annual	Biwkly	Annual	Biwkly
1	85,150	3,262.47	90,249	3,457.80	95,652	3,664.84	101,391	3,884.73	107,475	4,117.81
2	86,851	3,327.62	92,051	3,526.86	97,565	3,738.12	103,419	3,962.41	109,624	4,200.15
3	88,582	3,393.95	93,887	3,597.21	99,510	3,812.66	105,481	4,041.42	111,810	4,283.91
4	90,350	3,461.70	95,761	3,668.99	101,497	3,888.79	107,587	4,122.11	114,042	4,369.44
5	92,156	3,530.88	97,675	3,742.35	103,525	3,966.46	109,736	4,204.44	116,320	4,456.71
6	93,995	3,601.36	99,623	3,816.97	105,591	4,045.63	111,926	4,288.37	118,642	4,545.67
7	95,871	3,673.21	101,613	3,893.22	107,699	4,126.39	114,161	4,373.97	121,010	4,636.41
8	97,786	3,746.57	103,641	3,970.93	109,849	4,208.77	116,440	4,461.30	123,426	4,728.98
9	99,736	3,821.32	105,710	4,050.18	112,043	4,292.83	118,765	4,550.40	125,891	4,823.42
10	101,728	3,897.61	107,820	4,131.02	114,279	4,378.50	121,136	4,641.21	128,404	4,919.69
11	103,760	3,975.48	109,975	4,213.61	116,562	4,465.97	123,555	4,733.93	130,969	5,017.96
12	105,830	4,054.78	112,169	4,297.66	118,889	4,555.14	126,023	4,828.45	133,584	5,118.16
13	107,944	4,135.78	114,409	4,383.50	121,264	4,646.14	128,540	4,924.91	136,253	5,220.40
14	110,099	4,218.37	116,695	4,471.09	123,685	4,738.89	131,106	5,023.22	138,973	5,324.62
15	112,297	4,302.58	119,024	4,560.30	126,156	4,833.55	133,725	5,123.56	141,748	5,430.98
16	114,541	4,388.54	121,402	4,651.43	128,676	4,930.12	136,397	5,225.93	144,580	5,539.48
17	116,832	4,476.31	123,830	4,744.45	131,250	5,028.72	139,125	5,330.44	147,472	5,650.27
18	119,168	4,565.84	126,307	4,839.34	133,875	5,129.30	141,907	5,437.05	150,422	5,763.28
19	121,552	4,657.16	128,833	4,936.13	136,552	5,231.88	144,745	5,545.79	153,430	5,878.54
20	123,983	4,750.30	131,410	5,034.85	139,283	5,336.52	147,640	5,656.71	156,499	5,996.11

STEP	16	
	Annual	Biwkly
1	113,923	4,364.88
2	116,201	4,452.16
3	118,519	4,540.94
4	120,885	4,631.61
5	123,299	4,724.11
6	125,761	4,818.41
7	128,271	4,914.60
8	130,832	5,012.72
9	133,445	5,112.82
10	136,108	5,214.87
11	138,827	5,319.04
12	141,599	5,425.24
13	144,428	5,533.63
14	147,311	5,644.09
15	150,253	5,756.83
16	153,255	5,871.85
17	156,320	5,989.29
18	159,447	6,109.07
19	162,636	6,231.25
20	165,888	6,355.88

