



July 1, 2023
through
June 30, 2024

Agreement Between the Education Association of St. Mary's County
and the Board of Education of St. Mary's County
for Education Support Professionals

Collaboration



Non-discrimination Statement

The St. Mary's County Public School System does not discriminate on the basis of race, color, gender, age, national origin, marital status or sexual orientation, religion, or disability in matters affecting employment, admission to or treatment in providing access to programs. For inquiries related to this policy, please contact:

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ARTICLE 1 RECOGNITION

1.1 PREAMBLE

The Board of Education of St. Mary's County (hereafter referred to as the Board) and the Education Association of St. Mary's County (EASMC) recognize that the development of a quality educational program for the children of the county is a joint responsibility that can be best achieved by agreement that both parties work toward common goals. The Board and EASMC enter into this Collective Bargaining Agreement (CBA) with mutual dedication, recognizing that the experience, creativity and judgment of both parties are necessary to meet the educational needs of the community. We mutually pledge to follow this CBA with patience, understanding, and good will.

1.2 DEFINITIONS

The following list of terms will be used frequently in the Agreement and whenever they are used will refer to the definitions described below unless otherwise stipulated.

- a. Board - The Board of Education of St. Mary's County
- b. CBA - Collective Bargaining Agreement
- c. EASMC or Association – The Education Association of St. Mary's County, an affiliate of the Maryland State Education Association (MSEA) and the National Education Association (NEA).
- d. SMCPS – St. Mary's County Public Schools (SMCPS) and its administration
- e. Employee - Any employee of the Board who is contained within this bargaining unit represented by EASMC.
 - Full-time: An employee who works 50% or more of the normal work week for their classification.
 - Part-time: An employee who works less than 50% of the normal work week for their classification.
 - Probationary: An employee who is employed to fill a full-time or part-time position for a trial period.
- f. Unit Member - Refers to any employee of the Board who is included in this noncertificated bargaining unit and, therefore, covered by the terms and provisions of the Agreement.
- g. Bargaining Unit – This unit shall include all noncertificated employees who are not designated by the Board as confidential, management, or supervisory employees as

defined by the Annotated Code of Maryland, “Education Article”, Title 6, Subtitle 5. Appendix A of the CBA lists the known position in place at the time of execution of this CBA.

- h. Noncertificated Employee – An employee of the Board who is not required as a condition of employment to be “certificated” as defined by the Code of Maryland Regulations (COMAR), “Title 13A – State Board of Education,” Subtitle 12 – Certification.
- i. Confidential Employee – An individual whose employment with the Board requires knowledge of the Board’s posture in the negotiations process.
- j. Management Employee – An individual whose employment responsibilities with the Board require mainly executive and managerial functions.
- k. Superintendent – The Superintendent of the St. Mary’s County Public Schools (Superintendent) or their designee.
- l. Negotiations Law – Section 6-501 et seq. of the Maryland Code (1978).
- m. Agreement – The CBA between the Board and EASMC, an affiliate of MSEA and NEA.
- n. Workday – Any day the unit member is scheduled to be on duty.
- o. Exempt Employee – Any unit member who is not entitled to the minimum wage or overtime pay protections of the Fair Labor Standards Act (FLSA).
- p. Nonexempt Employee – Any unit member who is entitled to the minimum wage and overtime pay protections of the FLSA.
- q. Per Diem Rate – An employee’s per diem rate is their annual salary including step, longevity, and stipends for the given year divided by the total number of paid days stipulated in Appendix A for that employee’s current job assignment plus paid holidays designated in the annual SMCPs operational calendar. Eligible stipends will be those that are specifically identified in this agreement as earnable income for the purposes of pension. The per diem rate for exempt employees will be prorated if less than a full duty day is worked.
- r. Intoxicated – Affected temporarily with diminished physical and mental control by means of alcoholic liquor, a drug, or another substance.

1.3 DESIGNATION

- a. EASMC recognizes the Board as the agency charged with the legal responsibility for the successful operation of SMCPs. This responsibility shall include the

determination and administration of school policy, the operation and management of the schools, and the direction of employees, subject only to the provisions of its negotiated agreements and state and federal laws.

- b. With the exception of the employee groups listed below, the Board recognizes EASMC as the exclusive negotiating agent for all noncertificated employees of the SMCPS with regard to all matters relating to salary, wages, hours, and other working conditions.
- Legislated exceptions: Registered nurses, Junior Reserve Officers' Training Corp (JROTC) instructors, supervisory employees who have evaluative authority, and any other employee groups specified to be part of the certificated bargaining unit by the Education Article of the Annotated Code of Maryland.
 - Substitute employees: An individual who is employed to fill in for a full-time or part-time employee on a temporary basis.
 - Temporary employees: Employees who are employed to work for a period not to exceed nine months. Temporary employees shall be advised of the temporary nature of their employment at the time of hire.
 - Employees who work less than 50% of the normal workweek for their particular classification.
 - Summer youth/student employees.
 - Bus drivers and bus attendants who are hired by bus contractors.
 - Confidential employees.
- c. EASMC recognizes its responsibility to represent fully and equally without discrimination all the members of the unit in the administration of this Agreement.

1.4 NEGOTIATIONS PROCEDURES

- a. Negotiations for successor agreements shall begin no later than October 15. Team training will occur prior to negotiations beginning.
- b. In the event of impasse in negotiations, the Board and the Association will pursue resolution before the Maryland Public School Labor Relations Board in accordance with Section 6-408 of the Education Article of the Annotated Code of Maryland.

- c. Upon mutual agreement, this Agreement may be modified in whole or in part by an instrument in writing duly executed by both parties.

ARTICLE 2
DUES CHECK OFF

2.1 DUES DEDUCTIONS

- a. The Board shall deduct membership dues from employees' salaries for EASMC. Association member employees voluntarily authorize such deductions by means of an appropriate written authorization form.
- b. EASMC shall provide the Department of Fiscal Services annually, prior to October 1, with a list of members who have authorized payroll deductions for EASMC dues. The list shall include each member's name arranged alphabetically and the appropriate amount to be deducted. For new members, an original copy shall be provided, upon request, of the authorizing membership form signed by the individual employee. Signed authorization forms will be arranged alphabetically. For members who join the Association after October 1 and authorize payroll deductions for EASMC dues, EASMC will provide the member's name and the total amount of prorated dues to be deducted over the remaining number of pay dates having dues deductions.
- c. The Association shall provide the Department of Fiscal Services annually, ten workdays prior to the second pay date in October, with a list of employees who have current membership in the Association, including each member's name and applicable identification number.
- d. The Board and EASMC agree that any employee who requests dues deduction shall be responsible for full payment of the dues authorized for the current school year. An employee who is terminated or resigns their employment during the school year shall have deducted from their final salary payment an amount equal to their remaining dues authorization. The authorization form shall include a statement to this effect and it shall be the responsibility of EASMC to make the employee aware of this provision before the form is completed. In the event the employee's final salary payment shall be an amount not sufficient to meet the remaining dues, the responsibility for collection of such monies shall rest entirely upon EASMC.
- e. Deductions shall be withheld in 21 equal consecutive installments, beginning with the second pay period in October. The Board will not be required to honor any authorization for deduction that is delivered later than October 1. The Board will transmit the dues deducted to EASMC within seven workdays after the last pay date of each month.

2.2 EASMC ESP MEMBERSHIP

- a. Any employee who desires to terminate EASMC membership and/or dues deductions must contact EASMC directly since membership is a contract between the member and EASMC.
- b. EASMC shall indemnify and save the Board harmless against any and all claims, demands, suits, or any other forms of liability that shall rise out of, or by reason of, action taken or not taken by the Board for the purpose of complying with any of the provisions of this article, or in reliance on any list, notice or assignment furnished under any such provisions.

ARTICLE 3 GRIEVANCE AND ARBITRATION

3.1 STATEMENT OF INTENT

It is the intention of both the Board and the Association to develop a process that results in the resolution of grievances that arise from the CBA at the level within the system where the issue originates. Both parties endorse and encourage frank and open discussion of grievances and the use of a variety of non adversarial, problem-solving techniques including, but not limited to, mediation, interest-based exploration of interests and options for solution and other means as appropriate. Employees shall be free to utilize the grievance procedure without prejudice to their employment status.

3.2 DEFINITIONS

- a. Grievant – A grievant is a unit member of EASMC.
- b. Grievance – A grievance is any claim by a grievant that there has been a violation, misinterpretation, or misapplication of the terms of this agreement.
- c. Workday – For purposes of this article, a workday is defined as a day when the employee is scheduled to work.

3.3 GENERAL

- a. All the time limits herein shall consist of workdays. The number of days indicated at each step should be considered a maximum and every effort should be made to expedite the process.
- b. Nothing herein contained will be construed as limiting the right of any employee who has a concern to discuss the matter informally with the administrator who made the decision on the issue and to have the concern resolved without intervention of EASMC. Such resolutions must be in accordance with the provision of this

agreement or upon a mutually agreed upon resolution between EASMC and the Board.

- c. The time limits in any step of this procedure may be extended or reduced in any specific instance by mutual written agreement between the aggrieved party and/or their representative, and the Superintendent.
- d. Any grievance concerning an alleged failure to pay the correct amount of salary, wages, or other payments shall be asserted within four years of the date of the alleged failure to pay the correct amount or shall be deemed waived.

3.4 PROCEDURE

EASMC and the Board shall bear its own expenses in these arbitration proceedings, except that they shall share equally the fee and other expenses of the arbitrator in connection with the grievance submitted to them.

- a. Step 1 - The parties acknowledge that it is most desirable for an employee and the administrator who made the decision on the issue being grieved to resolve any problem relating to the terms of the Agreement through free and informal communications. However, if such informal processes fail to satisfy the employee, the problem may be further processed as a grievance provided that the grievance is submitted in writing within 20 days of the alleged grievance.
- b. Step 2 - The grievant must submit the grievance in writing to the administrator who made the decision on the issue being grieved. The administrator will arrange for a meeting to take place within four days after receipt of the grievance. The grievant and the administrator shall be present for the meeting. EASMC and/or the Board's representative may be present at this step and any step thereafter. The administrator shall provide the grievant with a written answer on the grievance within four days after the meeting.
- c. Step 3 - If the grievant is not satisfied with the decision rendered by the administrator at Step 2, then they may appeal to the Superintendent within six days of the receipt of the decision of the administrator. The Superintendent shall arrange for a meeting with the grievant to take place within five days of their receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent will have ten days in which to provide their written decision to the grievant.
- d. Step 4 - If the grievant is not satisfied with the decision of the Superintendent in Step 3, or if the Superintendent fails to render a decision within the prescribed time, the grievance may within 15 days be submitted to arbitration by EASMC under the Voluntary Labor Rules of the American Arbitration Association. The arbitrator shall have no authority to add to, alter, amend or modify any provision of this

Agreement or to make any award which will in any way deprive the Board of any of the powers delegated to the Board by law. The award, in writing, of the arbitrator, except as noted in the above statement, shall be final and binding on the aggrieved and the Board.

**ARTICLE 4
WORKING CONDITIONS**

4.1 NORMAL WORKDAY

- a. Full-time employees shall work the hours (excluding lunch) specified in Appendix A, Schedule of Classifications. Additional hours worked by nonexempt employees will be paid at the employee’s hourly rate up to 40 hours worked per week, after which overtime guidelines apply. The employee categories are meant to be characteristic of the types of employees hired by SMCPS to work the indicated number of hours and may not include every single job classification.
- b. If planning time between paraeducators and teachers is warranted, it will be scheduled during the paraeducator’s normal workday. This will not prohibit those reasonable activities traditionally carried on after normal student hours but within the duty day.
- c. All employees working more than four hours in a single day shall be scheduled for and receive an unpaid 30-minute duty free meal period. This includes employees who are normally scheduled to work less than 4 hours in a single day but who have been approved by their supervisor to work 4 or more hours in a single day.
- d. All nonexempt employees shall be scheduled for and receive paid breaks based on the total number of hours worked in a single day. The specific scheduling of the breaks shall be done by mutual agreement of the employee and supervisor according to the following table, with one scheduled during the first half of the shift and one scheduled in the second half of the shift when more than one break is due. Nonexempt employees working overtime will be entitled to an additional 15-minute break for every additional two hours worked over eight hours.

