

**AGREEMENT**

**between**

**THE BOARD OF EDUCATION  
OF  
CALVERT COUNTY**

**and**

**THE CALVERT ASSOCIATION  
OF  
SUPERVISORS AND  
ADMINISTRATORS**

**July 1, 2021 – June 30, 2025**



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**ARTICLE I**  
**General Provisions**

- 1.1 **Recognition.** In view of the certification by the Board of Education of Calvert County, Maryland, hereinafter referred to as the “Board,” the Calvert Association of Administrators and Supervisors (CASA), hereinafter referred to as the “Association,” is recognized as the exclusive representative of the certificated administrators and supervisors unit of the school system in accordance with Education Article, Title 6, Subtitle 4, of the Annotated Code of Maryland.
- 1.2 **Definition of Terms.**
- (a) The term “Member,” as it appears in this agreement, shall include all professional employees who hold MSDE certification in the area of administration/supervision who are eligible for membership in the unit represented by the Association.
  - (b) The term “Superintendent,” as it appears in this agreement, shall refer to the Superintendent of Schools for the Board of Education of Calvert County, Maryland.
  - (c) The term “Contract Year” shall refer to July 1 through June 30 for all members.
  - (d) The term “Days”, unless otherwise specified, is defined to mean working days.
- 1.3 **Article Ratification.** The items of this agreement not requiring fiscal support, when duly ratified by the Association and the Board will be valid and binding during the term of this agreement. The items which require fiscal support shall be valid and binding to the extent that sufficient funds are guaranteed and/or made available by fiscal authorities to fully implement said items.
- 1.4 **Reduced Funding.** If categories which contain requests for funds to support items in this agreement are reduced by fiscal authorities, further negotiations on these items shall begin after the action by the Board of Education and conclude not later than June 15 for the subsequent fiscal year.
- 1.5 **Severability.** If any provision of this agreement or any application of the agreement to any party to this agreement shall be found contrary to law, then such provisions or application shall not be deemed valid and subsisting except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.
- 1.6 **Succeeding Year.** Negotiations for a succeeding agreement shall begin no later than November 15, of the last school year of the contract with the goal of completing negotiations by February 1 of that year.
- 1.7 **Impasse Procedure.** If agreement has not been reached, or at the request of either party, the provisions for handling an impasse as provided by Education Article, 6-408(d) of the Annotated Code of Maryland, shall apply. The impasse procedure shall be postponed upon mutual consent of both parties.
- 1.8 **Personal Freedom.** The personal life of an employee is not within the appropriate concern or attention of the Board except as it may prevent the employee from properly performing his/her assigned functions during the workday or interfere with the operation of the school building or central office.

**ARTICLE II**  
**Board's Rights**

Subject to the terms and conditions of this agreement and to the authority of the State Board of Education under the Education Article of the Annotated Code of Maryland, it shall be the exclusive function of the Superintendent of Schools and the Board to determine the mission of the county public education system; set the standards of service to be offered; maintain the efficiency of operations; determine the methods, means and personnel by which such operations are to be conducted; and to take whatever action and issue rules, policies, procedures and regulations necessary to carry out the mission of the county public education system for which they are responsible and which is entrusted to them.

**ARTICLE III**  
**Association's Rights and Privileges**

- 3.1 **Board of Education Meetings.** A representative chosen by the Association may attend any and all open meetings of the Board of Education for the purpose of keeping all members informed of school business. The Association may present proposals/comments to the Board by requesting the Superintendent include the Association on the agenda.
- 3.2 **School Calendar Committee.** The Association will have a representative who shall serve on the calendar committee.
- 3.3 **Monthly Discussions.** The Association President shall have the opportunity to meet with the Superintendent as needed to discuss relevant issues.
- 3.4 **Interschool Communications.** Use of the interschool mail facility is authorized to distribute official Association material. The Association shall have access to and use of the electronic bulletin/mail delivery system to communicate with members.
- 3.5 **A&S Job Descriptions.** The Association will be notified in writing or via email as job descriptions are developed or updated prior to posting so the Association may provide feedback and recommendations in the development of administrative and supervisory job descriptions. The Superintendent or designee reserves the right to determine all final job descriptions.
- 3.6 **Association Leave.** A total of 105 hours of association leave outside of the negotiations process will be available to unit members for organizational business at the discretion of the Association President each fiscal year. Additional Association Leave for negotiations will be determined as part of the ground rules document.

**ARTICLE IV**  
**Association/Board Relations**

- 4.1 **Ratified Agreement.** An electronic copy of the ratified agreement will be made available to each member.
- 4.2 **Use of School Facilities.** The Association may use school facilities for meeting at reasonable times when such facilities are not otherwise in use. The Association will contact the appropriate administrator to schedule the use of school facilities.
- 4.3 **Payroll Deduction Authorization.** Association dues may be paid via the payroll deduction method. Each Association member desiring this service shall submit an authorization form, bearing his or her original signature, to the Payroll Office by August 15.

Payroll deduction shall begin with the salary check issued on or about the first pay date after joining the Association. This authorization shall be valid as long as such signatories are employed with the Calvert County Public Schools, unless they countermand it in writing to the Board prior to September 15 of any school year. In case of resignation within a school year, the employee's semi-monthly dues amount will be deducted from his/her final salary check.

**ARTICLE V**  
**Contract Year**

Twelve-month members shall work 245 days per year. Eleven-month members shall work 225 days per year. Ten-month members shall work 205 days per year.

When a 10- or 11-month member is required to attend Summer Leadership Meetings beyond their number of annual contracted days as required by the Superintendent or Assistant Superintendent, the administrator will have the option to be paid at their per diem rate or receive one (1) personal leave day for each additional day worked beyond 205 days or 225 days, respectively.

The aforementioned earned personal leave days will be added to personal leave balances following the September rollover.

When a 10- or 11-month member is required or approved to attend systemwide training or meetings beyond their number of annual contracted days as required or approved by the Superintendent or Assistant Superintendent, the administrator will be paid at their per diem rate for each additional day worked beyond 205 days or 225 days, respectively. Such required trainings or meetings include CPI Training, AP Leadership Conference, PBIS Conference, IEP Chairperson Meeting, New Administrator Training, or other training as required or approved by the Superintendent or Assistant Superintendent.

An administrator may be eligible to telework on non-student days and up to one (1) student day for the purpose of completing a specified work product(s) as approved in advance by the employee's immediate supervisor. The employee who is teleworking may be required to report to the school or department if determined by the immediate supervisor. Telework must be in increments of half or whole days. The total number of telework days per year shall not exceed five (5) days per year. In the case of an emergency affecting the district, the Superintendent may approve additional teleworking days beyond the five (5) day annual maximum. Emergency shall refer to a condition or situation as determined by the Superintendent which could not have been anticipated under normal circumstances.

During the summer, if the system is closed on Fridays for energy management, members will work a minimum of 8.75 hours per day Monday through Thursday in accordance with the posted summer work schedule.