**Appendix B**  
**FLEXIBLE BENEFITS PLAN**

**Medical, Dental, & Vision Deductions for Full-Time Employees** **Effective 1/1/2011 - 12/31/2011**

<b>MEDICAL INSURANCE **</b>	<b>Total Premium or Equivalent</b>	<b>Board Annual Share</b>	<b>Your Annual Share</b>	<b>Your bi-weekly Deduction *</b>
<b>CareFirst BlueCross BlueShield Triple Choice/MPOS</b>				
Individual	\$ 7,075.80	\$ 6,368.40	\$ 707.40	\$ 35.37
Parent/Child	14,018.88	12,617.08	1,401.80	70.09
Two Adults	16,885.08	15,196.68	1,688.40	84.42
Family	19,037.40	17,133.80	1,903.60	95.18
<b>CIGNA OAPIN (In Network)</b>				
Individual	\$ 5,921.52	\$ 5,329.52	\$ 592.00	\$ 29.60
Parent/Child	11,731.92	10,558.92	1,173.00	58.65
Two Adults	14,130.60	12,717.60	1,413.00	70.65
Family	15,931.80	14,338.80	1,593.00	79.65
<b>CIGNA OAP (In/Out Network)</b>				
Individual	\$ 6,289.68	\$ 5,660.88	\$ 628.80	\$ 31.44
Parent/Child	12,461.52	11,215.52	1,246.00	62.30
Two Adults	15,009.24	13,508.44	1,500.80	75.04
Family	16,922.40	15,230.20	1,692.20	84.61
<b>Kaiser Permanente HMO</b>				
Individual	\$ 5,940.72	\$ 5,346.72	\$ 594.00	\$ 29.70
Parent/Child(ren)	11,287.44	10,158.84	1,128.60	56.43
Two Adults	13,960.80	12,564.80	1,396.00	69.80
Family	17,822.28	16,040.08	1,782.20	89.11
<b>DENTAL INSURANCE **</b>	<b>Total Premium or Equivalent</b>	<b>Board Annual Share</b>	<b>Your Annual Share</b>	<b>Your bi-weekly Deduction *</b>
<b>CareFirst Regional Dental PPO</b>				
Individual	\$ 277.32	\$ 180.32	\$ 97.00	\$ 4.85
Parent/Child or Two Adults	600.84	390.64	210.20	10.51
Family	910.92	592.12	318.80	15.94
<b>CareFirst Regional Dental Traditional</b>				
Individual	\$ 314.28	\$ 180.28	\$ 134.00	\$ 6.70
Parent/Child or Two Adults	658.92	390.72	268.20	13.41
Family	1,106.76	592.16	514.60	25.73
<b>CIGNA Dental DHMO</b>				
Individual	\$ 384.12	\$ 180.32	\$ 203.80	\$ 10.19
Parent/Child(ren) or Two Adults	736.20	390.60	345.60	17.28
Family	1,106.88	592.28	514.60	25.73
<b>VISION INSURANCE</b>	<b>Total Premium or Equivalent</b>	<b>Board Annual Share</b>	<b>Your Annual Share</b>	<b>Your bi-weekly Deduction *</b>
<b>CareFirst Davis</b>				
Individual (Free if FTE is .5 or greater)	\$ 34.20	\$ 34.20	\$ -	\$ -
Family (includes Parent/Child and Two Adults)	131.28	34.28	97.00	4.85

\*All employee benefits deductions are taken from 20 pay periods between September and June. \*\* Domestic Partner benefits may be subject to imputed income.

**Appendix D**  
**CASE Bargaining Unit Represented Classes**  
**(For Information Only - These classes are not negotiable.)**

**Grade 01 – Ten-month scale**  
MANAGER I-CAFETERIA

**Grade 02**  
MANAGER II-CAFETERIA

**Grade 03**  
MANAGER III-CAFETERIA

**Grade 04**  
MANAGER IV-CAFETERIA

**Grade 01 – Twelve-month scale**  
ANALYST, CONTRACT MAINTENANCE  
CERTIFICATION ANALYST  
INSPECTOR, CHIEF  
NETWORK REP I, FOOD SERVICES  
NETWORK TECH I  
SUPERVISOR I, INVENTORY  
SUPERVISOR, SHOP/DISTRIBUTION  
SUPERVISOR, SHOP/GEN MAINTENANCE  
TV PRODUCER I

**Grade 02**  
ACCOUNTANT I  
ANALYST I, FISCAL  
ANALYST I, PERSONNEL  
ANALYST I, PROGRAMMER  
ASST, TRANS/SPEC ED  
AUDITOR I  
DESIGNER, MECH ENGINEERING  
DESIGNER, SR-ENGINEERING  
FIELD REP, FOOD SERVICES  
SUPERVISOR, SHOP/TRANSPORTATION  
VENDING REP, FOOD SERVICES

**Grade 03**  
ENGINEER, PROJECT  
FIELD REP, BLDG AUTOMATION  
FIELD REP, BUILDING SERVICES  
FIELD REP, CONSTRUCTION  
FIELD REP, CONTRACT MAINTENANCE  
FIELD REP, ELECTRICAL  
FIELD REP, ELECTRONICS