Hours Worked in a Single Day	Total Paid Breaks Allowed	Unpaid Meal Periods Allowed
Less than 4 hours	One 15-minute break	None
4 hours up to 6 hours	One 15-minute break	One 30-minute meal
6 hours through 8 hours	Two 15-minute breaks	One 30-minute meal
More than 8 hours	One additional 15-minute break for every additional 2 hours worked over 8 hours	One additional 30-minute meal for every additional 4 hours worked over 8 hours

4.2 ADJUSTMENTS TO THE NORMAL WORKDAY

- a. The needs of the school system may require adjustment in the hours assigned during the normal workday. Except in cases of emergency, SMCPs will provide the employee with ten workdays notice if there is an involuntary shift change.
- b. SMCPs may implement a compressed summer schedule of up to five weeks when regular school is closed for students excluding the week of the July 4, holiday. After seeking and considering input from EASMC, the Board will announce the following summer's schedule no later than March 1st of each year so that employees can plan accordingly. The compressed summer schedule shall cease and related language be removed and/or considered moot should other impacted bargaining units agree to the same. The duty day of all eleven- and twelve-month employees scheduled to work in any resulting compressed summer schedule weeks will be extended by 25% off their normal work hours on Monday through Thursday, and employees will be off on Friday, excluding the week of the July 4 holiday. The normal core work day should be maintained. The schedule for implementing the additional 25% duty day will be mutually determined around the core work day by the employee and their supervisor on a case-by-case basis. Affected employees may use personal/annual leave for the 25% extension following the normal leave approval procedures defined in Article 8.1. If leave is taken on any workday, it will be assessed at 1.25% of the work hours of a normal duty day.
- c. With advanced permission from their direct supervisor, exempt employees who are required to conduct SMCPs business beyond the traditional duty day may flex their schedules within a duty week to avoid overtime.

4.3 ADJUSTMENTS TO THE SCHEDULED WORKWEEK FOR NONEXEMPT EMPLOYEES

- a. The SMCPs has the right to schedule a normal workweek for five, eight-hour days in any period of seven consecutive days, on any basis including a split period of days; e.g., Monday through Wednesday and Saturday and Sunday, to cover the needs of the school system. Except in cases of emergency, SMCPs will provide the employee with ten workdays notice if it is an involuntary change in the workweek.
- b. SMCPs also has the right under the contract to meet the needs of the school system for the Saturday, Sunday, or holiday work, or on other days without incurring overtime pay by increasing or reducing preceding daily work hours.

4.4 OVERTIME FOR NONEXEMPT EMPLOYEES

- a. In the event that an employee works more than the number of hours designated for their position in a normal workweek and does not exceed 40 hours, they shall be compensated at the hourly rate of pay. In the event that they work more than 40

hours in a normal workweek, they shall be compensated at 1½ times their rate of pay for all hours worked in excess of 40 hours in a normal workweek.

- b. They may request compensatory time which will be calculated 1½ times the hours worked.
- c. An employee may not volunteer or choose to give up additional compensation for extra hours worked, whether at the hourly rate or at the overtime rate of pay. SMCPSS must either award the appropriate compensation or disallow the employee from working the extra hours either on site or at home. All extra hours for which an employee is to receive compensation must be approved in advance by the employee's immediate supervisor.
- d. Nothing in this section will preclude an employee from volunteering for non-paying activities.
- e. If an employee reports to assigned extended duty (beyond the normal assigned duty day) as requested and is no longer required to work the extended hours, then the employee will be paid a minimum of two additional hours for their effort whether or not the two hours are worked.
- f. When maintenance, operations, and/or technology staff members are called in for or respond to emergencies, they will receive a minimum of two hours of compensatory time or hourly rate of pay. The hourly rate of pay or compensatory time shall be at the rate of time and one-half for all time worked portal to portal. When a disaster is declared by the Superintendent, the hourly rate of pay will be 2½ times the normal rate of pay (regular hourly rate plus 1½ times the regular hourly rate). Compensatory time will not be accumulated beyond 80 hours. All overtime and compensatory time must be pre-approved via an SMCPSS overtime/compensatory time form and documented through the payroll system.
- g. Employees shall receive notice of requested overtime work as far in advance as possible.
- h. An employee being paid for overtime shall be paid for the overtime at the employee's rate of pay existing at the time of the payment, regardless of whether that is higher than their rate paid at the time the work was performed.
- i. Upon termination from employment, either voluntary or involuntary, an employee (or their family in the case of death) will be paid for all unused compensatory time accumulated at the final rate of pay received by the employee or the average regular rate of pay received by the employee during the last three years of employment, whichever is higher.

4.5 HEALTH AND SAFETY

The Board shall ensure that all employees have safe and healthful working conditions.

- a. The Health and Safety Committee of each school will include at least one EASMC representative to be elected by the unit members at each school. The Board will publish a membership list of the Health and Safety Committee of each site by September 15 of each year, with a copy of such membership list to EASMC.
- b. Unit members shall not be required to handle or search for: (1) any object suspected of being an improvised explosive device (IED) or similar device that could be life-threatening, or (2) any substance for which they have not received training or have not been provided with personal protection equipment. In the interest of student and staff well-being, unit members may volunteer to assist in such search, but in no way shall be subject to reprisal for choosing not to participate.
- c. All employees, who as part of their job are required to handle or are exposed to hazardous conditions, will be provided with job-appropriate training necessary for the safe performance of such job responsibilities.
- d. All employees, who as part of their job are required to handle or respond to unique student needs, will be provided with job-appropriate training necessary for the safe performance of such job responsibilities. Such training may include, but is not limited to: procedures to prevent the spread of contagious diseases, correct lifting procedures, strategies for special needs students, specific remediation techniques, and physical restraint of students (for employees authorized to use physical restraint).
- e. Employees assigned to support county or state testing shall be provided with formal advance training.
- f. The Board shall present all appropriate bargaining unit members with the appropriate annual first aid and/or health-related training.
- g. Work site security lighting at the location where staff members exit the building shall not be scheduled to go off until after the last employee is scheduled to leave.
- h. SMCPs vehicles to be used by employees shall be equipped with state and federally mandated safety features that were required in the year in which the vehicle was manufactured (unless the federal or state government requires a retrofit).
- i. When a room, building or area because of its condition is judged by an employee to create a condition undesirable for teaching or supervising children (below 65 or above 80 degrees F), the employee should file a report with the Site Administrator, who shall ensure prompt reporting to authorized qualified personnel. The Site

Administrator shall inform all affected employees of the reported problem and provide a status update as soon as practicable.

When a room, building or area because of its condition is judged by authorized qualified personnel to create a health or safety hazard, or a condition unsuitable for teaching or supervising children, the place shall be closed to students and employees, if thus recommended by the qualified person, until such hazard can be corrected. Employees shall not be required to work in spaces below 60 degrees F or above 85 degrees F unless the regular responsibilities of their position require working in such conditions.

- j. All paraeducators desiring Crisis Prevention Institute (CPI) training designed to teach educators techniques to diffuse potentially violent situations before they escalate, may request the training through their site administrator. Training completion does not mandate participation on the school crisis team.

4.6 DUTY DAYS

The duty days for employees of the Board shall be as indicated in Appendix A, Schedule of Classifications.

The Board will require 190 duty days for ten-month employees, 212 duty days for 11-month employees, and 249 duty days for 12-month employees.

In the event that the Board of Education or the Superintendent close the school system to all employees during the Winter Break, bargaining unit members who would otherwise be required to work shall be placed on paid Administrative Leave and those days will be counted as duty days.

4.7 EMERGENCY SCHOOL SYSTEM CLOSING

In the event that schools are closed due to inclement weather, the Superintendent's announcement shall designate the employees who are to report to work.

4.8 SUBSTITUTES

- a. Media Clerks, Paraeducators, Secretaries, and Teacher Apprentices shall not be utilized to substitute for teachers beyond two hours except in emergencies. During such emergencies, coverage will be sought by an administrator on a voluntary basis and the employee will be advised that subbing is voluntary. Due to the current extreme lack of teacher substitutes, effective January 3, 2023, Media Clerks, Paraeducators, Secretaries, and Teacher Apprentices volunteering for substitute teacher work when requested shall be compensated at the rate of \$10.00 per each regular class period (up to 50 minutes) and can volunteer for more than two hours through June 30, 2023, after which the Substitute Teacher Negotiations Subcommittee recommendations will be evaluated and considered. Other Education Support Professional classifications cannot be utilized and thus, do not qualify for this compensation agreement.

- b. When needed due to employee absences the Board shall, if possible, obtain substitutes in the event that a paraeducator is absent for one or more days.
- c. Employees shall not be required to obtain their own substitutes when absent.
- d. Paraeducators will utilize the Board's electronic absence reporting system to report the day or days they will be absent.

4.9 WORKERS' COMPENSATION

- a. Any employee who suffers a job-related injury or illness will report, as soon as practicable, such injury or illness to their immediate supervisor in writing.
- b. Any employee who suffers a job-related injury or illness and qualifies for benefits under the Workers' Compensation Law and because of such injury or illness is medically unable to return to work for more than three consecutive days after the occurrence, may be granted administrative leave with pay for a period up to 30 duty days.
- c. For any lost time that does not qualify under the Workers' Compensation Law, leave will be charged accordingly.
- d. Any Workers' Compensation payments made for temporary disability due to said injury or illness during this 30 duty-day period shall be endorsed over to the Board.
- e. If a determination is made that the employee is eligible for Workers' Compensation, then all sick leave and annual leave up to the 30 days provided in this provision, used as a result of the job-related injury or illness prior to such determination, shall be restored to the employee.
- f. During the time the employee is drawing administrative leave with pay or Workers' Compensation benefits, the employee's leave will not be permanently charged (leave may be initially charged and subsequently reversed).
- g. For the purpose of determining weekly Workers' Compensation benefits, the weekly wage will be based on the employee's actual work year and per diem rate rather than the SMCPS 12-month pay schedule.
- h. If unable to return to work after 30 duty days of approved administrative leave an employee may elect to take sick or annual leave (sick leave must be exhausted first) in place of collecting Workers' Compensation temporary disability payments.
- i. An employee may not draw both a salary from the Board and Workers' Compensation payments. If the employee receives a payment from Workers'

Compensation for the same time that sick or annual leave was used towards salary, then their payment will be reduced by the amount of the Workers' Compensation payment. The employee will be entitled to the payment received from Workers' Compensation.

- j. After 30 days of approved administrative leave, employees who receive Workers' Compensation in lieu of sick or annual leave will not be responsible for their health insurance premium (described in Article 9.3) for this time period.
- k. Before an employee can return to work from a work-related injury, it is required that the employee have a medical release stating when the employee is able to return to work and that the employee is able to fulfill the requirements of their position or stating the reasonable accommodations that need to be made.

4.10 PERSONAL PROPERTY DAMAGE

- a. In the event that an employee has any clothing or other personal property damaged or destroyed as a result of an assault suffered in the course of employment, or stolen as a result of a violation by an unauthorized person from locked storage or other properly secured storage, the Board agrees to provide personal property insurance to cover said damage or loss as limited by the insurance conditions. The Board agrees to provide the personal property insurance for property owned by employees while on school premises as limited by the insurance conditions. Insurance carrier denial of an employee claim does not relieve SMCPS of the responsibility to reimburse the employee for the cost to repair or replace employee personal property not otherwise covered by the employee's homeowner's insurance, up to the value of \$600, demonstrated to have been damaged while on school premises, due to no fault of, or an unreasonable assumption of risk by, the employee.
- b. Where possible, the Board will provide each employee a private, lockable space.
- c. Employees shall not transport students in their own private vehicles.
- d. Employees will not be required to transport SMCPS property in their own private vehicles. Employees are responsible for coordinating with their supervisor to ensure that they have the appropriate tools for their job.

4.11 TAPE AND VIDEO RECORDING

Student taping/videoing with a cell phone or any other device in the classroom is a violation of school system policy. Upon an employee reporting such an incident, the administration will take appropriate disciplinary action in accordance with Board regulations.

4.12 ACQUIRED HOURS – EXEMPT EMPLOYEES

In the event that SMCPS desires an exempt non-certificated employee to work beyond the duty day to perform additional tasks for which they are not otherwise being paid or that are not routine expectations of their position, the employee's immediate supervisor may in advance and in writing (approved SMCPS form) offer the employee acquired hours. If accepted and subsequently worked, the supervisor will document the acquired hours earned (and subsequently acquired hours used) via the payroll system. Exempt non-certificated employees may use acquired time for approved leave when a substitute is not required. Acquired hours cannot be accumulated beyond 28 hours, cannot be used on the one system-wide professional development day between the first day 10-month employees report and the first student day of each year, and are not eligible for monetary compensation. SMCPS will work with immediate supervisors to support the use of previously earned acquired hours when a substitute is not required.