**ARTICLE VI**  
**Grievance Procedures**

- 6.1 **Purpose.** The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise regarding this negotiated agreement. Both parties agree that these proceedings will be kept confidential and not be a matter of public record.  
Nothing contained herein will be construed as limiting the right of any Association member having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance addressed without the involvement of the Association.
- 6.2 **Definitions.**
- (a) "Grievance" is a claim by the Association or a member of the Association of an alleged violation, misinterpretation, or misapplication of provisions of the Negotiated Agreement.
  - (b) "Days" shall mean working days.
- 6.3 **Procedure.**
- Step 1.** Within twenty (20) days following occurrence of the act or condition which is the basis of the complaint, a member may file a grievance with his/her immediate supervisor, or such grievance shall be deemed to be waived. The immediate supervisor shall have ten (10) days to give a written decision after receipt of the grievance. Failure to respond within the time limitations established shall enable the grievant to proceed to Step 2.
- Step 2.** The grievant may appeal by written notice to the Superintendent within ten (10) days after the Step 1 response. The Superintendent shall have ten (10) days to give a written decision after receipt of the grievance. Failure to respond within the time limitations established shall enable the grievant to proceed to Step 3.
- Step 3.** The grievant may appeal in writing to the Board within ten (10) days after the Step 2 response pursuant to the Annotated Code of Maryland, Education Articles 4-205(c) and 6-202. Should the Board exercise its authority to utilize a hearing examiner to hear this appeal, the hearing examiner shall be selected from a pool of two or more qualified local candidates, one of which to be identified by the Association. Pending availability, a hearing examiner will be selected to hear appeals on a rotating schedule.
- 6.4 **Other Provisions.**
- (a) This agreement shall not limit due process rights of Association members to appeal to the State Board of Education as provided in the Annotated Code of Maryland 4-205c.
  - (b) All Association members shall have the right to Association representation at Steps 1 and 2 and/or legal representation at Step 3.
  - (c) No reprisal shall be invoked against any Association member for processing a grievance or participating in the grievance procedure.
  - (d) All forms, responses, and referenced attachments dealing with a grievance will be filed separately from the personnel files of the grievant.

**ARTICLE VII**  
**Assignments and Transfers**

- 7.1 **Notification.** Each member shall be given written notification of his/her salary status, position, and tentative assignment for the forthcoming school year by August 15, annually or within one month of the ratification of an agreement if an agreement is not ratified by August 15.
- 7.2 **Voluntary Transfer.** When a member is transferred or reassigned at his/her request to another position, the member will begin receiving the salary of the new assignment on the effective date of the transfer or reassignment. When a member serves in a 12-month position through the end of a school year (June 30) and then is transferred or reassigned to another position for the following school year, the effective date of the transfer or reassignment shall be the first duty day of that assignment.
- 7.3 **Involuntary Transfer.** An involuntary transfer is a transfer for cause. Cause is defined as documented poor performance or misconduct. When a member is involuntarily transferred to a position with a lower salary, the member will begin receiving the salary of the new assignment on the effective date of the transfer. The member will be given the reason(s) for the transfer in writing.
- 7.4 **Administrative Transfer.**
- (a) Any member transferred to a lower paying position prior to July 1, 2008 will retain his/her current salary scale.
  - (b) Any member transferred to a lower paying position on or after July 1, 2008 shall:
    - i. retain his/her current salary scale for three years,
    - ii. at the start of the fourth year, be paid at the annual salary step and grade in effect on the last day of the third year (to include COLA), and
    - iii. continue to be paid at the annual salary step and grade in effect on the last day of the third year (to include COLA) until his/her salary on the new grade exceeds this guaranteed salary, at which time the unit member will be placed on the new salary scale.
- 7.5 **Reduction in Force**
- (a) A reduction in force (RIF) occurs due to budgetary constraints and brings about the elimination of one or more specific positions within the CASA bargaining unit.
  - (b) When a (RIF) is necessary, the Superintendent will, to the extent feasible, reassign the unit member to lower ranking position within the CASA bargaining unit, prior to such member being transferred to a position with the CEA bargaining unit.
  - (c) In making determinations on individuals to be rified, the Superintendent will take into consideration the total length of service since the most recent date of hire in any position for which CASA has been designated as the exclusive representative. Consideration will also be given to area of certification (including subject field and grade level qualifications), overall experience, and/or specialized training.
  - (d) The employee will be placed in a dean position. If no such vacancy exists or the employee elects not to serve as dean, then he/she will be assigned to a classroom teaching position in his/her area(s) of certification. Additionally, the employee will be placed on the step of the appropriate CEA salary scale that is not less than the employee's per diem rate of pay when the RIF occurred. Once reassigned, the language of the CEA Agreement will be controlling. If recalled to an administrative position, the employee will be placed on the CASA scale and step that he/she would have received had he/she remained in his/her administrative position. If an offer to recall is extended to an employee and he/she declines to return to the proposed administrative assignment, the employee waives any further entitlement to recall and must make arrangements with the Human Resources Department to liquidate or convert all of his/her remaining annual leave.
  - (e) The employee will have the option to convert unused annual leave to sick leave, use annual leave on non-student days, or bank said leave for the duration of the period to be recalled to an administrative position. Upon expiration of the recall period, the employee will have the option to convert all unused annual leave to sick leave or to be paid for unused annual leave up to a maximum of 53 days with any remaining unused annual leave days beyond this maximum converted to sick leave. The sale of days will be paid at the employee's per diem rate at the time the RIF occurred.

- (f) The employee will be assigned to work 190 days each year.
  - i. Any current administrator or supervisor who is tenured with CCPS and was appointed to an administrative or supervisory position before June 30, 2015, will, in collaboration with the Superintendent or designee, have the option to work up to:
  - ii. Year 1 of the RIF: 40 additional days
  - iii. Year 2 of the RIF: 25 additional days
  - iv. Year 3 of the RIF: 10 additional days
- (g) On non-teacher work days during the school year, the responsibilities assigned to said employee will be determined by the principal or immediate supervisor.
- (h) Administrators shall be recalled for a maximum period of three years when vacancies become available based on:
  - i. Certification, including subject field and grade level qualifications, as appropriate
  - ii. Overall experience and/or specialized training, and;
  - iii. Seniority at CCPS
- (i) In the event of a recall in which the employee is returned to a lower paying administrative position than what was previously held, the employee will follow the appropriate sequence of article 7.4b based on the employee's RIF date.
- (j) No new personnel shall be appointed to any position in the administrative unit while there are administrators awaiting recall who are qualified for any such position.

**ARTICLE VIII**  
**Promotions**

8.1 **Announcement of Vacancies.** All administrative vacancies to be filled, including any newly created positions but excluding Assistant Superintendent, Superintendent and any other designated executive staff positions will be posted.

A general posting for tentative Assistant Principal and Principal vacancies will be posted on or before March 31st annually. Additional postings for these positions may occur throughout the school year based on the needs of the system and as determined by the Superintendent.

8.2 **Upgrades to Current Positions.** The only vacancies that will not be posted are those that occur because of an upgrade in position due to increased job responsibilities where the lower level position is eliminated. The Association will be notified of such changes and provided the opportunity to respond.

8.3 **Application.** Candidates wishing to be considered for posted administrative or supervisory positions are required to apply using the CCPS online application system.

8.4 **Screening of Applicants.** All applications will be screened to determine the viability of each applicant.

In the case of Assistant Principal, the screening process may include a preliminary interview. Current Assistant Principals who apply for another Assistant Principal position(s) are exempt from a preliminary interview held as part of the screening process.

8.5 **Interview Committees.** The Superintendent or designee will appoint a committee to interview candidates to identify those who may be recommended to the Superintendent for consideration in filling current vacancies. Committee membership will, at a minimum, consist of the following:

Assistant Principal: Principals with current assistant principal vacancies will be invited to participate in the interviews. Based on the results of the interview process, selected applicants will be recommended to the Superintendent for consideration in filling current vacancies. The committee will be convened by the Director of Human Resources or designee.

Principal: Administrators as determined by the Superintendent or designee will be invited to participate in the interviews. Based on the results of the interview process, selected applicants will be recommended to the Superintendent for consideration in filling current vacancies. The committee will be convened by the Director of Human Resources or designee.

Supervisor: Directors with current supervisor vacancies will be invited to participate in the interviews. Based on the results of the interview process, selected applicants will be recommended to the Superintendent for consideration in filling current vacancies. The committee will be convened by the Director of Human Resources or designee.