**Grade 03 (continued)**  
FIELD REP, FIRE ALARMS  
FIELD REP, FLOOR/CEILING  
FIELD REP, GEN MAINTENANCE  
FIELD REP, GROUNDS  
FIELD REP, GROUNDS/EQUIPMENT  
FIELD REP, INSPECT CODE ENFORCEMENT  
FIELD REP, MECHANICAL  
FIELD REP, PAINT/GLAZE  
FIELD REP, PLUMBING  
FIELD REP, SAFETY & SECURITY  
FIELD REP, UTILITY  
MINORITY BUSINESS OFFICER  
SECURITY PATROL SUPERVISOR  
SPECIALIST, ENVIRONMENT  
STUDENT SERVICE LEARNING ASST  
TECHNICAL TRAINER  
WELLNESS REPRESENTATIVE

**Grade 04**  
ANALYST I, SYSTEM  
ASSOCIATE TV PRODUCER  
COMMUNICATIONS SPECIALIST I  
FIELD REP, LOSS CONTROL  
GRAPHIC DESIGNER  
PROGRAM DEVELOP, FOOD SERVICES  
PURCHASING AGENT I  
SUPERVISOR, MAINT CUSTOMER SERVICES  
SUPERVISOR, PC/OPERATIONS  
SUPERVISOR, OPER/DISTRIBUTION  
SUPERVISOR, TRANS/MAINTENANCE  
WEB DEVELOPER

**Grade 05**  
ACCOUNTANT II  
ANALYST II, FISCAL  
ANALYST II, PERSONNEL  
ANALYST II, PROGRAMMER  
ANALYST, PLANNING  
ANALYST, RISK MANAGEMENT  
AUDITOR II  
AUTISM WAIVER FACILITATOR  
COMMUNICATIONS SPECIALIST I  
ENGINEER, CIVIL  
ENGINEER, ELECTRICAL

**Grade 05 (continued)**

FACILITIES ASSISTANT  
 FIELD ASST-FOOD SERVICES  
 HR INVESTIGATIONS ANALYST  
 NETWORK TECH II  
 NURSE CASE MANAGER  
 PROF DEVELOPMENT TECH TRAINER  
 SUPERVISOR, REPAIR SHOP  
 SUPERVISOR I, FISCAL  
 SUPERVISOR, LOSS CONTROL  
 SUPERVISOR, ROOFING/RELOCATABLE  
 SUPERVISOR, CONTRACT MAINTENANCE  
 TPB FACILITATOR  
 TV PRODUCER II

**Grade 06**

ANALYST, TRANS/MANAGEMENT  
 AREA SUPPORT REP  
 AREA TEAM LEADER, TECHNOLOGY  
 DATA ANALYST  
 INDUSTRIAL HYGIENIST I  
 NETWORK ADMINISTRATOR  
 PROF DEVLOPMNT TECH TRAINER  
 SPEC ASST, CONSTRUCT CONTRACTS  
 SPECIAL ASST, COMPREHEN MAINTEN  
 SPECIALIST, DATA  
 SPECIALIST, GRANTS WRITING  
 SUPERVISOR, OFFICE OF GROUNDS  
 SUPERVISOR, DISTRIBUTION CENTER  
 TV VIDEO DIRECTOR  
 ACCOUNTANT III

**Grade 07**

ANALYST III, FISCAL  
 ARCHITECT  
 AREA ASST, FOOD SERVICES  
 AUDITOR III  
 ENGINEER, SR/PROJECT  
 FACILITATOR, HR  
 INDUSTRIAL HYGIENIST II  
 INTERNAL EVALUATOR  
 NETWORK TECH III  
 PROJECT ENGINEER, MECHANICAL  
 PURCHASING AGENT II  
 SPECIALIST, EMPLOYEE ASST PROG  
 SPECIALIST, HRIS  
 SPECIALIST, INFO TECH SECURITY  
 SPECIALIST, CLASSIFICATION  
 SPECIALIST, CONSTRUCTION

**Grade 07 (continued)**

SPECIALIST, RECRUITMENT  
 SUPERVISOR, CIVIL ENGINEERING  
 SUPERVISOR II, FISCAL  
 SUPERVISOR, COPY & PRINT  
 SUPERVISOR, SPECIAL PROJECTS  
 SUPERVISOR, TRANS/FLEET  
 SYSTEM ENGINEER/NETWORK SERVICES  
 TV PRODUCER III  
 TV PRODUCER-DIRECTOR  
 WEB MASTER