4.13 TELEWORK UNDER EXCEPTIONAL CIRCUMSTANCES

- a. The Superintendent may authorize unit members to telework under exceptional circumstances if the position for which they are currently serving in allows for telework. Unit members requesting telework under the Americans with Disabilities Act (ADA) are to contact Human Resources directly and are separate from this language.
- b. Telework during inclement weather for 12-month employees who are considered non-essential can be found in Article 8.25.
- c. Telework under exceptional circumstances must adhere to the following:
 - Unit members may not be approved for 100% telework or for an extended period of time.
 - Telework under exceptional circumstances may be approved for a maximum of three (3) days for a single event.
 - Employees must request, in advance and in writing to their immediate supervisor, a request to telework indicating the exceptional circumstance leading to the request. The immediate supervisor will respond to the request in writing indicating approval or denial of the request.
 - If approved for telework, the employee shall enter their telework leave request utilizing the Absence Management system. The supervisor will approve the request in the Absence Management system.
 - The employee must complete the electronic end-of-day telework report outlining their duties and activities completed during the workday. The supervisor will audit and verify the work the employee completed.

**ARTICLE 5
ASSOCIATION PRIVILEGES AND RESPONSIBILITIES**

5.1 USE OF FACILITIES

EASMC shall have the right to use school facilities for meetings and shall pay any additional cost necessitated by such use. Prior approval must be obtained from the building principal.

5.2 BULLETIN BOARDS

As designated by the principal or person in charge of the central office, a portion of the existing bulletin board space shall be reserved for use by EASMC in each office or school for the purpose of displaying EASMC notices, circulars and other such materials.

5.3 MATERIALS DELIVERY

EASMC shall have the right to place official notices, circulars and other materials in employees' mailboxes. EASMC shall have the use of the inter-school delivery system and e-mail.

5.4 INFORMATION

- a. The Superintendent shall provide EASMC with the names and work locations of new employees by the first week of each month.
- b. The Board shall provide EASMC with access to a copy of the agenda prior to the meeting and official minutes of public Board meetings upon approval.
- c. EASMC shall provide the Superintendent with access to a copy of the association minutes after their approval by the Association.

5.5 ACCESS TO EMPLOYEES

EASMC representatives shall have access to all work locations, and they may meet with employees, provided there is no interference with the work of the employees, as determined by the appropriate supervisor. Upon arrival at the work location, the representative shall check in using the electronic check-in system required for all visitors prior to the visit.

5.6 EASMC ESP MEETINGS

- a. Employees shall be granted time off with full pay and no reduction of leave to attend EASMC meetings.
 - 1) Attendance at said meeting will be limited to two per year.
 - 2) Said meeting shall be held after 4:30 P.M.

- 3) No employee shall be absent from their job site in excess of three hours per meeting.
 - 4) Members of EASMC shall be entitled to attend the ratification meeting, during a contract year, excluding the regularly scheduled general membership meetings.
- b. The Association president will be released full-time to attend the responsibilities of the position. The Association will pay all salary costs and the Board will provide fringe benefits at the rate of the position that the released Association president held in the school system when assuming released Association president responsibilities. Leave, when taken, will be reported to the Superintendent. The position of a full-time release will be treated as a grant position with regard to longevity for step increases and retirement. In the event the Association cannot provide the salary for a full-time president, then the provisions of Article 5.6.b in the 2019 agreement shall apply.
 - c. If the Association's full-time release president becomes unable to serve due to a serious illness or other serious personal matter, another EASMC Board of Director member may be released full-time to attend to the responsibilities of the position in the president's stead. The Association will consider the impact on SMCPs students in choosing a replacement. The Association will pay all salary costs and the Board will provide fringe benefits of the chosen Board of Director member instead of the president. The Association president will then return to an employee status on leave, FMLA, or disability, as appropriate.
 - d. For any time not covered by Article 5.6.b above, a request must be made, in advance in writing, to the Superintendent. When a substitute must be provided by the Board, the Association will pay the cost to the Board.

5.7 CONVENTION AND WORKSHOPS

Unit employees may attend the MSEA Convention, the MSEA Leadership Training Institute (LTI), and the Education Support Professional (ESP) National Conference with the Board incurring the cost of the administrative leave. The Board will not be responsible for any other related fees or expenses. These, as well as other conventions and workshops conducted for professional growth, shall be under the following conditions.

- a. Those unit members who wish to attend must receive prior written approval from the Superintendent.
- b. Approved attendance will be without penalty of leave or pay. There will be no reimbursement for expenses.
- c. Employees must submit, upon completion of the event, written evidence of attendance.

- d. Upon application, two employees shall be approved for administrative leave with the Board incurring the cost of that administrative leave for both the MSEA Leadership Training Institute (LTI) and the ESP Conference. The Superintendent may approve more at their discretion. The Board will not be responsible for any other related fees or expenses.

5.8 BARGAINING UNIT DATA

Each month the Board will provide an electronic transmission of bargaining unit data to MSEA including names, identification numbers, assigned sites, salaries (range, step), certifications, and positions/titles.

5.9 NEW EMPLOYEES

SMCPS will conduct no less than two orientation sessions per year for new unit employees. Participation by EASMC in new personnel orientation (including any additional ad hoc orientation sessions) is valued and encouraged. The Association will be provided time during personnel orientation sessions for newly employed personnel for Association orientation as well as space as designated by the Board to disseminate information relative to the Association. The Association will have the right to have placed in the SMCPS hiring packet (whether hard copy, electronic, or both) for all new unit members (1) a letter prepared by the Association that welcomes the new employees and informs said employees that the Association is recognized as the exclusive negotiating representative for all unit members employed by the Board and (2) an EASMC membership application.

ARTICLE 6 EMPLOYEE RIGHTS

6.1 PERSONAL FREEDOM

The personal life of an employee shall concern and warrant the attention of the Board only as it may directly affect the employee's proper performance of their assigned function during duty hours. SMCPS shall not discriminate on the basis of race, color, gender, age, marital status or sexual orientation, national origin, religion or disability. In the event the Equal Employment Opportunity Commission (EEOC) creates additional designations to their nondiscrimination clause, they will automatically be added to this article.

6.2 PERSONNEL FILES

- a. A personnel file shall be maintained in the Department of Human Resources of SMCPS. Employees shall have the right, upon request, to review the contents of their personnel file, and to receive a copy at their expense, upon request, of any document contained therein, excluding letters of reference. An employee shall be entitled to have a representative of EASMC accompany them during such review. No material derogatory to an employee's conduct, service, character or personality

shall be placed in the employee's personnel file unless the employee has been notified in writing. Requests to remove adverse information from one's personnel files must be made in writing to the Superintendent. Copies of the request will go to the principal or immediate supervisor. With regard to written material that is disciplinary, the notice requirement shall follow requirements in Article 7, Section 7.2. The employee shall have the right to submit a written response to such material.

- b. The written response must be received within 20 workdays from the date of signed receipt of document. No anonymous material shall be placed in an employee's personnel file.

6.3 POSTING

- a. The Board values the principle of hiring from within and will apply that concept when filling vacancies for noncertificated positions. Any employee who meets the job qualifications as stated on the job description and who makes timely application for such vacancy or new position shall be granted an interview. Interviews will be coordinated by the Department of Human Resources according to interview procedures posted on the SMCPS website for employees to access.
- b. Given equal qualifications, any employee who makes timely application for said vacancies or new positions shall be given preference over new hires. All other applicants shall receive notification in writing that they were not selected for an interview.
- c. All bargaining unit vacancies or new positions shall be announced electronically throughout the school system.
- d. If a vacancy is re-advertised or extended, the Superintendent will, upon request, provide written feedback to an employee who applied but was not selected for the position, as to suggestions based on the interview that the employee may take to improve chances for future advancement or change of assignment, and the reasons for the denial without revealing personal information about other applicants.

6.4 VOLUNTARY REASSIGNMENT

- a. Subject to the provisions of Article 7, Section 7.3, and Article 8, Section 8.24, a unit member requesting reassignment shall be invited for an interview to the extent that a vacancy for which they are qualified exists and there is no conflict with the best interests of the school system.
- b. An employee who voluntarily desires to transfer to another building or department may apply for a voluntary reassignment any time after a position is advertised.

- c. Interviews will be coordinated by the Department of Human Resources according to interview procedures posted on the SMCPs website for employees to access in order to ensure a fair and consistent process.
- d. The employee shall receive written notification from the Department of Human Resources at the time that the vacancy is filled as to the person receiving the appointment.

6.5 INVOLUNTARY TRANSFERS OR REASSIGNMENTS

Nothing in this article shall be interpreted as diminishing in any way the Superintendent's right to transfer or reassign employees for the good of the school system. When an involuntary transfer or reassignment is necessary and when this action is not for disciplinary reasons, SMCPs agrees to consider length of service with SMCPs in determining which employee will be transferred or reassigned.

- a. Written notice of an involuntary transfer or reassignment will be given to employees as soon as possible.
- b. An involuntary transfer or reassignment will be made only after a meeting between the employee involved and the appropriate administrator/supervisor, at which time the employee will be notified of the considerations for such transfer and reassignment. If the decision stands following the employee and administrator/supervisor meeting, the final assignment and considerations shall be summarized in writing.
- c. In the event that an employee objects to the transfer or reassignment at the meeting, upon their written request, the Superintendent will meet with them within a reasonable time of the request.

6.6 RECLASSIFICATION/JOB POSITION

Employees will be notified of the restructures of jobs, modifying job descriptions, and creation of new job positions. All new positions added to "Appendix A, Schedule of Classification," of the negotiated agreement will be posted in accordance with paragraph 6.3. In the event that the Superintendent creates a committee beyond their executive staff to explore the creation of new or adjustment to existing positions, a EASMC member will be invited to sit on that committee. Appendix A will be revised as part of the annual budget book and the UniServ Director assigned to EASMC will be provided with a new copy of Appendix A if the Board adds or deletes any bargaining unit classification/position.

6.7 WORK PERFORMED OUTSIDE CLASSIFICATION

An employee detailed in writing to duty outside their regular classification for more than 10 consecutive workdays shall be compensated at the appropriate rate for the classification to which they are detailed for the period of detail beyond the 10 days. The written notification shall be

provided prior to starting the duty, if possible, and include the position title, job description, work location, work hours, pay rate for the assignment as listed in the negotiated agreement (after the first 10 days), and estimated time period of the assignment to be performed outside of the employee's regular classification. Employees shall sign indicating that they have received such written notification and agree to the assignment as described.

6.8 EMPLOYEE ASSISTANCE PROGRAM

The employer shall maintain and promote the availability of an Employee Assistance Program.

6.9 RECLASSIFICATION

If employees are reclassified as part of a group, those employees will be placed at the next highest salary on the appropriate salary range.

ARTICLE 7 JOB SECURITY

7.1 PROBATIONARY PERIOD

All new employees shall serve a probationary period of six work months. Any time during the probationary period, an employee may be discharged, disciplined, reprimanded, or demoted without cause. The appropriate supervisor should inform the employee in writing of the areas of weakness and give suggestions for improvement in time for the employee to demonstrate improvement.

7.2 INTERIM PERIOD FOR DIFFERENT POSITION

Unit members who are offered and accept a different position within SMCPS shall serve an interim period of one year from the effective date of the new position. During the interim period, if work performance is less than effective, the employee may be returned to a position comparable to the one previously held. The appropriate supervisor shall inform the employee in writing of the areas of weakness and give suggestions and supports as required via a plan of assistance, and adequate time for the employee to demonstrate improvement.

7.3 DISCHARGE AND DISCIPLINE

- a. After completion of the probationary period, employees may be discharged, disciplined, reprimanded, or demoted only for cause. Employees shall have the right to have an EASMC representative present at any disciplinary conference.
- b. Any written discipline shall include provision for the employee to sign that they have received the disciplinary material. The employee's signature indicates that a copy has been received, not that the employee necessarily agrees with the content. The employee has 15 workdays to respond in writing to any disciplinary communication. For good cause, the Department of Human Resources may grant

an extension of the time for the employee to respond to a disciplinary communication.

- c. The principal, site administrator, or department head shall inform the employee in writing of the intent to recommend suspension or discharge.
- d. Employees and the Board agree that as a general rule, complaints concerning personnel should be dealt with at the lowest organizational level.
- e. Decisions on complaints shall not be made without interviewing the subordinate against whom the complaint was lodged. If the complaint is in writing, the unit member will be given a copy of the portion of the letter directly pertinent to that employee. Any identifying information about others (excluding the complainant) may be redacted, if necessary. The employee will be required to sign the material acknowledging receipt of the copy.
- f. In order to respect the rights of all persons involved, employees will be afforded due process.
- g. Any parent, student, or other third person complaints made to any member of the administration that are used in any manner in evaluating such personnel will be investigated and called to their attention, unless the investigation is being conducted by a law enforcement agency or the Department of Social Services/Child Protective Services.
- h. Anonymous complaints that have not been verified shall not be used against the employee in matters of discipline or evaluation.
- i. Any non-probationary employee found by the Superintendent, the Board, or the Public School Employees Labor Relations Board to be unjustly suspended or discharged shall be reinstated with full compensation for all lost time and with full restoration of all rights and conditions of employment.
- j. Any information contained in the employee's site file shall be shredded upon the permanent departure of a sitting site administrator from that site and prior to the arrival of the new site administrator at that same site, except in the case where a site administrator does not complete the school year at the location. In that case, the file will be stored in Human Resources, separate from the official personnel file, for its use only during that school year as site file content. Contents will be shredded at the end of the school year.
- k. Unless the employee has consented in advance, discussions related to employee performance, discipline, and/or employment shall be conducted in private and only in front of other individuals who either supervise the employee or who are specifically designated by the Superintendent to handle matters of employee discipline, employment, and/or performance.