Director: Administrators as determined by the Superintendent or designee will be invited to participate in the interviews. Based on the results of the interview process, selected applicants will be recommended to the Superintendent for consideration in filling current vacancies. The committee will be convened by the Director of Human Resources or designee.

8.6 **Superintendent's Recommendation to the Board.** The Superintendent or designee will confer with the direct supervisor for advisement of the needs of the building or department prior to making a final recommendation(s) for appointment to the members of the Board of Education for consideration.

8.7 **Consideration.** Current CCPS administrators who apply and who meet the qualifications for the advertised position and were interviewed will be notified of their status prior to any related systemwide hiring announcement.

**ARTICLE IX**  
**Employee Evaluation**

9.1 **Evaluation/Rating Process.** The primary purpose of the evaluation/rating process for administrators is the improvement of instruction and the efficient operation of the school system. Evaluation is that phase of the process by which an administrator formally or informally (mid-year conferences and verbal feedback) appraises an employee's performance primarily for the purpose of providing direction and bringing about improvement; rating is that phase of the process by which an administrator formally assesses, according to a pre-determined schedule and instrument, the extent to which the employee has attained the goals or standards of the assignment.

**9.2 Performance.**

- a. When an employee's job performance is deemed less than effective, the evaluator shall advise the employee of such circumstances by conference and/or written notification. The employee shall be given reasonable time to correct deficiencies and a conference will be held to review progress.
- b. If an employee receives an overall evaluation rating of "developing/needs improvement" or "ineffective" on the most recent evaluation:

The Evaluator will:

- i. Ensure that any rating criterion marked "developing/needs improvement" or "ineffective" will be supported with written documentation.
- ii. Provide supervisory assistance to the evaluatee in identifying strengths and weaknesses and in mutually developing courses of action to bring about desired change
- iii. Provide a measure of accountability by assessing the evaluatee's progress toward the accomplishment of goals
- iv. Provide feedback that does not use student performance or student achievement tests as the sole criterion for evaluation or rating of administrators
- v. Provide a written copy of the evaluatee's overall evaluation before June 30<sup>th</sup> of the current school year

The Evaluatee will:

- vi. Develop a professional goal(s). The professional goal(s) will target the area(s) that were rated as "developing/needs improvement" or "ineffective" in a particular area on the most recent evaluation; the professional goal shall address this area.
- vii. Provide evidence of effort toward the desired change. Evidence may include strategies being implemented in the evaluatee's area of responsibility or artifacts that demonstrate progress toward specific goals
- viii. Participate in a professional improvement/remediation program.

9.3 **Probation Period.** Probation Period: All individuals, both CCPS employees rising from the teacher ranks and candidates hired for an administrative position from outside the school system will be placed on probationary status for one year. During the probationary period, the new administrator will be provided with a maximum of five mandatory new administrator workshops to be coordinated by the Superintendent's designee.

Administrators receiving an overall effective or highly effective rating in their summative evaluation will be removed from probationary status. If upon completion of the year any new administrator employed by CCPS at the time of their promotion receive an overall developing or ineffective rating, the employee will be transferred to a lower paying position or placed in an available teaching position within the teachers' bargaining unit. New administrators hired from outside CCPS who receive an overall developing or ineffective rating may be terminated from the school system.

9.4 **Restrictions.** There shall be no predetermined scale within which evaluative scores will fall.

9.5 **Rebuttals/Written Responses.** Members may submit written responses to documents placed in personnel files.

9.6 **Modifications.** The Board agrees to consult with the Association prior to any change in the evaluation instrument and/or procedures for evaluation. The administrator and supervisor evaluation guidance document will be reviewed and updated, as needed. Training will be provided when any changes to the evaluation instruments and/or procedures occur.

**ARTICLE X**  
**Discipline**

- 10.1 **Suspension.** Upon notification of a recommendation for suspension or termination, a certificated administrator may request a hearing before either an arbitrator or the Board of Education as provided in the Education Article of the Annotated Code of Maryland, Section 6-202. If the administrator remains on leave and requests a hearing, the administrator shall continue to be paid at a rate of 70% of their pay until the arbitrator or the Board renders a decision, the administrator is convicted of a crime involving a student or until 100 duty days after the hearing request, whichever comes first. If an administrator's case is upheld, salary lost during the suspension shall be paid to that administrator.
- 10.2 **Representation.** From the onset of the initial meeting, a member, upon request, has the right to have an Association representative and/or legal counsel accompany and advise him/her at an interview or meeting, the purpose of which is to investigate whether the member has engaged in misconduct as referenced in Education Article §6-202 of the Annotated Code of Maryland that could result in discipline.
- 10.3 **Complaints.** Members will be advised of any complaints against them at the onset of the initial meeting. Such information shall not be used in the employee's evaluation without confirming the validity of such complaints. The member will have an opportunity to review/receive a copy of written complaints. If the member is found to be not at fault, the complaint will not be placed in the personnel file. When the member is found to be at fault, the member will initial the complaint with the understanding that such receipt does not necessarily indicate agreement with the content, and the complaint will be placed in the personnel file.

**ARTICLE XI**  
**Temporary Leaves of Absence**

- 11.1 **Annual Leave.** Annual leave must be planned to give the best practical continuous coverage of the schools and the departments of the Central Office. Consequently, members will not be granted more than twenty (20) consecutive days of annual leave nor will members be granted more than twenty (20) days of annual leave in the two months just prior to their actual date of retirement. An employee who wishes to use annual leave shall communicate this request for approval in advance to the immediate supervisor.

Twelve (12) month administrators shall earn annual leave as follows based on years of experience in education:

- 1-13 years' experience – 21 days
- 14-19 years' experience – 22 days
- 20-25 years' experience – 23 days
- Over 25 years' experience – 25 days

Accumulated annual leave in excess of fifty-three (53) days will be converted to sick leave on September 1.

- 11.2 **Bereavement Leave.**

Bereavement leave is leave taken by an employee due to the death of another individual, usually a close relative. The time is usually taken by an employee to grieve the loss of a close family member, prepare for and attend a funeral, and/or attend to any other immediate post-death matters.

Members are eligible for the following bereavement leave:

- (a) Not more than five (5) working days of absence with pay shall be allowed for each death in the immediate family, including child, stepchild, parent, father-in-law, mother-in-law, grandchild, stepparent, brother, sister, husband, wife, or any person who has lived regularly in the household of the employee.
- (b) Not more than two (2) working days of absence with pay shall be allowed for the death of a grandparent, son-in-law, daughter-in-law, aunt, uncle, niece or nephew.
- (c) Not more than one (1) working day of absence with pay shall be allowed for the death of a great-grandparent, brother-in-law or sister-in-law.
- (d) If the deceased is an ex-spouse and/or ex-in-law and there are children between the parties, two (2) days leave may be allowed. One day must be used on the day of the funeral.
- (e) Should an employee be required to travel out-of-state for funeral or other bereavement related matters, other available leave may be used to extend the time allotted. This use of leave shall not be denied.
- (f) Should an employee be named executor of an estate for those relatives listed above, he/she may elect to use one (1) of the bereavement leave days in performance of this responsibility. The employee may use any other leave time accumulated for this matter. This leave shall not, within reasonable limits, be denied.
- (g) Bereavement leave does not need to be taken in consecutive work days unless otherwise approved by the administrator's immediate supervisor.
- (h) If the employee has exhausted all accrued leave, then upon written request, the Superintendent may authorize additional leave days.

- 11.3 **Jury Duty.** Administrators shall be granted leave with pay for jury duty. An administrator called for jury duty shall receive his/her regular salary provided appropriate documentation from the courts is submitted to the employee's supervisor. When an employee, who is on jury duty, is excused by the court on their scheduled workday, the employee shall promptly report to work.