**Grade 08**

ADMINSTRATOR, PROJECTS  
 AMS SYSTEMS ADMINISTRATOR  
 COMMUNICATIONS OFFICER  
 COMPLIANCE COORDINATOR  
 FISCAL OFFICER  
 NETWORK SERVICES SUPERVISOR  
 PUPIL PERSONNEL WORKER  
 SPECIALIST (C&I)  
 SPECIALIST, TECH DATABASE  
 SPECIALIST, TECHNICAL SYSTEMS  
 SPECIAL ASST, CONTRACT MAINTENANCE  
 SPECIAL ASST, EXEC DIRECTOR  
 SUPERVISOR III, FISCAL  
 SUPERVISOR, ARCHITECT  
 SUPERVISOR, ENGINEER/STRUCTURE  
 SUPERVISOR, ENVIRONMENTAL SERVICES  
 SUPERVISOR, FOOD SERV/NETWORK  
 SUPERVISOR, FOOD SERV/SUPPLY  
 SUPERVISOR, SR OPER/FOOD SERVICES  
 SUPERVVISOR, SR OPER/TRANSPORTATION  
 SUPERVISOR, SR OPS/BLDG SERVICES  
 SUPERVISOR, SR OPS/ELECTRICAL  
 SUPERVISOR, SR OPS/GEN MAINTENANCE  
 SUPERVISOR, SR OPS/MAINT CUST SERVICE  
 SUPERVISOR, SR OPS/MECHANICAL  
 SUPERVISOR, SR OPS/ROOF-RELOCATABLE  
 SUPERVISOR,SR OPS/CONTRACT MAINTENANCE  
 SUPERVISOR,SR OPS/INSPCT-CODE ENFORCEMENT

**Grade 09**

ANALYST III, PROGRAMMER  
 AUDITOR IV  
 EEO OFFICER  
 ENGINEERING, HEAD

**Grade 09 (continued)**

ENTERPRISE SYSTEMS ENGINEER  
INVESTIGATE/REC MNGMT OFFICER  
MANAGER, DISTRIBUTION  
MANAGER, ED CHANNEL  
MANAGER, FACILITIES GROUNDS  
MANAGER, IT BUSINESS  
PAYROLL SUPERVISOR  
PERSONNEL OFFICER  
POSITION MANAGEMENT OFFICER  
SPEC ASSIST, ENERGY MANAGEMENT  
SPECIAL ASST, EDUC PLAN  
THIRD PARTY SUPERVISOR

**Grade 10**

ASST ADMIN,ENGINEER/CONSTRUCTION  
ASSISTANT PRINCIPAL (Elementary)  
SUPERINTENDENT'S DESIGNEE  
SUPERVISOR (C&I)

**Grade 11**

ADMIN, MAINTENANCE & GROUNDS  
ASSISTANT PRINCIPAL (Middle)  
ADMINISTRATOR, CAP/ENGINEERING  
ADMINISTRATOR, OPERATIONS  
ADMINISTRATOR, PLANNING  
APPEALS & MITIGATION OFFICER  
COORDINATOR (C&I)  
MANAGER, ADMINSTRATIVE SUPPORT  
MANAGER, COMPUTR NETWORK SUPPORT  
MANAGER, CUSTOMER SUPPORT  
MANAGER, FACILITIES MAINTENANCE  
MANAGER, FISCAL SERVICES  
MANAGER, INFO MANAGEMENT  
MANAGER, PERSONNEL SERVICES  
MANAGER, PURCHASING  
MANAGER, RISK  
MANAGER. STUDENT DATA  
PERSNL OFFICER, SUPPORT SERVICES

**Grade 12**

ASSISTANT PRINCIPAL (High)

**Grade 13**

PRINCIPAL (Elementary)

**Grade 14**

PRINCIPAL (Middle)

**Grade 15**

PRINCIPAL (High)

**Grade 16**

VACANT

**Appendix E**

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

**Original Base Amounts**

**PRE-MEDICARE RETIREES**

**MEDICARE RETIREES**

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

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

<b>Yrs. Of Service</b>	<b>Retiree</b>	<b>Retiree &amp; Dependent</b>	<b>Retiree</b>	<b>Retiree &amp; Dependent</b>
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%.**

<b>FY 2009 Adjustment (Calendar Year 2007 CPI)</b>	<b>2.85%</b>
<b>FY 2010 Adjustment (Calendar Year 2008 CPI)</b>	<b>3.84%</b>
<b>FY 2011 Adjustment (Calendar Year 2009 CPI)</b>	<b>-0.36%</b>
<b>FY 2012 Adjustment (Calendar Year 2010 CPI)</b>	<b>1.64%</b>