7.4 LAYOFFS

- a. For the purposes of this section, “seniority” shall mean the length of continuous service, including approved leaves of absence, with the SMCPS since the most recent date of hire. In the event of a reduction in force within an employment classification, as listed on the “Schedule of Classifications” under Article 11, Salary, and/or Article 1, Recognition, 1.2 Definitions or the recall of said employees, seniority shall be the determining factor among qualified unit members in that classification. Unit members shall retain recall rights for a period of three years.
- b. In the event that unit members may be laid off because of work performed by non-unit members, the Board agrees to notify EASMC and explore any alternative and consider any EASMC proposals so as to minimize the effect on unit members.
- c. When positions in their classification become vacant, non-probationary unit members who have been laid off shall be recalled in order of the length of total satisfactory service as a unit member in the SMCPS. They shall be notified of recall by certified mail. Within 15 days of an offer to return to employment the (unit member) employee shall provide written notice of acceptance in writing, which must be received within the Department of Human Resources prior to the close of business on the fifteenth day or it shall be deemed that they have declined the offer. It shall be the responsibility of each laid-off unit member to keep the Department of Human Resources informed in writing of any change in address. A unit member shall remain on the recall list for three years.
- d. Unit members on leave of absence shall be eligible for layoff as though they were in active service.
- e. The Board will continue coverage for three months after the first effective day of a layoff at the regular percentage of premium split defined in Article 9 of this agreement. Health care coverage thereafter would be provided under COBRA regulations with the full premium costs being paid by the former (laid off) employee to SMCPS.
- f. Previously accrued sick leave days will be restored to all employees who return to employment with the Board.

7.5 EVALUATIONS

- a. Evaluation is the careful, systematic appraisal of employee work performance by the supervisor. This provides a basis for employee counseling and assistance, promotes greater work efficiency, and improves employee morale.

- b. All evaluations of an employee shall be performed at least annually and shall be based upon direct observation of work performance. Performance shall be assumed to be satisfactory if an annual evaluation is not provided to the employee.
- c. All observations shall be conducted openly and with full knowledge of the employee. All evaluations shall be reduced to writing and signed by the principal and/or central office administrator who is qualified and formally responsible for coordinating/supervising the program, school or department.
- d. A copy of the draft evaluation shall be given to the employee no less than 24 hours prior to a supervisor/employee conference on this matter. The draft evaluation shall cover all areas of the final evaluation, but may be subject to modification as a result of the evaluation conference.
- e. An evaluation conference shall be held no later than June 15 to discuss the draft evaluation. The employee may bring notes, examples, artifacts, and other data to make their case for modifications to the draft evaluation. If modifications result from the supervisor/employee conference on this matter, then the supervisor will provide the employee with the final, revised evaluation within ten workdays of the associated conference/meeting.
- f. In order to promote fairness and continuous self-improvement, employees will be notified as soon as possible of areas of concern in performance and will be afforded the opportunity for improvement.
- g. If the employee does not agree with the evaluation they shall have the opportunity to make written comments which shall be attached to the evaluation and placed in their personnel file.
- h. In the event of documentation other than formal evaluation of less than effective performance by an employee, the site administrator may meet with the employee to develop a plan of assistance. Should an employee's performance be rated as ineffective overall, the supervisor shall meet with the employee within 30 days after the evaluation to discuss a proposed plan of assistance for improvement. In developing the plan of assistance and timelines the employee shall have the right to EASMC representation and both the supervisor and employee shall provide input. The supervisor shall ensure subsequent counseling and assistance as defined in the final plan of assistance.
- i. The plan of assistance shall include the following.
 - 1) Statement of problem(s) or concern(s) related to areas of ineffective performance
 - 2) Desired improvement including specific, measurable criteria

- 3) Suggestions for improvement
 - 4) Provisions for assisting the employee including responsible parties and associated timelines (such as peer coaching, additional training, assignment of a mentor, opportunities for visitation, and modeling/demonstration)
 - 5) Timeline and criteria for monitoring employee's future performance including an end or reevaluation date for the plan of assistance
 - 6) Signature of site administrator and the employee
- j. Employer recording/videotaping of an employee will not be conducted without the employee's permission and will not be used for evaluative purposes.
 - k. SMCPs and the Association are mutually committed to a fair performance assessment process based on current educational research and agree to seek consensus outside of negotiations on any new or revised performance assessment tool and processes. Until this time, performance assessment will continue to be based on the current version of the established Performance Assessment System (PAS) or process currently being used for any member of the EASMC ESP bargaining unit.

7.6 NOTIFICATION OF ASSIGNMENT

All employees shall be notified in writing of their assignment, range and step, and annual salary (based on duty days and work hours) prior to July 1 each year. In some cases it may be necessary for this notification to temporarily read "location of assignment to be determined later." Operational and emergency exceptions to meeting this date will be communicated to the Association in advance. In arranging schedules for unit members who are assigned to more than one site, an effort will be made to limit the amount of inter-site travel. Unit members shall be notified of a change in their schedules as soon as practical. Employees who are assigned to more than one site shall select, with input from their supervisor, which of their assigned sites will serve as a home site for the purposes of mail, paycheck, storage, meeting, and other forms of communication from outside the school.

7.7 SCREENING

- a. Employees may be tested for drugs and/or alcohol when an administrator who has completed training on reasonable suspicion has reason to believe that an employee may be intoxicated (see Article I, Definitions) at the work site.
- b. Employees who are required to operate a Board-owned vehicle other than a school bus for their assigned position shall be registered with the State of Maryland's License Monitoring System by the Department of Transportation, and will have their driving records reviewed by the Department of Safety and Security to authorize operation of a Board-owned vehicle. Staff identified to operate Board-

owned school buses for their assigned position will have their driving records reviewed by the Department of Transportation.

- c. Employees who have the option and choose to operate an available Board-owned vehicle other than a school bus for their assigned position shall also be registered with the State of Maryland's License Monitoring System by the Department of Transportation and will have their driving records reviewed by the Department of Safety and Security to authorize operation of a Board-owned vehicle. Employees who have the option and choose not to operate an available Board-owned vehicle for their assigned duties will not be eligible for mileage reimbursement for use of a personal vehicle.

ARTICLE 8 LEAVES

8.1 APPROVAL PROCEDURE

- a. Before an employee takes annual or personal leave, the number of days requested must have been earned.
- b. Except in an emergency situation, prior approval must be secured from the immediate supervisor before taking annual or personal leave.
- c. An employee's leave status is a private matter and will not be discussed in front of other individuals. The appropriate supervisor shall handle any non-clerical concerns about leave.
- d. Except in an emergency, all employees shall have the approval at least two weeks prior for personal leave on the day before or the day following a school holiday, the first or last day of the school year, or on a staff development day.

8.2 ABSENCE REGULATIONS

- a. Deductions for absences during one pay period will be reflected in the following pay period. Termination pay will be paid within 30 days of the last day of employment.
- b. It is the employee's responsibility to notify the immediate supervisor via the electronic absence reporting system, as soon as possible, whenever they expect to be absent from their position. When an employee has been absent for more than five days, they should inform the immediate supervisor at least one day in advance of the date they expect to return.
- c. The full payment of the annual salary will be based on the attendance of the employee. This attendance will be calculated as provided for in the Annual

Operational Calendar. Employees' absences shall be reported via the electronic absence reporting system and appropriate approvals must be obtained.

8.3 SICK LEAVE

- a. Sick leave will be earned at the rate of one day per month worked and may be accumulated from year to year without limitation. Such leave may be used for absences caused by illness or physical disability of the employee. An employee shall be able to request an approval for advance in sick leave equal to that which an employee earns in a year for a documented medical emergency. An employee who leaves SMCPs employment prior to the end of the year in which the leave was advanced will be assessed for all advanced sick leave days used that have not been earned. Disability retirees (once approved by the Maryland State Retirement Agency and after submitting required documentation to the SMCPs Department of Human Resources) shall be granted a waiver of the proration of sick leave if a full contract year is not fulfilled.
- b. An employee who separates employment from SMCPs prior to the end of a contract year in which unearned sick leave was advanced in July will have their sick leave prorated based on the date of separation and calculated based on the number of contract days employed in the contract year in which the sick leave was advanced. There is no direct payout of sick leave upon separation.
- c. Credit will be given for prior sick leave accumulation from a Maryland public school system provided the amount earned per year does not exceed the number of days for which an employee is eligible in the SMCPs system.
- d. The unused portion of such allowance shall accumulate from year to year without limitation.
- e. Employees may be eligible to donate sick leave to other employees who experience serious personal illness, injury, or quarantine, or who must use leave to care for a family member experiencing such illness, injury, or quarantine, and who has used all of their accrued sick leave, personal leave, annual leave, compensatory time, and available Sick Leave Bank benefits. The employee receiving the leave donation and the donor must be members of the Sick Leave Bank and Exchange at the time of the donation. Such leave may be donated or exchanged between employees in accordance with procedures and restrictions outlined in Appendix D, EASMC Certificated, EASMC ESP, SMASA, and SMCPs Joint Sick Leave Bank and Exchange Guidelines. While employees receiving leave will be considered active employees in a "leave with pay" status for the periods when donated leave is being used, neither the donor nor the recipient may utilize donated days upon retirement for additional service credit.
- f. Absences for the following reasons will be charged against sick leave.

1) Personal Illness

- The Superintendent may require a doctor's certificate of illness or a letter of explanation from the employee if a doctor was not in attendance whenever there is reason to believe that an absence is not due to a bona fide illness.
- An employee shall, at their request, be allowed to use sick leave for an absence due to disability connected with or resulting from pregnancy as authorized under the Family Medical Leave Act (FMLA). A physician's statement verifying that they are disabled due to causes contributed to by pregnancy shall be required. If SMCPSS has reasonable cause to believe that the employee's health would be endangered by continued employment, it may require the employee to obtain a physician's verification stating that they are physically able to continue their duties. The employee must return to work as soon as their health permits unless they resign or request a leave of absence. Before returning to duty, the employee may be required to present a physician's certificate stating that they are physically able to resume their duties.
- An employee who is a birth or an adoptive parent may, upon request, utilize FMLA as defined in section 8.18.a. below.
- An employee shall, at their request made via the electronic absence reporting system, be allowed to use sick leave for an absence due to an illness of an immediate family member (spouse, parent, child, or sibling).
- An employee who suffers an injury or illness verified to be job-related (based on the Report of Injury, Employee Statement Form, and the Supervisor Accident Report form completed by the employee or supervisor) and is able to continue work with medical treatment for such injury or illness, will be granted administrative leave for up to four visits for related medical appointments required during the duty day. A doctor's receipt or note will be required for verification of required appointments.
- Employees may submit a request in writing to the Superintendent to transfer up to five days of sick leave to other employees who are legal members of their immediate family (spouse, parent, child, or sibling) to be used for eligible sick leave purposes if the immediate family member has exhausted their sick leave. The employee cannot transfer more than five days to any one immediate family member per school year. Unused sick leave that was previously transferred under this provision and not used for the defined eligible sick leave purposes will be returned to the donating employee.

2) Quarantine

When a communicable disease occurs in the home in which an employee resides, the employee shall state the disease and dates of quarantine and provide medical documentation from a licensed medical practitioner in order to return to work.