- 11.4 **Parental Leave.**

- (a) Administrators shall, at their request, be granted a leave of absence, without pay, for childbearing and/or child rearing for such period of time as they specify within the then current school year. When possible, the administrator shall notify the Board thirty (30) days in advance of such leave. In the event the administrator requests to extend said leave beyond the school year in which it is granted, the administrator shall notify the Superintendent of that intent by June 1. Upon notification, said leave will be extended for one (1) full school year unless the administrator and the Board mutually agree to a shorter period of time, or unless otherwise provided by law.

- (b) Administrators adopting an infant child shall, at their request, receive similar leave which shall commence upon the administrators receiving defacto custody of said infant, or earlier if necessary, to fill the requirement for the adoption.
- (c) The Board shall offer to the administrator upon the expiration of parental leave the first available administrative position for which the administrator is properly qualified without creating a new position, transferring another administrator, or promoting the administrator to a higher paying position. In the event that an appropriate administrative vacancy does not exist, the member will be offered the first available teaching position for which the administrator is properly qualified.
- (d) The administrator on leave shall be afforded the opportunity to continue payments toward insurance programs. The employee must pay in advance, at least one (1) month, the full cost for any such benefits.

11.5 **Personal Leave.** Each member shall be credited with four (4) personal leave days to be used for the member's personal business. Members with twenty (20) or more years of experience shall be credited with five (5) days to be used for the member's personal business. Members with twenty-five (25) or more years of experience shall be credited with six (6) days to be used for the member's personal business. If unused, these days shall be cumulative up to six (6) days; unused days thereafter shall be added to sick leave. An employee who wishes to use personal leave shall communicate this request for approval in advance to the immediate supervisor.

On September 1, accumulated personal leave in excess of the maximum personal leave accrual as specified above will be converted to sick leave

11.6 **Sabbatical Leave.**

- (a) The number of full year sabbatical leaves with pay (subject to sub-paragraph (c) below) available for administrators during any one school year shall be one (1). Request for a sabbatical leave of absence shall be made to the Superintendent by February 15.
- (b) The administrator shall have completed at least five (5) consecutive full school years in active service as a regularly appointed teacher and/or administrator in the Calvert County Public Schools in order to be eligible to receive a sabbatical leave.
- (c) Administrators on sabbatical leave of absence will be paid at one-half of their annual salary rate. In the event that the administrator receives a stipend, fellowship, or scholarship which, after subtracting the cost of tuition, fees, and books, exceeds one-half of the employee's regular salary, the Board's contribution will be diminished by the amount in excess thereof.
- (d) The Board shall offer to the administrator upon the expiration of sabbatical leave the first available administrative position for which the administrator is properly qualified without creating a new position, transferring another administrator, or promoting the administrator to a higher paying position. In the event that an appropriate administrative vacancy does not exist, the member will be offered the first available teaching position for which the administrator is properly qualified.
- (e) A sabbatical leave of absence may be extended without pay or increment for one (1) additional year.
- (f) The administrator shall agree to return to employment with the Board for one (1) full year in the event of a one-half year sabbatical leave, or two (2) full years in the event of a full year of sabbatical leave. Any employee who has been granted sabbatical leave under this provision and assigned to a teaching position for two consecutive years may resign, without penalty, at the end of the first year. If the administrator accepts employment elsewhere and fails to return and remain in service pursuant to the provisions of this section, any money paid to the administrator during that sabbatical shall be refunded to the Board of Education. The administrator also shall agree to notify the Office of the Superintendent for approval of any projected changes in his/her plans for professional improvements.
- (g) Prior to approval of sabbatical leave the administrator shall submit a written proposal of the college course work as a full-time student that he/she plans to take.
- (h) The applicant for sabbatical leave for study shall complete at least sixteen (16) semester units of upper division or graduate work during the sabbatical year. It will generally be expected that not less than eight (8) semester units shall be completed during each semester. If travel or extensive research is involved, a lesser total number of semester hours may be considered if approved by the college advisor. Transcripts or other evidence of completion shall be submitted to the Superintendent's Office within thirty (30) days of the member's return to duty.
- (i) The administrator on sabbatical leave shall submit transcripts or other evidence of completion to the Director of Human Resources within thirty (30) days of the member's return to duty.
- (j) A sabbatical leave for travel will only be considered when the travel is in conjunction with an organized program of study or research. Application for leave shall include, in general terms, an itinerary of the proposed objectives of



the study or research of which the travel is a part. Upon completion of the leave and within thirty (30) days of the member's return to duty, a detailed itinerary and written report, of not less than 1,500 words, shall be submitted to the Superintendent's office, setting forth the member's reactions to the travel and a statement of the benefit to the schools, and the students of Calvert County. A description of travel will not satisfy this requirement.

- (k) The administrator on leave shall be afforded the opportunity to continue payments toward retirement and all other payroll deductions provided for in this agreement.

#### 11.7 **Sick Leave.**

- (a) Each administrator shall be allowed minimum sick leave at the rate of one (1) work day per month, the annual total of which shall be available at the beginning of the school year. The maximum number of sick leave days which may be accumulated shall be unlimited.
- (b) The Board shall advance sick leave days which will be charged against subsequent accrual, provided the number of sick days advanced will not exceed the total annual allotment of sick leave days. An administrator who has a deficit in sick leave for two (2) consecutive years shall not be advanced sick leave. An administrator, upon termination of service with the Board, who has any sick leave indebtedness shall have the amount of such indebtedness deducted from the final salary check(s).
- (c) The Superintendent may require a doctor's certificate of illness from the administrator's personal physician(s) and/or the examining physician(s) of the Board of Education as recommended by the administrator's direct supervisor.
- (d) Sick leave may be used for personal illness, illness in the immediate family, or dental and medical appointments which cannot be made outside of working hours.
- (e) Administrators transferring into the Calvert County Public School System shall be allowed to transfer from other Maryland public school systems up to a maximum of 180 unused accumulated sick leave days.
- (f) Previously accumulated sick leave prior to any leave of absence will be restored to all employees returning from approved leaves of absence.
- (g) Administrators shall, at their request, be allowed to use sick leave for absence due to a certified medical condition connected with or resulting from pregnancy. With a doctor's certification, the administrator must return to work unless she resigns or requests a leave of absence.
- (h) Administrators shall be notified of accumulated sick leave on each regular salary pay voucher.
- (i) One month prior to effective retirement date of an administrator, he/she may transfer any accumulated sick leave from another Maryland county that is verifiable and is above and beyond the amount allowable in item (e) above.
- (j) An employee sick leave transfer process will be available for all employees who have exhausted all of their accrued sick, annual, and personal leave who personally and/or has a spouse, child, or parent who experience a medically documented incapacitating or catastrophic illness, injury, or quarantine.
  - 1. The maximum number of days that an individual may receive from transfer may not exceed a total of 70 in each school year.
  - 2. Sick leave may be donated in whole days only, with a minimum donation of one day, but it may be used in increments as normal sick leave.

#### 11.8 **Workers' Compensation**

- A. An employee who sustains an accidental personal injury or occupational disease arising out of and in the course of assigned duties and whose claim is ruled to be compensable under the Workers' Compensation Laws of Maryland shall be approved for a leave of absence for up to thirty-five (35) duty days with full salary. The employee agrees to remit to the Board all Workers' Compensation payments for temporary disability received during this period.
- B. After thirty-five (35) duty days, employees who still qualify for disability payments will receive only the Workers' Compensation payments for temporary disability.
- C. An employee's accrued leave will not be charged during the periods identified in sections A and B or the day when the injury occurred.
- D. CCPS will continue to pay its share of the employee's health insurance premium cost during periods identified in 11.8A and 11.8B.
- E. The appropriate forms to document the incident and/or claim will be provided to the employee upon report of the injury or as soon as practicable.