3) Sick Leave Bank and Exchange

- There shall be a Sick Leave Bank and Exchange for employees. The Sick Leave Bank and Exchange Approval Committee shall review and rule on all applications/requests for the donation and exchange of sick leave and shall be comprised of the following appointed members.
 - One representative of the Department of Human Resources appointed by SMCPS
 - Two EASMC certificated representatives appointed by the EASMC President
 - Two EASMC ESP representatives appointed by the EASMC President
 - One St. Mary's Association of Supervisors and Administrators (SMASA) representative appointed by the SMASA President
 - One SMCPS appointed non-voting member who is an SMCPS licensed registered nurse
- One of the SMCPS appointees and one of the EASMC Certificated or EASMC ESP appointees will serve as co-chairpersons, as determined by the Sick Leave Bank and Exchange Approval Committee. The respective presidents will appoint replacements. All parties recognize that due to the personal and sensitive nature of sick leave donation review, the complete confidentiality by the Sick Leave Bank and Exchange Approval Committee members is essential.
- The Sick Leave Bank and Exchange Steering Committee shall be comprised of the following members.
 - The Sick Leave Bank and Exchange Approval Committee appointees
 - The EASMC President/Certificated Designee, EASMC President/ESP Designee, and SMASA Presidents
 - One SMCPS Chief Negotiator
 - One Maryland State Education Association (MSEA) UniServ Director representing EASMC Certificated/EASMC ESP

- The Sick Leave Bank and Exchange Steering Committee shall meet no less than annually for a Sick Leave Bank and Exchange Procedural Review. If the SMCPs Chief Negotiator is not a current SMPCS employee, then SMCPs will appoint a SMCPs administrator to participate in the annual review in place of the SMCPs Chief Negotiator. The purpose of the meeting will be to review Sick Leave Bank and Exchange Guidelines and update them if deemed necessary by the majority of the review attendees. The Sick Leave Bank and Exchange Guidelines will be posted on the EASMC Certificated, EASMC ESP, and SMCPs websites for easy employee access.
- SMCPs will indicate on each employee's electronic pay statement within the on-line Employee Access Center whether or not that employee is a member of the Sick Leave Bank and Exchange.

8.4 BEREAVEMENT

Employees shall be entitled to bereavement leave as follows. The professional employee shall state the relationship, and the date of death. The employee may be required to submit to the immediate supervisor a signed written documentation stating the relationship, the date of death, the date of the funeral, and the dates of absence. This explanation will be forwarded with the payroll report. Bereavement leave shall commence on or after the date of death but not after the funeral. Employees having good and sufficient reason to take eligible bereavement leave in other than consecutive days, or other than directly after the funeral, may submit a written request to their immediate supervisor.

- a. Up to seven consecutive workdays will be allowed for the death of a spouse.
- b. Up to five consecutive workdays will be allowed for immediate family members (adopted, foster, or natural child, grandchild, parent, brother, sister, or anyone who has lived regularly in the household) of the employee, spouse or life partner.
- c. Up to three consecutive workdays will be allowed for an uncle, aunt, grandparent, or brother-in-law/sister-in-law (sibling's spouse) of the employee or spouse.
- d. Up to two consecutive workdays will be allowed for nieces and nephews and for the other parent of the employee's adopted, foster, or natural child if that parent is not the employee's spouse (who is covered under 8.4 a. above).

8.5 COURT SUMMONS

- a. When an employee is to be absent due to a court summons, subpoena or as a witness, a copy of the summons, subpoena, or letter requesting the employee's presence as a witness must be submitted to their immediate supervisor. This requirement should be completed in time for the immediate supervisor to obtain a suitable substitute if applicable.

b. Salary Conditions

- 1) Witness for the Board – if an employee appears as a witness for the Board at a court hearing, with or without a subpoena, no deductions shall be made from the employee’s salary.
- 2) Subpoenaed witness for other party – if an employee appears in court in response to a subpoena to act as a witness for the State or for a private citizen, no deduction shall be made from the employee’s salary.
- 3) Named party in proceedings - if an employee is a named party to the proceedings before the court [i.e., personal divorce, custody case, or criminal proceedings (against the employee)], then the employee shall be required to utilize appropriate leave or a deduction shall be made from their salary.
- 4) Witness for a private citizen – for any court appearance as a volunteer witness for a private citizen, the employee shall be required to utilize appropriate leave or a deduction shall be made from their salary.
- 5) For job-related personal court summons – no reduction in leave or salary unless the employee appears as a defendant and is adjudged guilty.

8.6 JURY DUTY

Employees summoned to serve as jurors must notify their immediate supervisor via the electronic reporting system to be granted administrative leave with pay. Employees must provide a copy of the official notification to their immediate supervisor at least seven working days prior to the period of service and provide verification of attendance within 48 hours of returning to work after each instance. An employee being released from jury duty during work hours must return to their assigned work site for the remainder of their duty day if released in sufficient time to have two or more hours on the job, excluding travel time back to the work site.

8.7 TEMPORARY MILITARY SERVICE

All employees who are members of the military or naval establishments of the United States or the State of Maryland shall be granted leave of absence on those days during which they are engaged in any military or naval duty to which they are ordered by proper authority. A copy of said order must be submitted to the immediate supervisor. This leave shall not exceed fifteen calendar days in any year. Employees shall not suffer loss of pay for the workdays included in such leave.

8.8 STUDY

A non-probationary employee may be granted a leave of absence without pay for up to one year of legitimate study as approved by the Superintendent. An employee on such leave cannot be

assured of reassignment to the same site as previously assigned, but the Board obligates itself to offer the employee, on the expiration of the leave, employment for which the employee is properly qualified, if a vacancy exists, without creating a new position or transferring an existing employee.

8.9 SABBATICAL LEAVE

- a. A non-probationary employee may be granted paid sabbatical leave for professional advancement to become a Maryland certificated teacher for the Board.
- b. In order to be eligible, employees must meet the following conditions:
 1. Be entering or in their final year of study in an accredited teacher education program leading to certification in Maryland;
 2. Be full-time SMCPs employees who are taking leave to conduct a student internship at an SMCPs work site; and
 3. Have at least two full years of continuous, full-time service prior to the internship.
- c. The number of employees on sabbatical leave at one time shall not exceed two without the approval of the Board.
- d. Sabbatical leave shall be reimbursed at a rate of one-half of gross salary for that time period not to exceed one year in duration.
- e. Employees on approved sabbatical leave are eligible for tuition reimbursement benefits under the conditions specified in Article 10, Educational Assistance Benefits.
- f. Upon graduation and award of a Maryland teaching certificate, the employee granted sabbatical leave must guarantee to teach for SMCPs for a period of two years following the sabbatical leave, unless SMCPs does not offer the employee a full-time position.
- g. The employee shall sign a promissory note agreeing to repay the Board an amount equal to the salary they received plus interest at the current prime rate, if they are offered a job and do not fulfill the agreements, do not graduate, or do not receive a Maryland teaching certificate. The note will be considered paid if the employee fulfills two years of service teaching for the Board following the sabbatical.

8.10 MILITARY LEAVE

Military leave without pay shall be granted to any employee who is drafted or enlists in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment. An employee on such leave cannot be assured of reassignment to the same site as previously assigned, but the Board obligates itself to offer the employee, on the expiration of the leave, employment for which the employee is properly qualified.

8.11 POLITICAL LEAVE

- a. The Board may grant a leave of absence without pay to non-probationary employees who wish to campaign for public office and will grant such leave to the employee if elected to serve in said office. An employee on such leave cannot be assured of reassignment to the same site as previously assigned, but the Board obligates itself to offer the employee, on the expiration of the leave, employment for which the employee is properly qualified, if a vacancy exists, without creating a new position or transferring an existing employee.
- b. Leave will be granted in increments of no less than one semester and will not exceed four consecutive years for any employee not previously receiving such leave to campaign for or serve in a public office.

8.12 PARENTAL LEAVE

- a. An employee may be granted, upon written request, a leave of absence without pay for childbearing and/or child rearing. Said parental leave may also be granted to an employee adopting a child, to commence at any time during the first year after receiving custody of said child or prior to receiving such custody, if necessary, in order to fulfill the requirements for adoption. An employee on such leave cannot be assured of reassignment to the same site as previously assigned, but the Board obligates itself to offer the employee, on the expiration of the leave, employment for which the employee is properly qualified, if a vacancy exists, without creating a new position or transferring an existing employee.
- b. An employee who wishes to leave their position prior to the period of disability associated with childbirth and/or does not wish to return to their position after such period of disability shall normally be granted, upon request, a leave of absence without pay. Said employee shall notify the Superintendent in writing of their desire to take such leave and, except in case of emergency, shall give such notice at least 30 days prior to the date on which they wish their leave to begin. A physician's statement verifying pregnancy shall be included with such notice. In case of interrupted pregnancy, the employee may return to active duty when their health will permit, as attested to in writing by their physician.
- c. An employee on such leave cannot be given any positive assurance that they will be reassigned to the same site as previously assigned, but the Board obligates itself to offer to the employee, on the expiration of leave, employment for which the employee is properly qualified without creating a new position or transferring another employee. To facilitate the employee's return consistent with their stated schedule, they should give the Superintendent, in writing, as much notice of their anticipated return as possible.
- d. The parental leave may not extend beyond June 30 of the current year; however, if requested in writing, this leave may be extended beyond that date.

- e. Employees who are granted parental leave may not accrue sick leave or annual leave during this approved leave.
- f. The unused sick leave of an employee on said parental leave will be held in abeyance until such time as they return to active service.

8.13 ANNUAL LEAVE

- a. All 12-month employees shall earn annual leave in accordance with the following.

Years of Employment	Annual Leave Days
1 – 4	15
5 – 9	19
10 – 19	22
20 +	24

- b. Twelve-month employees who are entitled to annual leave may accumulate up to 50 days. Once the employee has a total of 50 days, for those days in excess of 50 days, they may exercise in writing an option of selling back a maximum of three days per year. All unused days per year beyond 50 days shall carry over as sick leave. The employee wishing to cash in three days must make a written request to the Department of Fiscal Services Payroll Office by September 15 of each year. The transfer of days over 50 days or optional remittance of leave shall be made based on their leave balance as of September 30 of each year. The transfer of or payment of leave in excess of 50 days will be made by the second paycheck in October.
- c. Supervisors responsible for approving leave requests shall answer the request within five workdays of submission via the electronic absence reporting system.

8.14 IN-SERVICE TRAINING

Leave will not be reduced, nor will employees suffer loss of pay for attending Board provided in-service training.

8.15 PERSONAL LEAVE

Three days of personal leave for all 10-month employees and four days of personal leave for all 11-month unit members with full pay will be allowed in accordance with the Approval Procedure set forth herein and shall not be charged against employee’s sick leave.

- a. Unused personal days will automatically roll over to the following year as personal leave with a maximum of an eight-day personal leave balance allowable. These days may not be used consecutively in a five-day block during any of the following time periods.
 - Directly before or after the Thanksgiving break
 - Directly before or after the Winter Break
 - Directly before or after the Spring Break
 - The first five days of school for students
 - The last five days of school for students
- b. Personal days in excess of eight (8) will automatically be added to the employee's accumulated sick leave. The oldest personal leave days are the first to be transferred to sick leave, with the newly allocated days remaining in the employee's personal leave balance.
- c. Permission for such leave must be obtained in advance via the electronic absence reporting system, if possible, as indicated in the approval procedure. Twelve-month employees entitled to annual leave under Section 8.13 above will not be eligible for this leave.
- d. An employee who retires or terminates from SMCPS employment prior to the end of the contract year in which personal leave was advanced in July will have their personal leave prorated based on the date of retirement or termination and calculated on number of contract days worked in the contract year in which the personal leave was advanced. Payout of personal leave days upon retirement will be based on the employee's current contract year personal leave balance after the calculation of prorated personal leave and shall not exceed five (5) days.

8.16 PROFESSIONAL MEETINGS

Plans for attending such meetings must be approved in advance by the Superintendent. Upon request, employees may be required to present on the subject of the meeting and related learning.

8.17 SITE VISITS INSIDE/OUTSIDE COUNTY

Plans for visitation must be approved in advance by the Superintendent.

8.18 FAMILY AND MEDICAL LEAVE ACT

- a. The right of employees to family and medical leave shall be as set forth within this document and the FMLA.
- b. The Board will charge the employee's accumulated sick leave concurrent with time period approved under the FMLA and if no sick leave is available, annual or personal leave may be used. An eligible employee is one who has been employed

during the prior year with SMCPs for at least the number of hours required for eligibility under Federal law.

- c. SMCPs shall provide the full leave amount allowed by the FMLA for spouses who are both employed by the Board.
- d. If the employee's FMLA leave allowance is exhausted and the employee is not cleared to return to work, the employee may be offered a medical leave of absence.
- e. In the event that an employee is on an unpaid leave of absence, the employee may elect to continue their health care coverage by paying the full premium in accordance with COBRA.
- f. In the event that an employee has paid leave available after the FMLA period is exhausted, the employee will be allowed to exhaust those paid leave options, including accumulated sick leave, annual leave, personal leave, compensatory time, and acquired hours. Board contributions to health insurance will continue as long as the employee is on paid leave.
- g. An employee on such leave cannot be assured of reassignment to the same site as previously assigned, but the Board obligates itself to offer the employee, on the expiration of the leave, employment for which the employee is properly qualified, if a vacancy exists, without creating a new position or transferring an existing employee. To facilitate the employee's return consistent with their stated schedule, they should give the Superintendent, in writing, as much notice of their anticipated return as possible.
- h. Nothing in this article shall be read to either eliminate or reduce in any way rights provided under the negotiated agreement.

8.19 SCHOOL INVOLVEMENT LEAVE

Employees who are parents of school age children are encouraged to participate in school activities related to the education of their children. The employee may elect to use any personal or annual leave available. Leave without pay may also be used for these events. Except in cases of emergency, the employee will request such leave in accordance with leave procedures in this article.

8.20 OTHER EXTENDED LEAVES

Absence without pay may be granted for good reason by the Superintendent.

8.21 BENEFIT CONTINUATION

While on an approved extended leave of absence, insurance coverage may be maintained through payment of the entire premium by the employee. The employee shall assume all responsibility for

paying premiums. If payment is not made within the time specified, coverage shall be terminated. An employee shall have the option to purchase within the Maryland State Retirement System the amount of time they were on leave to the extent permitted by law.

8.22 APPLICATION

All requests for extended leaves of absence, extensions or renewals of such leaves shall be made in writing to the Superintendent who shall respond to all such requests in writing within ten workdays.

8.23 RETURN FROM LEAVE

Upon return from leave, a unit member shall be placed in the same position they held before taking the leave, if such position is available.

8.24 SMCPS INTERNAL INTERVIEW

Employees who are candidates for internal SMCPS vacancies, whether promotional opportunities or voluntary transfer requests, may use up to two hours of administrative leave to attend any related interview scheduled by SMCPS during the duty day. Plans for attending such interviews must be approved in advance via the electronic absence reporting system by the Superintendent.

8.25 INCLEMENT WEATHER

If schools are closed for inclement weather and ten- and 11-month employees are not reporting, then exempt, non-essential, 12-month employees may choose to telecommute (work from home) on those days in lieu of taking leave by contacting in writing their immediate supervisor no less than 30 minutes prior to the normal work reporting time. Non-exempt, non-essential, 12-month employees may request authorization to telecommute in lieu of taking leave by contacting in writing their immediate supervisor no less than 60 minutes prior to the normal work reporting time. The supervisor shall confirm or deny, in writing, approval to telecommute based on the needs of the system, work to be completed, and available remote connections and/or resources. Upon completion of the work day, the employee shall submit written confirmation of the hours worked by indicating both the work day start and completion times, and a brief summary of the nature of the work accomplished. The employee may be required to present evidence of work accomplished during telecommuting time.

8.26 NURSING EMPLOYEES

The site supervisor shall support employees who request to breast pump to provide for their infant children during the first year after birth.

- a. The employee and site supervisor shall work collaboratively, in advance, to develop a schedule that does not negatively impact the employee and has the least possible impact on instructional programs.

- b. Upon request, coverage for one break of up to 20 minutes per day shall be arranged by the administrator with no charge to the employee’s leave. If the break exceeds the allowable 20 minutes, then the employee shall submit a leave request via the electronic absence reporting system.
- c. Another break may be taken by the employee during their personal lunch, planning time, or 15-minute break (as applicable) and will override other pre-existing work obligations.
- d. Upon request, coverage for an additional break of up to 20 minutes per day shall be arranged by the administrator for which the employee shall submit a leave request via the electronic absence reporting system.
- e. The employee shall be provided with a clean, private, and secure environment (not a restroom) at the work site.

**ARTICLE 9
FRINGE BENEFITS**

9.1 END-OF-SERVICE PAY

The Board and the Association acknowledge that it is in the best interests of the school system’s students to have high employee attendance. In order to promote and reward responsible use of sick leave, any professional employee at the time of retirement or death while under contract shall receive end-of-service pay. This pay will be calculated based on the unused sick leave at their per diem rate up to a maximum limit defined below. End-of-service pay is not a sell-back of sick leave. To be eligible, the employee must have been employed by the Board for ten years.

The maximum amount of end-of-service pay will be determined by years of service and may not exceed the following amounts.

End-of-Service Pay for Nonexempt Employees

Sick Leave Balance Days	Years of SMCPs Service		
	10 – 20	21 – 30	31+
1 to 100	\$1,550	\$1,650	\$1,750
101 – 150	\$2,050	\$2,150	\$2,250
151 – 200	\$2,550	\$2,650	\$2,750
201+	\$3,050	\$3,150	\$3,250

End-of-Service Pay for Exempt Employees

Sick Leave Balance Days	Years of SMCPs Service		
	10 – 20	21 – 30	31+
1 to 100	\$2,700	\$2,950	\$3,200
101 – 150	\$3,700	\$3,950	\$4,200
151 – 200	\$4,700	\$4,950	\$5,200
201+	\$5,700	\$5,950	\$6,200

9.2 TRAVEL REIMBURSEMENT

For prior approved official school system business, including travel to administrative meetings at the SMCPs Central Office, authorized employees in the unit shall be reimbursed for use for their private vehicles at the IRS rate. Tolls and parking fees will be paid provided validated receipts are submitted.

9.3 HOSPITALIZATION, MAJOR MEDICAL AND DENTAL INSURANCE

- a. The Board will offer health care benefits to include: Hospitalization, Major Medical, Dental, Prescription, and Vision Care. Employees who are on paid leave shall be eligible for their normal health care premium split detailed below. See Article VIII, Section E for insurance guidelines while on FMLA.

The benefit package offered by the Board is summarized below including the following changes.

- 1) Eligible employees (defined as active employees assigned to regularly work more than 18.75 hours per week) will have a choice of plans: “BlueChoice” Health Maintenance Organization (HMO) Plan with Deductible, “BlueChoice” HMO Plan, “BlueChoice” Triple Option Plan with Deductible, or “BlueChoice” Triple Option Plan.
- 2) For each employee employed not less than 18.75 hours per week who is enrolled in any of the above listed plans the Board shall pay the amount of the premium cost of the individual and dependents' group health care benefits as outlined below.
- 3) Active and retired employee wellness program (Blue Rewards): SMCPs provides a participation-based program offered to active employees and retirees enrolled in the SMCPs health care program, if the following four criteria are completed by March 1st each year:

- a) Select a Patient-Centered Medical Home (PCMH) or PCMH Plus Primary Care Physician (ages 2+)
- b) Agree to receive wellness communications electronically (ages 18+)
- c) Complete an online health assessment (ages 18+)
- d) Visit selected PCMH or PCMH Plus Primary Care Physician and complete a health evaluation (ages 2+)

SMCPS in collaboration with EASMC will offer support in completion of items 9.3.a.3).b and 9.3.a.3).c above during professional days prior to students returning to school, and on an as-needed basis thereafter.

After all four steps are completed by the participating employee and spouse (if applicable) by March 1st each year, as a reward for participation, the participating employee will receive either (1) a BlueRewards Visa card issued by CareFirst for use on SMCPS Carefirst health care plan copays, deductibles, coinsurance, and prescriptions for medical, dental, and vision, (2) an SMCPS insurance premium credit, or (3) a combination of both types of participation rewards, depending on the type of coverage held by the employee as specified in the table below.

Type of Coverage	Reward
Employee	\$100 Credit on Visa Card
Employee/Spouse	\$200 Credit on Visa Card
Parent/Child	\$100 Credit on Visa Card \$50 Insurance Premium Credit
Family	\$200 Credit on Visa Card \$150 Insurance Premium Credit

Employee/Board Health Care Premium Split
 July 1, 2020 (no change)

Health Care Plan	Board % Contribution for Active Employees Based on Hours Worked	
	≥ 30 Hours	≥ 18.75 to < 30 Hours
“BlueChoice” HMO Plan with Deductible	90.0%	45.0%
“BlueChoice” HMO Plan	85.0%	42.5%
“BlueChoice” Triple Option Plan with Deductible	85.0%	42.5%
“BlueChoice” Triple Option Plan	80.0%	40.0%

Employee/Board Health Care Premium Split
 Effective July 1, 2021

Health Care Plan	Board % Contribution for Active Employees Based on Hours Worked	
	≥ 30 Hours	≥ 18.75 to < 30 Hours
“BlueChoice” HMO Plan with Deductible	90.0%	45.0%
“BlueChoice” HMO Plan	85.0%	42.5%
“BlueChoice” Triple Option Plan with Deductible	82.5%	41.25%
“BlueChoice” Triple Option Plan	77.5%	38.75%

Employee/Board Health Care Premium Split
Effective July 1, 2022

Health Care Plan	Board % Contribution for Active Employees Based on Hours Worked	
	≥ 30 Hours	≥ 18.75 to < 30 Hours
“BlueChoice” HMO Plan with Deductible	90.0%	45.0%
“BlueChoice” HMO Plan	85.0%	42.5%
“BlueChoice” Triple Option Plan with Deductible	80.0%	40.0%
“BlueChoice” Triple Option Plan	75.0%	37.5%

- 4) Through June 30, 2021, only, the Board will continue to support the “Traditional” group health care benefits for retired employees who retired prior to July 1, 1998. Retirees not eligible for Medicare will have a choice of plans: “BlueChoice” HMO Plan with Deductible, “BlueChoice” HMO Plan, “BlueChoice” Triple Option Plan with Deductible, or “BlueChoice” Triple Option Plan. The Board will support the group health care benefits for those employees retiring thereafter, provided retiring employees who have participated in the health care benefits program have been employed by SMCPS for ten or more years. Disability retirees (once approved by the Maryland State Retirement Agency) shall be granted a waiver of the ten-year SMCPS service requirement and qualify for the same health care premium split as for retirees with 10 years of SMCPS service and may maintain SMCPS health insurance up to a maximum period equal to their length of active employment with SMCPS. Within three years after retirement, retirees may participate in one of the offered health care plans and may include the same family members on their plans as can active employees. Following the retiree’s death, those family members last listed on the retiree’s health care plan may choose to continue or rejoin the plan, if eligible within the three-year period outlined below at the negotiated premium split for retirees. The payment will be based on the total years of service to SMCPS as follows.

Retiree/Board Health Care Premium Split
Effective July 1, 2020 (addition of deductible plans)

Health Care Plan	Board % Contribution for Retirees Based on Years of Service to SMCPS		
	10 to ≤ 19 Years	20 to ≤ 29 Years	≥ 30 Years
“BlueChoice” HMO Plan with Deductible	70%	75%	80%
“BlueChoice” HMO Plan	65%	70%	75%
“BlueChoice” Triple Option Plan with Deductible	62.5%	67.5%	72.5%
“BlueChoice” Triple Option Plan	60%	65%	70%

Retiree/Board Health Care Premium Split
Effective July 1, 2021

Health Care Plan	Board % Contribution for Retirees Based on Years of Service to SMCPS		
	10 to ≤ 19 Years	20 to ≤ 29 Years	≥ 30 Years
“BlueChoice” HMO Plan with Deductible	72.5%	77.5%	82.5%
“BlueChoice” HMO Plan	67.5%	72.5%	77.5%
“BlueChoice” Triple Option Plan with Deductible	62.5%	67.5%	72.5%
“BlueChoice” Triple Option Plan	60%	65%	70%

Retiree/Board Health Care Premium Split
Effective July 1, 2022

Health Care Plan	Board % Contribution for Retirees Based on Years of Service to SMCPS		
	10 to ≤ 19 Years	20 to ≤ 29 Years	≥ 30 Years
“BlueChoice” HMO Plan with Deductible	75%	80%	85%
“BlueChoice” HMO Plan	70%	75%	80%
“BlueChoice” Triple Option Plan with Deductible	65%	70%	75%
“BlueChoice” Triple Option Plan	60%	65%	70%

- 5) Co-pay for Emergency Room Services:
 - “BlueChoice” HMO with Deductible - \$75
 - “BlueChoice” HMO - \$75
 - “BlueChoice” Triple Option Plan with Deductible - \$75
 - “BlueChoice” Triple Option Plan - \$75
 - Retiree Traditional Plan - \$75 (through June 30, 2021, after which the retiree traditional plan will no longer be available through SMCPS)

- 6) Prescription Co-pay:
 - \$10/\$15 Non-maintenance Co-pay
 - \$10/\$15 Maintenance Co-pay for Mail Order or if purchased at CVS (90-day supply)
 - \$20/\$30 Maintenance Co-pay if Purchased at any Retail Pharmacy Other Than CVS (90-day supply)

- 7) Prescription coverage is implemented based upon the formulary 2 list.

- 8) Audiology services and hearing aids will be included in all health care plans.

- 9) Survivor Benefits: Following the death of an active employee who has worked for the Board for at least ten years, those family members last listed on the employee’s health care plan may continue on the active employee’s health care plan for a period not to exceed 90 days after the date of death of

the active employee. Thereafter, the family members may elect to continue or rejoin the healthcare plan within three years of the date of the death of the active employee, at the negotiated premium split for retirees.