- 11.9 **Extended Administrator Absences.** In the event of an extended administrator absence, the Superintendent or designee will determine what, if any, action is needed. If an acting administrative assignment is deemed necessary, the

administrator placed in acting position will be paid the salary differential retroactive to the effective date of the appointment.

11.10 **Flex Time.** Flex time is a viable option for employees. A Memorandum of Understanding exists between CASA and CCPS regarding flex time.

11.11 Beginning July 1, 2018, the Well-Being Incentive Stipend will include the following stipends not to exceed a total annual stipend of \$500.00:

- Wellness Check-up \$200.00
- Dental Check-up \$150.00
- Vision Check-up \$150.00
- Completion of Smoking Cessation Course \$100.00
- Completion of Weight Loss Program \$100.00
- Preventative Vaccine \$100.00
- CCPS Healthcare Provider-Sponsored Event \$100.00

In order to receive the Well-Being Incentive Stipend, the employee must submit documentation of the above to the Director of Human Resources or designee by June 30<sup>th</sup>. Payment for the Well-Being Incentive Stipend will be made on or about July 30<sup>th</sup>.

**ARTICLE XII**  
**Inclement Weather**

All twelve-month employees should report to work on days when schools are closed due to inclement weather. Requests for annual leave, personal leave, and flex time will be liberally approved. In the event that a Code Red is called and offices are also closed, only head custodians and essential maintenance workers must report to work. 12-month employees will not be required to make-up days designated as either Code Red or Code White, unless the system opens on a previously closed day for all employees.

A Memorandum of Understanding exists between CASA and CCPS regarding compensation for employees who are required to work when buildings are being used as emergency shelters. This MOU will be reviewed annually.

**ARTICLE XIII**  
**Professional Development**

- 13.1 **Conferences.** When administrative and supervisory personnel receive approval to attend professional conferences, the Board will reimburse them for the expenses associated with registration, travel, lodging, and meals as approved pursuant to CCPS Policy #5600 and its related procedures. The current Internal Revenue Service per diem rates will be used for reimbursements of meals and incidental expenses. An effort will be made to allocate available local funds equitably among all members holding the same job title.
- 13.2 **Membership in Professional Organizations.** The Board of Education will pay a maximum of \$450 toward professional membership for each member. Consideration will be given for institutional memberships as requested by a department or school.
- 13.3 **Local Activities.** Appropriate staff development for administrators will be planned and financed by the Board. Such planning may include input from the Association.

**ARTICLE XIV**  
**Travel Reimbursement**

- 14.1 **Rate.** Administrators will be reimbursed at the Internal Revenue Service (IRS) mileage reimbursement rate per mile for miles driven in connection with their employment pursuant to CCPS Policy #5600 and its related procedures. In determining the amount of reimbursable travel during a scheduled work day, the round-trip distance from home to assigned duty station is not reimbursable.
- 14.2 **Exceptions.** All requests for travel reimbursement not outlined above will be considered on an individual basis. The Superintendent's determination regarding these requests will be final.
- 14.3 **Deadline.** Vouchers for approved travel will be submitted on a monthly basis.

**ARTICLE XV**  
**Tuition Reimbursement**

- 15.1 **Course Work.** The Board will reimburse employees who satisfactorily complete a course with a grade of “B” or better or “Pass” in the case of a Pass/Fail only course provided the course has been approved in advance. In no case, however, shall an employee be reimbursed more than the actual tuition cost per credit hour. The maximum annual reimbursement will be \$4,000.
- 15.2 **Principal Exam.** A Professional Leave day will be granted to a member for the purpose of sitting for the exam. Upon successful completion of the School Leaders Licensure Assessment, the employee will be reimbursed in full for the test registration fee.

**ARTICLE XVI  
Insurances/Fringe Benefits**

16.1 The Board will provide insurance benefits that offer major medical, dental, vision, and prescription drugs, an Employee Assistance Program and a Flexible Spending Account consistent with the benefits package provided members of the Calvert Education Association with the same rate of employee contribution.

16.2 The Board shall provide Group Term Life Insurance with double indemnity for accidental death for all employees. The amount of life insurance per employee shall be 150 percent of annual salary. Employees hired before July 1, 1989 will be able to carry this amount into retirement with the individual paying 100% of the cost.

Employees hired after July 1, 1989 and before July 1, 1999 will be able to choose one of the following options at retirement:

- (a) Carry a \$60,000 term life insurance policy into retirement with the individual paying 100% of the premium cost.
- (b) Carry a \$10,000 term life insurance policy into retirement provided by the Board at no cost to the retiree.

For employees hired after July 1, 1999 the Board will provide, at no cost, a \$10,000 term life insurance policy for all retirees.

16.3 The Board will pay 75% of the cost of the individual plan for retirees for health, vision care, dental and prescriptive drug insurance pursuant to the above specifications. The retired employee shall be responsible for the remainder of the premium cost for this coverage as well as the full premium cost for any dependency coverage. The employee must be retiring from the Calvert County Public Schools with five or more years of creditable service in Calvert County to be eligible for this benefit and must be receiving retirement benefits from either Maryland Retirement System. For employees hired on or after July 1, 2008, the Board subsidy will be based on years of service. The Board will subsidize 5% of health insurance costs for each year of service with Calvert County Public Schools upon retirement. The table below outlines this subsidy plan.

Years of Service	Health Subsidy	Insurance	Years of Service	Health Subsidy	Insurance
1	0.0%		16	75%	
2	0.0%		17	75%	
3	0.0%		18	75%	
4	0.0%		19	75%	
5	0.0%		20	75%	
6	30%		21	75%	
7	35%		22	75%	
8	40%		23	75%	
9	45%		24	75%	
10	50%		25	75%	
11	55%		26	75%	
12	60%		27	75%	
13	65%		28	75%	
14	70%		29	75%	
15	75%		30	75%	

The insurance program is not available for those past or present employees who leave the employment of CCPS after ten (10) years and vest their retirement contributions. The only exceptions are those employees who have left with twenty-five years of creditable service and no less than the last five years of that service with CCPS shall be allowed to continue their coverage at no cost to CCPS.

Retirees' insurance coverage at the age of 65 will be converted to the appropriate Board of Education program.

Premium contributions for retirees shall be deducted from their monthly pension check issued by the Maryland Retirement Systems. If the premium cost exceeds the amount of the retirees' pension check, the retiree must pay the difference two months in advance to the Board of Education of Calvert County.

If a retired employee or a current employee who retires, declines to join, defaults premium, or drops coverage, they will no longer be eligible for the Board's insurance programs.

In the event of the death of the employee, the spouse may convert to private coverage pursuant to the provisions of the respective insurance carriers.



**ARTICLE XVII**  
**Ratification**

- 17.1 **Agreement.** It is agreed and understood by the parties that the foregoing Agreement represents the full Agreement between said parties to date on all matters negotiated in accordance with Title 6, Subtitle 4 of the Education Article of the Annotated Code of Maryland (1978).
- 17.2 **Deadline.** Within fifteen (15) days following the ratification of this Agreement, each party will notify the other that conditional approval has or has not been obtained from its respective members.

**ARTICLE XVIII**  
**Duration**

This agreement shall take effect on July 1, 2021 and shall remain in effect through June 30, 2025.