- b. The Board agrees to make the requisite payroll deductions to enable the Association to administer, without premium cost to the Board, a long-term disability plan.
- c. All other specifications not changed herein shall remain pursuant to the current insurance contract.
- d. The Board will deduct health insurance premiums on a pre-tax basis. The Board shall offer employees Flexible Spending Accounts (FSAs); these deductions are on a pre-tax basis.
- e. The specifications of the Health Insurance Plan(s) for employees of the Board will be reviewed as needed each year by a Joint Health Care and Wellness Committee, comprised of an equal number of representatives appointed by SMASA, EASMC Certificated, EASMC ESP, and the Board. Any modifications to the health insurance benefit recommended by the joint committee will be forwarded to the SMASA, EASMC Certificated, EASMC ESP, and Board Bargaining Teams, as well as to the Superintendent and the SMASA and EASMC Presidents/Designees for consideration and possible inclusion in the follow-on negotiated agreement. EASMC agrees that the EASMC and SMASA Presidents may appoint to the Joint Health Care and Wellness Committee a number of representatives not to exceed the number appointed for either EASMC Certificated, EASMC ESP, SMASA, or the Board.
 - 1) The Joint Health Care and Wellness Committee shall meet at least once per year to plan and schedule activities specifically designed to increase employee wellness.
 - 2) The Board shall provide each site-based Wellness Coordinator with a copy of the Wellness Program's schedule of services and activities throughout each school year.
 - 3) The combined results of the online health assessment survey data shall be shared with the Joint Health Care and Wellness Committee to design and recommend wellness programs utilizing wellness grant dollars provided by the SMCPS health care provider.

9.4 TERM LIFE INSURANCE

For employees employed for 30 or more hours per week, the Board shall pay 90% of the premium cost for term life insurance. For employees employed fewer than 30 hours but not less than 18.75 hours per week, the Board shall pay 45% of the premium cost for term life insurance. Term life insurance shall equal the employee's annual salary to the next highest

thousand up to a maximum amount of \$250,000. An employee may also elect supplemental life insurance to increase the value of their term life insurance policy in increments of \$10,000, up to five times the amount of their annual contracted salary, with a maximum of \$1,250,000. (If the value exceeds two times their annual salary, evidence of insurability may be required.) Employees shall be responsible for 100% of this additional premium cost of supplemental life insurance.

9.5 LONG-TERM DISABILITY

The Board shall make payroll deductions for those employees who elect to participate in the long-term disability insurance plan administered by EASMC.

9.6 UNIFORMS

The Board will provide uniforms for members of the bargaining unit as follows:

- a. Operations, Maintenance, and Technology personnel will be issued two sets of coveralls as deemed appropriate for the job task and the season. The coveralls will be provided upon request. They will be replaced as needed upon receipt of the previously issued coveralls. The Division of Supporting Services' (DSS) Safety Committee, including a representative from EASMC, will make the determination of eligibility with regard to job tasks.
- b. Upon request, a minimum of six pairs of cloth painter's pants will be provided for all painters in the Maintenance Department per year.
- c. Operations, Maintenance, and Technology personnel will receive reimbursement up to \$50.00 per year upon receipt of proof of purchase of safety shoes with steel toes. Requests for reimbursement must be submitted to the immediate supervisor within 30 days of receipt. This can be reached using one or more receipts during the school year.
- d. In their initial year of employment, food service personnel will be provided with five uniform shirts. In subsequent years, five additional shirts will be available to each food service employee, two of which will be provided at the beginning of the school year and the remaining three will each be made available upon request and upon return of a used uniform shirt in poor condition. Food service personnel will receive reimbursement up to \$50.00 per year upon receipt of proof of purchase of work shoes. Requests for reimbursement must be submitted to the immediate supervisor within 30 days of receipt. This can be reached using one or more receipts during the school year.
- e. Safety Assistants and Safety Advocates will be provided with five polo shirts and five pairs of pants as coordinated with the supervisor of safety and security. Safety Assistants and Safety Advocates will receive reimbursement up to \$50.00 per year upon receipt of proof of purchase of work shoes. Requests for reimbursement must

be submitted to the immediate supervisor within 30 days of receipt. This can be reached using one or more receipts during the school year.

- f. Uniforms, as defined in this article, will be issued to personnel in Maintenance, Operation, Technology, Food Services, and Safety Assistants. Any employee who is provided specific clothing or a uniform (including coveralls for the intended job task and shoes as listed above) in accordance with this section shall be required to wear that clothing or uniform in the performance of routine work-related duties at SMCPs work sites. Employees may wear professional attire instead of the provided uniforms/clothing if scheduled to attend a work-related meeting outside of the regular work site. A winter and summer uniform can be selected from the 11 sets provided for Technology, Maintenance, and Operations staff. The summer uniform will consist of standard issue pants and standard issue short-sleeved shirts. Navy blue, hemmed shorts, as approved by the DSS Safety Committee, are acceptable for Operations personnel only, but will not be provided by SMCPs. Summer uniforms can be worn the day after the students last day of the 10-month school year. Standard issued uniforms will be worn commencing the first day of new teacher orientation.
- g. All uniforms (as defined in this article) issued to staff must be returned to the immediate supervisor when employment ends with the school system. The final paycheck will be held until a completed checkout form has been submitted.
- h. Operations, Maintenance, and Safety and Security personnel will be issued an SMCPs designated coat for outside, cold weather work.

ARTICLE 10 EDUCATIONAL ASSISTANCE BENEFITS

This program is designed to provide training and advanced education for permanent employees who wish to improve their performance in their present positions, in preparation for advancement, or as part of an approved career development plan.

- a. Tuition reimbursement to include associated fees will be provided for appropriate courses leading toward (1) initial certification, (2) renewal of Standard Professional Certificate, (3) Advanced Professional Certificate, (4) Master's Degree, (5) continuation of other professional license or certificate required for employment, or (6) any other approved course work.
- b. Employees may be reimbursed for tuition under the following conditions. SMCPs is not responsible for courses selected by the employee that do not meet the criteria for certification or reimbursement. While not required, SMCPs encourages employees to verify courses with the Department of Human Resources via the SMCPs tuition reimbursement form.

- 1) The course/credits taken are appropriate for the position and certification of the individual employee.
 - 2) The employee has not been previously reimbursed for the same course.
 - 3) The course/credits are from a regionally accredited college or university (if pursuing college credits).
 - 4) The following documentation is required to be submitted the Department of Human Resources within 45 days of the completion of the course (as indicated on the transcript or grade slip): (1) A reimbursement request form (pre-approval is not required for tuition reimbursement), (2) official transcript of grade received with a minimum of grade "C", and (3) original receipt or electronic confirmation of payment (if no hard copy receipt is provided) from the college or university. If an extension is needed, the employee must request it in writing within 45 days of the completion of the course.
 - 5) The employee's tuition reimbursement is allocated each July 1 for the coming year and runs through the following June 30. Tuition reimbursement up to the annual allowable amount will be deducted from the employee's annual allocation based on the date that the credits were earned as indicated on the official transcript or grade slip that must be submitted within 45 days of the credits being earned.
 - 6) SMCPs will provide reimbursement within 45 days of receipt of the required documentation.
- c. Employees enrolled in courses through Direct Pay agreements for non-SMCPs courses must submit for pre-approval to the Department of Human Resources prior to registration per the memorandum of understanding with each participating Direct Pay school. Pre-approval is not required for SMCPs Direct Pay courses, although the employee will be responsible for completing any paperwork required by the university and for any amount that exceeds their annual tuition allocation.
- d. If the employee wants to confirm the appropriateness of a course prior to registration, advance written approval may be sought via an SMCPs Tuition Reimbursement Request form submitted to Human Resources. The Superintendent will sign the SMCPs Tuition Reimbursement Request Form, indicating approval or denial, and return the signed form to the employee within ten workdays of its receipt in the Department of Human Resources.
- e. The reimbursement will not exceed the actual amount the employee paid for tuition and associated fees.

- f. Appropriate credit will be determined by the current requirements for certificates for administrators, supervisors, and teachers, and by the current professional licensure and/or certification requirements for bargaining unit members. In order to receive tuition reimbursement for credits leading toward an Advanced Professional Certificate or a Master's Degree, the employee shall hold a valid Standard Professional Certificate or professional license/certificate for their present assignment.
- g. Reimbursement for tuition and associated fees shall not exceed the following amounts. In determining whether the annual maximum reimbursement amount has been reached, the year to which the reimbursement applies will be based on the date of issuance of the grade slip for a completed course.

Purpose	Total Annual Maximum (Not Cumulative)
	FY2024
General	\$3,500
Pursuing Initial Professional Teaching Credential	\$4,500
Pursuing Ph.D. or Ed.D.	\$5,400

- h. An employee who has received a Ph.D. or an Ed.D. may receive an additional \$3,000 professional stipend up to a maximum of three years for completing a study or problem of practice approved by the Superintendent.
- i. Based upon successful application process, tuition reimbursement may also be applied as a fee waiver up to the maximum yearly amount for obtaining and renewing the following certifications and designations.
 - Certificated Employees: National Board for Professional Teaching Standards (NBPTS) certification
 - Speech and Language Therapists: National Certificate of Clinical Competency (CCC)
 - Nurses: Nationally Certified School Nurse (NCSN)
 - Occupational Therapists: Doctorate of Occupational Therapy (DOT)
 - Physical Therapists: Doctorate of Physical Therapy (DPT)
 - Audiologists: Fellow of American Academy of Audiology (FAAA)
 - School Psychologists: Nationally Certified School Psychologist (NCSP)
 - Behavior Analysts: Board Certified Behavior Analyst (BCBA)
- j. In accordance with the provisions of COMAR Section 13A.12.01.14, the Board will not require coursework for certification renewal for professionally certificated

employees who are 55 years of age or older or who have been employed for at least 25 years in public school service or approved nonpublic school service.

- k. Employees who pay a fee for transcripts necessary to verify course completion may be reimbursed upon submission of a receipt up to 45 days following payment; such reimbursement will be deducted from the year's annual course reimbursement allocation based on the date on the receipt for transcript payment.
- l. Any employee who leaves the Board's employ within one calendar year (less than 365 days) after the date that a reimbursement payment was issued from the Board for tuition or transcript fee(s) shall re-pay the full amount of such reimbursement payment to the Board with advance written notice to the employee. The Board may deduct such re-payment from any remaining pay owed to the unit member. The employee will have the option when possible (based on remaining number of paychecks) to have the deduction divided into two or more paychecks. The Board will attempt to deduct the money evenly from remaining checks owed. This repayment provision shall not apply in the case of a unit member who must leave the Board's employ due to military transfer, spousal job transfer necessitating a move of over 50 miles, personal or family illness, divorce or child custody issues, involuntary termination by Board, non-renewal of nontenured employees, or other cause approved by the Board. If the employee who was granted a waiver pursuant to this subsection returns to the same position less than 50 miles away within one year of leaving the Board's employment, they shall reimburse the Board according to the above provision unless they sought employment with the Board and was not offered a contract. Any employee forced to repay such reimbursement shall have that same reimbursement reversed (tuition repaid) upon returning to the Board and successfully completing two more years of employment.
- m. All non-certificated, current full-time employees who decide to become teachers and are enrolled in an accredited college program leading towards an initial Maryland professional teaching credential, shall have access to the benefits below with the following terms.
 - 1) Tuition reimbursement will be allowed for all coursework in an initial Maryland professional teaching credential program up to the limit specified in Article 10, Paragraph G above.
 - 2) All Praxis and other assessments required for the initial Maryland professional teaching credential will be reimbursed when passing scores are received. If grant funding is unavailable to SMCPS to fund this reimbursement in any given fiscal year, then reimbursement will be limited to employees with at least one full year of prior SMCPS service.
 - 3) Eligible employees may apply for Sabbatical Leave in accordance with section 8.9 for consideration, to include student internships.

- 4) See Appendix G for description of placement on the certificated employee salary scale.
- 5) Upon graduation and award of a Maryland teaching certificate, the employee granted the extra educational assistance must guarantee to teach for SMCPS for a period of three years unless SMCPS does not offer the employee a full-time position.

An employee who has been employed by the Board in a full-time position outside of their area of certification and does not complete the three-year guarantee period will be required to repay tuition reimbursement to the Board.

If the employee accepts a teaching contract in another school system within their area of certification and chooses to submit verification of such employment to the Superintendent, then the repayment provisions will be adjusted as follows.