**ARTICLE XIX**  
**Salary and Compensation**

- 19.1 **Advanced Degrees.** Any member who has earned a doctorate will receive an additional pensionable stipend of \$5,000 per year.
- 19.2 **Annual Leave Cash In.** For each school year, up to five (5) days in annual leave at a per diem rate may be cashed in. Members shall have the option of taking this benefit as a cash payment or defer the benefit directly as an employee contribution to a 403b or 457 retirement plan established with the school system.
- 19.3 **Separation of Employment.** Upon the separation of employment, retirement, or death of an employee, payment will be issued for unused annual leave up to a maximum of 53 days. Any annual leave remaining beyond the specified maximum at time of separation will immediately be converted to sick leave.
- 19.4 **Fitness Program.** Members will be reimbursed up to \$300 per fiscal year for an exercise or health program and/or exercise gym or health club membership upon submission of a valid receipt. In the case of utilizing the options offered under the CCPS Wellness Program, payment and reimbursement will be handled via payroll deduction.
- 19.5 **Death Benefit.** If an administrator dies while in service, his/her estate shall receive that member's eligible unused annual leave reimbursement.
- 19.6 **Placement on Scale.**
- (a) **Appointment of Current CCPS Non-Administrative Candidate**
- An appointee currently employed by CCPS with no prior administrative experience will be placed on grade/scale as follows:
    - i. The appointee's current salary will be converted to an equivalent 245-day work year
    - ii. The amount calculated in Item 19.6.a.i will be increased by five (5) percent
    - iii. The amount calculated in Item 19.6.a.ii will be rounded up to the nearest salary step of the appropriate 12-month grade/scale not to exceed the fifth (5<sup>th</sup>) step of the grade/scale
    - iv. In the case of a 10-month or 11-month placement, the step determined in Item 19.6.a.iii will be applied to the appropriate 10-month or 11-month grade/scale
- (b) **Appointment of Current Non-CCPS Non-Administrative Candidate**
- An appointee not currently employed by CCPS with no prior administrative experience will be placed on grade/scale as follows:
    - i. The appointee will be placed on the CCPS teacher salary scale according to certification, experience, and education, but not to exceed Step 13 in FY22, Step 14 in FY23, and Step 15 in FY24 on any scale
    - ii. Items 19.6.a.(i-iv) will then be applied to determine the appointee's placement on the appropriate administrative grade/scale
- (c) **Appointment of Current CCPS Administrative Candidate**
- **Moving to a Position on a Higher Grade:**
    - i. The appointee will receive the higher of the following:
      - step 1 on the new grade/scale, or
      - five (5) percent more than the appointee would have received had they remained in their current position and rounded up to the nearest salary step on the new grade/scale
    - ii. In the case where a 10-month member is appointed to a 12-month position on a higher grade, the appointee's current salary will be converted to an equivalent 245-day work year (current salary ÷ 205 x 245) prior to determining placement on grade/scale using Item 19.6.c.i
    - iii. In the case where an 11-month member is appointed to a 12-month position on a higher grade, the appointee's current salary will be converted to an equivalent 245-day work year (current salary ÷ 225 x 245) prior to determine placement on grade/scale using Item 19.6.c.i
    - iv. In the case where a 10-month member is appointed to a 11-month position on a higher grade, the appointee's current salary will be converted to an equivalent 225-day work year (current salary ÷ 205 x 225) prior to determine placement on grade/scale using Item 19.6.c.i

- **Moving from 10-month to 12-month Position with Like Job Title:**
    - i. The appointee will move laterally on step to the appropriate grade/scale and then increase one (1) step when a step is awarded per the negotiated agreement
  - **Moving from 10-month to 11-month Position with Like Job Title:**
    - i. The appointee will move laterally on step to the appropriate grade/scale and then increase one (1) step when a step is awarded per the negotiated agreement
  - **Moving from 11-month to 12-month Position with Like Job Title:**
    - i. The appointee will move laterally on step to the appropriate grade/scale and then increase one (1) step when a step is awarded per the negotiated agreement
- (d) **Appointment of Non-CCPS Candidate Serving as a Current Administrator**
- **Comparable Position**
    - i. The appointee will be placed on the step of the appropriate grade/scale based on their prior administrative experience in a comparable position
  - **Position of Higher Grade**
    - ii. The appointee will be placed on the administrative salary scale comparable to their current position using Item 19.6.d.1
    - iii. Item 19.6.c.1 will then be applied to determine the appointee’s placement on the appropriate higher administrative grade/scale
  - **Position of Lower Grade**
    - i. The appointee will be placed on the lower scale/grade commensurate with their total years of administrative experience but not to exceed the salary they would have earned had they been placed on grade/scale comparable to their current position pursuant to item 19.6.d.1
- (e) In determining placement on scale for a member affected by Items 7.2 or 7.3, the member will be placed on the salary scale as follows:
- i. In the case where the member transfers to a teaching position, their years of administrative experience will be applied
  - ii. Any member voluntarily or involuntarily transferred to a position of lower pay will be placed on the salary schedule in the appropriate grade and on the step commensurate with years of administrative experience not to exceed member’s current salary
- (f) The Superintendent reserves the right to place Directors hired after June 30, 2002 in either Director I or Director II salary grades. Administrators will be placed on either scale based upon a responsibility factor.

19.7 **Payroll.** CCPS will make two (2) salary payments monthly, approximately the 15<sup>th</sup> and 30<sup>th</sup> of every month. All employees are encouraged to have automatic payroll deposit.

19.8 **Salary Schedule.**

For 2021-2022:

- One (1) step
- Steps 2-15 from the 2020-2021 CASA salary scale become Steps 1-14
- Step 15 increases \$1,000 (prorated for 10 & 11-month positions)
- CASA agrees to forego any present and/or future request for one (1) restoration step for administrators who were employed with CCPS as administrators during the 2010-2011 school year

For 2022-2023:

- One (1) step
- Steps 2-15 from the 2021-2022 CASA salary scale become Steps 1-14
- Step 15 increases \$1,000 (prorated for 10 & 11-month positions)

For 2023-2024:

- One (1) step
- Add Step 16 to be 0.5% more than Step 15

For 2024-2025:

- One (1) step
- Add Step 17 to be 0.5% more than Step 16

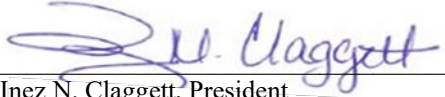
- 19.9 **Article Ratification.** The items of this agreement not requiring fiscal support, when duly ratified by the Association and the Board will be valid and binding during the term of this agreement. The items which require fiscal support shall be valid and binding to the extent that sufficient funds are guaranteed and/or made available by fiscal authorities to fully implement said items. *(copied from Item 1.3)*
- 19.10 **Reduced Funding.** If categories which contain requests for funds to support items in this agreement are reduced by fiscal authorities, further negotiations on these items shall begin after the action by the Board of Education and conclude not later than June 15 for the subsequent fiscal year. *(copied from Item 1.4)*

**Note for Salary Schedule**

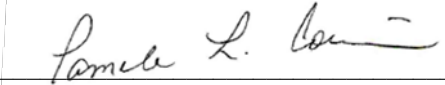
- Eleven-month salary schedule was created using the following formula:  $225/245 \times 12$ -month salary in appropriate grade.
- Ten-month salary schedule was created using the following formula:  $205/245 \times 12$ -month salary in appropriate grade.

IN WITNESS HEREOF, the parties hereunto set their hand and seal this 11<sup>th</sup> day of February 2021.

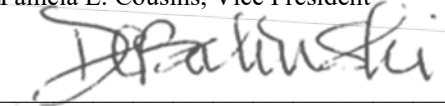
BOARD OF EDUCATION OF  
CALVERT COUNTY



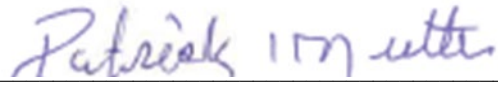
Inez N. Claggett, President



Pamela L. Cousins, Vice President



Dawn C. Balinski, Member



Patrick H. Nutter, Member

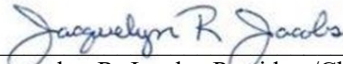


Antoine S. White, Member

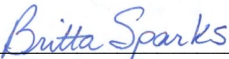


Daniel D. Curry, Secretary-Treasurer and Superintendent

CALVERT ASSOCIATION OF  
SUPERVISORS AND ADMINISTRATORS



Jacquelyn R. Jacobs, President/Chief Negotiator



Britta S. Sparks, Member-at-Large

**FY22 CASA Salary Scales**

	12-month Positions								10-month Positions			11-month Positions		
	Coord	MS AP	HS AP	Supv	CTA Prin	Asst Dir	Dir 1	Dir 2	Coord	MS AP	HS AP	Coord	MS AP	HS AP
	EL AP	CTA AP			EL Prin	MS Prin		HS Prin	EL AP	CTA AP		EL AP	CTA AP	
	SE AP				CCS Prin				SP AP			SP AP		
Step														
1	\$92,326	\$94,170	\$99,822	\$104,810	\$106,065	\$111,369	\$114,707	\$119,164	\$77,252	\$78,795	\$83,525	\$84,789	\$86,483	\$91,673
2	\$94,636	\$96,525	\$102,317	\$107,431	\$108,716	\$114,153	\$117,576	\$122,143	\$79,185	\$80,766	\$85,612	\$86,911	\$88,645	\$93,965
3	\$96,999	\$98,938	\$104,874	\$110,116	\$111,435	\$117,006	\$120,515	\$125,196	\$81,162	\$82,785	\$87,752	\$89,081	\$90,861	\$96,313
4	\$99,425	\$101,411	\$107,496	\$112,870	\$114,221	\$119,931	\$123,528	\$128,327	\$83,192	\$84,854	\$89,946	\$91,309	\$93,133	\$98,721
5	\$101,911	\$103,946	\$110,183	\$115,691	\$117,076	\$122,929	\$126,617	\$131,534	\$85,272	\$86,975	\$92,194	\$93,592	\$95,461	\$101,188
6	\$104,458	\$106,544	\$112,938	\$118,583	\$120,002	\$126,004	\$129,782	\$134,824	\$87,404	\$89,149	\$94,499	\$95,931	\$97,847	\$103,719
7	\$107,070	\$109,209	\$115,762	\$121,548	\$123,003	\$129,154	\$133,026	\$138,193	\$89,589	\$91,379	\$96,862	\$98,330	\$100,294	\$106,312
8	\$109,747	\$111,937	\$118,656	\$124,586	\$126,078	\$132,383	\$136,352	\$141,649	\$91,829	\$93,662	\$99,284	\$100,788	\$102,799	\$108,970
9	\$112,492	\$114,738	\$121,622	\$127,701	\$129,230	\$135,691	\$139,761	\$145,190	\$94,126	\$96,005	\$101,765	\$103,309	\$105,372	\$111,694
10	\$114,179	\$116,459	\$123,446	\$129,617	\$131,168	\$137,727	\$141,858	\$147,367	\$95,538	\$97,445	\$103,292	\$104,858	\$106,952	\$113,369
11	\$115,892	\$118,206	\$125,298	\$131,562	\$133,135	\$139,793	\$143,985	\$149,578	\$96,971	\$98,907	\$104,841	\$106,431	\$108,557	\$115,070
12	\$117,631	\$119,979	\$127,177	\$133,535	\$135,132	\$141,889	\$146,145	\$151,821	\$98,426	\$100,391	\$106,413	\$108,028	\$110,185	\$116,795
13	\$119,395	\$121,779	\$129,085	\$135,538	\$137,159	\$144,018	\$148,337	\$154,099	\$99,902	\$101,897	\$108,010	\$109,648	\$111,838	\$118,547
14	\$121,186	\$123,605	\$131,021	\$137,571	\$139,217	\$146,178	\$150,562	\$156,410	\$101,401	\$103,425	\$109,630	\$111,293	\$113,515	\$120,325
15	\$122,186	\$124,605	\$132,021	\$138,571	\$140,217	\$147,178	\$151,562	\$157,410	\$102,237	\$104,261	\$110,467	\$112,212	\$114,433	\$121,244

**FY23 CASA Salary Scales**

Step	12-month Positions								10-month Positions			11-month Positions		
	Coord	MS AP	HS AP	Supv	CTA Prin	Asst Dir	Dir 1	Dir 2	Coord	MS AP	HS AP	Coord	MS AP	HS AP
	EL AP	CTA AP			EL Prin	MS Prin		HS Prin	EL AP	CTA AP		EL AP	CTA AP	
	SE AP				CCS Prin				SP AP			SP AP		
1	\$94,636	\$96,525	\$102,317	\$107,431	\$108,716	\$114,153	\$117,576	\$122,143	\$79,185	\$80,766	\$85,612	\$86,911	\$88,645	\$93,965
2	\$96,999	\$98,938	\$104,874	\$110,116	\$111,435	\$117,006	\$120,515	\$125,196	\$81,162	\$82,785	\$87,752	\$89,081	\$90,861	\$96,313
3	\$99,425	\$101,411	\$107,496	\$112,870	\$114,221	\$119,931	\$123,528	\$128,327	\$83,192	\$84,854	\$89,946	\$91,309	\$93,133	\$98,721
4	\$101,911	\$103,946	\$110,183	\$115,691	\$117,076	\$122,929	\$126,617	\$131,534	\$85,272	\$86,975	\$92,194	\$93,592	\$95,461	\$101,188
5	\$104,458	\$106,544	\$112,938	\$118,583	\$120,002	\$126,004	\$129,782	\$134,824	\$87,404	\$89,149	\$94,499	\$95,931	\$97,847	\$103,719
6	\$107,070	\$109,209	\$115,762	\$121,548	\$123,003	\$129,154	\$133,026	\$138,193	\$89,589	\$91,379	\$96,862	\$98,330	\$100,294	\$106,312
7	\$109,747	\$111,937	\$118,656	\$124,586	\$126,078	\$132,383	\$136,352	\$141,649	\$91,829	\$93,662	\$99,284	\$100,788	\$102,799	\$108,970
8	\$112,492	\$114,738	\$121,622	\$127,701	\$129,230	\$135,691	\$139,761	\$145,190	\$94,126	\$96,005	\$101,765	\$103,309	\$105,372	\$111,694
9	\$114,179	\$116,459	\$123,446	\$129,617	\$131,168	\$137,727	\$141,858	\$147,367	\$95,538	\$97,445	\$103,292	\$104,858	\$106,952	\$113,369
10	\$115,892	\$118,206	\$125,298	\$131,562	\$133,135	\$139,793	\$143,985	\$149,578	\$96,971	\$98,907	\$104,841	\$106,431	\$108,557	\$115,070
11	\$117,631	\$119,979	\$127,177	\$133,535	\$135,132	\$141,889	\$146,145	\$151,821	\$98,426	\$100,391	\$106,413	\$108,028	\$110,185	\$116,795
12	\$119,395	\$121,779	\$129,085	\$135,538	\$137,159	\$144,018	\$148,337	\$154,099	\$99,902	\$101,897	\$108,010	\$109,648	\$111,838	\$118,547
13	\$121,186	\$123,605	\$131,021	\$137,571	\$139,217	\$146,178	\$150,562	\$156,410	\$101,401	\$103,425	\$109,630	\$111,293	\$113,515	\$120,325
14	\$122,186	\$124,605	\$132,021	\$138,571	\$140,217	\$147,178	\$151,562	\$157,410	\$102,237	\$104,261	\$110,467	\$112,212	\$114,433	\$121,244
15	\$123,186	\$125,605	\$133,021	\$139,571	\$141,217	\$148,178	\$152,562	\$158,410	\$103,074	\$105,098	\$111,303	\$113,130	\$115,352	\$122,162



**FY24 CASA Salary Scales**

	12-month Positions								10-month Positions			11-month Positions		
	Coord	MS AP	HS AP	Supv	CTA Prin	Asst Dir	Dir 1	Dir 2	Coord	MS AP	HS AP	Coord	MS AP	HS AP
	EL AP	CTA AP			EL Prin	MS Prin		HS Prin	EL AP	CTA AP		EL AP	CTA AP	
	SE AP				CCS Prin				SP AP			SP AP		
Step														
1	\$94,636	\$96,525	\$102,317	\$107,431	\$108,716	\$114,153	\$117,576	\$122,143	\$79,185	\$80,766	\$85,612	\$86,911	\$88,645	\$93,965
2	\$96,999	\$98,938	\$104,874	\$110,116	\$111,435	\$117,006	\$120,515	\$125,196	\$81,162	\$82,785	\$87,752	\$89,081	\$90,861	\$96,313
3	\$99,425	\$101,411	\$107,496	\$112,870	\$114,221	\$119,931	\$123,528	\$128,327	\$83,192	\$84,854	\$89,946	\$91,309	\$93,133	\$98,721
4	\$101,911	\$103,946	\$110,183	\$115,691	\$117,076	\$122,929	\$126,617	\$131,534	\$85,272	\$86,975	\$92,194	\$93,592	\$95,461	\$101,188
5	\$104,458	\$106,544	\$112,938	\$118,583	\$120,002	\$126,004	\$129,782	\$134,824	\$87,404	\$89,149	\$94,499	\$95,931	\$97,847	\$103,719
6	\$107,070	\$109,209	\$115,762	\$121,548	\$123,003	\$129,154	\$133,026	\$138,193	\$89,589	\$91,379	\$96,862	\$98,330	\$100,294	\$106,312
7	\$109,747	\$111,937	\$118,656	\$124,586	\$126,078	\$132,383	\$136,352	\$141,649	\$91,829	\$93,662	\$99,284	\$100,788	\$102,799	\$108,970
8	\$112,492	\$114,738	\$121,622	\$127,701	\$129,230	\$135,691	\$139,761	\$145,190	\$94,126	\$96,005	\$101,765	\$103,309	\$105,372	\$111,694
9	\$114,179	\$116,459	\$123,446	\$129,617	\$131,168	\$137,727	\$141,858	\$147,367	\$95,538	\$97,445	\$103,292	\$104,858	\$106,952	\$113,369
10	\$115,892	\$118,206	\$125,298	\$131,562	\$133,135	\$139,793	\$143,985	\$149,578	\$96,971	\$98,907	\$104,841	\$106,431	\$108,557	\$115,070
11	\$117,631	\$119,979	\$127,177	\$133,535	\$135,132	\$141,889	\$146,145	\$151,821	\$98,426	\$100,391	\$106,413	\$108,028	\$110,185	\$116,795
12	\$119,395	\$121,779	\$129,085	\$135,538	\$137,159	\$144,018	\$148,337	\$154,099	\$99,902	\$101,897	\$108,010	\$109,648	\$111,838	\$118,547
13	\$121,186	\$123,605	\$131,021	\$137,571	\$139,217	\$146,178	\$150,562	\$156,410	\$101,401	\$103,425	\$109,630	\$111,293	\$113,515	\$120,325
14	\$122,186	\$124,605	\$132,021	\$138,571	\$140,217	\$147,178	\$151,562	\$157,410	\$102,237	\$104,261	\$110,467	\$112,212	\$114,433	\$121,244
15	\$123,186	\$125,605	\$133,021	\$139,571	\$141,217	\$148,178	\$152,562	\$158,410	\$103,074	\$105,098	\$111,303	\$113,130	\$115,352	\$122,162
16	\$123,802	\$126,233	\$133,686	\$140,269	\$141,923	\$148,919	\$153,325	\$159,202	\$103,589	\$105,624	\$111,860	\$113,696	\$115,928	\$122,773

FY25 CASA Salary Scales

Step	12-month Positions								10-month Positions			11-month Positions		
	Coord	MS AP	HS AP	Supv	CTA Prin	Asst Dir	Dir 1	Dir 2	Coord	MS AP	HS AP	Coord	MS AP	HS AP
	EL AP	CTA AP			EL Prin	MS Prin		HS Prin	EL AP	CTA AP		EL AP	CTA AP	
	SE AP				CCS Prin				SP AP			SP AP		
1	\$94,636	\$96,525	\$102,317	\$107,431	\$108,716	\$114,153	\$117,576	\$122,143	\$79,185	\$80,766	\$85,612	\$86,911	\$88,645	\$93,965
2	\$96,999	\$98,938	\$104,874	\$110,116	\$111,435	\$117,006	\$120,515	\$125,196	\$81,162	\$82,785	\$87,752	\$89,081	\$90,861	\$96,313
3	\$99,425	\$101,411	\$107,496	\$112,870	\$114,221	\$119,931	\$123,528	\$128,327	\$83,192	\$84,854	\$89,946	\$91,309	\$93,133	\$98,721
4	\$101,911	\$103,946	\$110,183	\$115,691	\$117,076	\$122,929	\$126,617	\$131,534	\$85,272	\$86,975	\$92,194	\$93,592	\$95,461	\$101,188
5	\$104,458	\$106,544	\$112,938	\$118,583	\$120,002	\$126,004	\$129,782	\$134,824	\$87,404	\$89,149	\$94,499	\$95,931	\$97,847	\$103,719
6	\$107,070	\$109,209	\$115,762	\$121,548	\$123,003	\$129,154	\$133,026	\$138,193	\$89,589	\$91,379	\$96,862	\$98,330	\$100,294	\$106,312
7	\$109,747	\$111,937	\$118,656	\$124,586	\$126,078	\$132,383	\$136,352	\$141,649	\$91,829	\$93,662	\$99,284	\$100,788	\$102,799	\$108,970
8	\$112,492	\$114,738	\$121,622	\$127,701	\$129,230	\$135,691	\$139,761	\$145,190	\$94,126	\$96,005	\$101,765	\$103,309	\$105,372	\$111,694
9	\$114,179	\$116,459	\$123,446	\$129,617	\$131,168	\$137,727	\$141,858	\$147,367	\$95,538	\$97,445	\$103,292	\$104,858	\$106,952	\$113,369
10	\$115,892	\$118,206	\$125,298	\$131,562	\$133,135	\$139,793	\$143,985	\$149,578	\$96,971	\$98,907	\$104,841	\$106,431	\$108,557	\$115,070
11	\$117,631	\$119,979	\$127,177	\$133,535	\$135,132	\$141,889	\$146,145	\$151,821	\$98,426	\$100,391	\$106,413	\$108,028	\$110,185	\$116,795
12	\$119,395	\$121,779	\$129,085	\$135,538	\$137,159	\$144,018	\$148,337	\$154,099	\$99,902	\$101,897	\$108,010	\$109,648	\$111,838	\$118,547
13	\$121,186	\$123,605	\$131,021	\$137,571	\$139,217	\$146,178	\$150,562	\$156,410	\$101,401	\$103,425	\$109,630	\$111,293	\$113,515	\$120,325
14	\$122,186	\$124,605	\$132,021	\$138,571	\$140,217	\$147,178	\$151,562	\$157,410	\$102,237	\$104,261	\$110,467	\$112,212	\$114,433	\$121,244
15	\$123,186	\$125,605	\$133,021	\$139,571	\$141,217	\$148,178	\$152,562	\$158,410	\$103,074	\$105,098	\$111,303	\$113,130	\$115,352	\$122,162
16	\$123,802	\$126,233	\$133,686	\$140,269	\$141,923	\$148,919	\$153,325	\$159,202	\$103,589	\$105,624	\$111,860	\$113,696	\$115,928	\$122,773
17	\$124,421	\$126,864	\$134,354	\$140,970	\$142,633	\$149,664	\$154,092	\$159,998	\$104,107	\$106,152	\$112,419	\$114,264	\$116,508	\$123,386