- Resignation during year 1 = 100% repayment
- Resignation after year 1 = 90% repayment
- Resignation after year 2 = 80% repayment

- 6) If the employee leaves the Board's employ within one year after receiving Praxis/assessment reimbursement, the employee shall re-pay the full amount of such reimbursement.
- 7) The Board may deduct such re-payment from any remaining pay owed to the unit member. The employee will have the option when possible (based on remaining number of paychecks) to have the deduction divided into two or more paychecks. The Board will attempt to deduct the money evenly from remaining checks owed.
- 8) These repayment provisions shall not apply in the case of a unit member who must leave the Board's employ due to military transfer, spousal job transfer more than 50 miles from the St. Mary's County line, personal or family illness, divorce or child custody issues, involuntary termination by Board, nonrenewal, or other cause approved by the Board.
- 9) If the employee who was granted a waiver pursuant to this subsection returns to the same position within 50 miles of the St. Mary's County line, Maryland, within one year of their leaving the Board's employment, they shall reimburse the Board according to the above provision unless they sought employment with the Board and were not offered a contract. Any employee forced to repay such reimbursement shall have that same reimbursement reversed (tuition repaid) upon returning to the employment of the Board and successfully completing two more years of employment.

- n. The school system will pay for the cost of the Paraeducator Assessment Test, including any required sitting/proctor fee, one time only when an employee presents appropriate documentation that they have passed the test and a receipt for the cost of the test. If grant funding is unavailable to SMCPs to fund this reimbursement in any given fiscal year, then reimbursement will be limited to employees with at least one full year of prior SMCPs service.
- o. SMCPs and EASMC will collaborate to provide meaningful professional development opportunities for education support professionals.

ARTICLE 11 SALARY

11.1 INSTALLMENTS

All employees who work their full contractual year will be paid in 26 installments during the year. The annual salary of employees who work less than their full contractual year and whose effective start date is prior to March 1, will be prorated and paid according to the number of available remaining installments. No summer escrow money will be held or paid for employees starting on or after March 1.

11.2 SALARY

- a. Eligible unit members shall receive the regular step progression as set forth in the salary scales as defined below. If, during the term of this agreement, legislation is signed into law that requires compensation greater than that negotiated herein, then the parties will open negotiations for the specific and sole purpose of meeting that legislative requirement.
- b. School Year 2022-2023 (FY2023):
 - All employees who begin work on or before March 1, 2022, will receive their normal step progression.
 - The salary scales will be increased by 2.0%.
 - Employees who were employed by the Board as of October 18, 2022, and who are still employed as of January 27, 2023, will receive a one-time stipend to be included in their bi-weekly pay on January 27, 2023. This one-time stipend is not related to any current or proposed Maryland state allocation. The total one-time stipend of \$500.00 will be taxed as appropriate under applicable Federal and State laws. This one-time stipend will be paid per eligible employee; it will not be prorated if the employee is less than full-time. Employees who began employment after October 18, 2022, or who are currently not active employees with the Board of Education of St. Mary's County as of January 27, 2023, are ineligible for any portion of the one-time stipend. This one-time stipend is not pensionable.

- c. School Year 2023-2024 (FY2024):
- All employees who begin work on or before March 1, 2023, will receive their normal step progression.
 - The salary scales will be increased by 5.5%.
- d. In the event that the cost of living for any years exceeds 4.5%, the Association at its option will have the right to open negotiations on the area of salary for the subsequent fiscal year. The US CPI-U for the period of September to September will be used for the above determination.

11.3 CREDIT FOR COLLEGE AND SPECIALIZED TRAINING

Credits earned and submitted to the Department of Human Resources that result in a pay increase as described below, shall be prorated and effective the first day of the month following receipt of proof of credits.

- a. Employees will be compensated after satisfactory completion of job-related approved trade school or college credits as approved by the Superintendent according to the following. Specialized training is equated to college credits at an equivalent rate of one semester hour per 14 hours of instruction. This compensation is added annually to gross salary, payable bi-weekly, and included in the retirement calculation.
- 30 college or trade school credits - \$500
 - 60 college or trade school credits - \$800
 - Associate's degree - \$900
 - Bachelor's degree - \$1,100
 - Master's degree - \$1,350
 - Master's degree + 15 credits - \$1,600
 - Master's degree + 30 credits - \$2,100
 - Master's degree + 45 credits - \$2,500
 - A Doctorate earned in a program approved by the Superintendent and at an institution approved by the Superintendent will result in \$3,100.

11.4 SHIFT DIFFERENTIAL

Nighttime building service workers who are assigned to work shifts which begin at 2:00 p.m. or later will receive a stipend of \$700 per year. Exceptions to this section must be approved by the Director of Operations.

11.5 LICENSES AND CERTIFICATES REQUIRED FOR EMPLOYMENT

Employees holding a license or certificate required for their employment, other than a license provided by the Maryland State Department of Education, shall receive reimbursement for the payment of the required license or certification fee, or for the fee paid for renewal of said required license or certification, or for the cost of programs and/or courses required for continuation of licensing, approved in advance. The total reimbursement shall not exceed \$500 per year.

11.6 BUILDING SERVICE WORKERS

In an effort to further increase the efficiency and effectiveness of the support staff, existing staff from the secondary schools can volunteer to participate and will be pooled to create a “travel team” of permanent, full-time building service workers who could provide staffing support to the smaller schools with immediate staffing needs. Participating building service staff will receive \$25 for each occurrence of support provided. Accrued earning of “travel team” members will be paid two times per year: in December and in June. Mileage will also be paid for travel from one school to another school or any additional mileage above the normal commute to the regularly assigned school of a “travel team” member.

11.7 LONGEVITY INCREMENTS

- a. Nonexempt Employees: A \$630 longevity increment will be added to the gross salary of all 12-month employees at the 15th, 20th, 25th, 30th, and 35th years of creditable service. A \$525 longevity increment will be added for ten- and 11-month employees.
- b. Exempt Employees: An \$800 longevity increment will be added to the gross salary at the 15th, 20th, 25th, 30th, and 35th years of creditable service.
- c. The longevity increment will be included on the employee’s annual assignment letter and will be earnable income for the purposes of pension.

11.8 STATIONARY ENGINEER LICENSE

Building service staff and maintenance staff who hold a stationary engineer license level I will receive a \$900 per year stipend, level 2 will receive an \$800 per year stipend, level 3 will receive a \$700 per year stipend, and level 4 will receive a \$500 per year stipend. Any consideration for the fee for the license is included in the stipend.

11.9 EXTRA PAY FOR EXTRA DUTY (EPED)

- a. The parties agree to an ongoing Extra Pay for Extra Duty (EPED) Study Committee which shall meet as needed and present its recommendations to the Board and the Association as needed but not less than annually by October 1, of each school year preceding the contract effective date. The Board shall announce the initial annual meeting of the EPED Study Committee in the Signal at least 30 days in advance, inviting employees to submit proposed new and revised EPED assignments for consideration.

- b. For the purposes of this agreement, EPED assignments are those assignments that must be conducted beyond the employee’s duty day and that require the direct leadership of and responsibility for students. Stipend assignments are those assignments that require additional responsibilities during and/or beyond the employee’s duty day and that do not require the direct leadership and responsibility for students.
- c. The EPED Study Committee will be composed of five representatives appointed by the Association and five appointed by the Board and will be co-chaired by one representative appointed by SMCPS and one representative appointed by EASMC. Utilizing the guidelines set forth in the appendix to this agreement, the committee’s charge is to give recommendations to the Superintendent by:
 - 1. specifying positions eligible for EPED compensation,
 - 2. documenting a job description for eligible positions based on the EPED Proposed Additional Position Form including, at a minimum, the number and description of staff supervised, required activities/events, and range of dates,
 - 3. determining the amount of compensation based on the formula below,
 - 4. providing justification for compensation, and
 - 5. issuing a summarizing report.

The resulting report shall specify the positions eligible for compensation, the job responsibilities associated with each position, the amount of compensation, and the justification for the compensation.

- d. The EPED Study Committee will continue using the following tables based on the existing process to assign points in the areas of Required Hours, Number of Students, and Level of Responsibility. These three-point values will be summed to determine the point value of a coach’s/sponsor’s salary.

Any new or updated EPED position submitted for evaluations to the EPED Study Committee will use the following table based on the existing process to assign points in the areas of Required Hours, Number of Students, and Level of Responsibility. These three-point values will be summed to determine the point value of a coach’s/sponsor’s salary. Until such time of an update, the point values in the above chart will remain in effect.

Required Hours	Point Value	Number of Students	Point Value	Level of Responsibility	Point Value
38 – 99	1	5 – 9	1	One adult in charge	5
100 – 299	2	10 – 19	2	One adult with one assistant	4

300 – 499	3	20 – 29	3	One adult with two+ assistants	3
500 – 599	4	30 – 39	4	Two adult co-leaders	2
600 – 699	5	40 – 49	5	An Assistant	1
700+	6	50+	6		

- e. Qualified internal candidates, both certificated and non-certificated, shall be considered prior to external candidates for EPED assignments. Assumption of all EPED assignments shall be voluntary and the signature of the site administrator, designee, or appropriate supervisor and the employee shall be required on the EPED agreement prior to performing the duties. The site administrator shall distribute EPED Agreements to employees designated as sponsors/coaches for the extra duties (1) listed in Article XVII of this agreement and/or (2) recommended by the EPED Committee and subsequently approved by the Board. The EPED Agreement shall be electronically approved and dated by both the site administrator and the employee and include a copy of the EPED job description/responsibilities identifying, at a minimum, the number and description of staff supervised, required activities/events, and range of dates. No employee shall be expected to perform any of the approved or recommended EPED assignments without a signed agreement issued by SMCPS.
- f. The site administrator or designee will provide head coaches with feedback no later than 30 days after the completion of the EPED activity. Currently assigned coaches/sponsors will be advised in writing no later than the end of the school year if they may not be offered the same assignment in the subsequent school year.
- g. The total assigned point value shall be reassessed by the EPED Committee upon submission of an updated EPED Proposed Additional Position Form documenting new conditions and/or requirements for the extra duty. Other EPED activities when approved by the Superintendent will be added to the list, with placement for compensation to be determined by the joint EPED Study Committee. Such action will not be considered as the reopening of negotiations under this agreement for any reason, except for the express purpose stated.
- h. Compensation for experience shall be only for experience in that specific position title (i.e., H.S. baseball, assistant coach, soccer).
- i. In any year that a full-scale adjustment occurs for the EASMC Teacher Salary Scale, the “\$ Value/Point” will be adjusted by the same percentage. Appendix C includes the SMCPS EPED Payment Schedule. The following table lists the value of a point beginning July 1, 2023 (FY24) and July 1, 2024 (FY25).

	July 1, 2023 FY24	July 1, 2024 FY24
Years of Experience	\$ Value/Point	\$ Value/Point
1 – 3	235	265
4 – 6	241	280
7 – 9	246	295
10+	252	310

11.10 PROMOTIONS

Employees receiving a promotion to another unit outside of this bargaining unit shall be placed on the salary scale as identified in that unit’s negotiated agreement. See Appendix G.

11.11 INCENTIVE FOR ADVANCED NOTIFICATION OF RETIREMENT

The Board and EASMC mutually agree that early notification by employees of their intent to retire will increase the opportunity for successful employee assignments, reassignments, and transfers, and will decrease the risk of reductions in force due to budgetary constraints. Annually on or about February 15, the Board and EASMC will meet to discuss the availability of funds for the purpose of offering an incentive for advanced notification of retirement. The availability and total amount of funds will be determined by the Superintendent. If funds are available, the Board and EASMC will open negotiations for Item 11.11 only to reach agreement on the terms of the incentive.

11.12 MOBILE PHONE ALLOCATION

- a. Designated categories of employees listed in Appendix F will be provided an annual mobile phone allocation to support the use of mobile phones required by SMCPS. Additional positions may be approved by the Superintendent with communication to EASMC.
- b. Employees required to utilize a mobile phone for their employment will be provided with a minimal base allocation of \$400.
- c. A \$500 mobile phone allocation will be provided to groups approved by the Superintendent due to increased responsibilities related to extensive, regular, and off-site work with families and community members.
- d. These allocations shall be prorated if less than a full year is worked and will not be included for retirement calculation purposes. Employees who received that

allocation previously will continue to receive the allocation until such time as their assignment changes to reflect a change in the allocation.

- e. At the discretion of the Superintendent, a dedicated SMCPs-owned mobile phone may be provided to the employee in lieu of the allocation.

11.13 NURSES – LICENSED PRACTICAL NURSES

In order to meet the health and safety needs of students, licensed practical nurses (LPNs) are needed during the summer break to pursue tasks such as the following.

- Review and enter student shot records to start school.
- Contact parents of children without current immunizations.
- Develop and/or revise Emergency Action Plans.
- Review and contact parents for physician medication and treatment orders.
- Review physicals and lead screening forms for new students.
- Contact physicians to clarify orders or seek copies of immunization records.
- Enter new student medical information to ensure that all staff are aware of the Emergency Action Plan in place for students with whom they work.
- Create Medication/Treatment calendars for students taking medication or receiving medical treatments at school.
- Set up the health room.
- Obtain appointment dates from parents for immunizations so students can attend the first day of school.

LPNs who volunteer to work in the summer beyond their current ten-month assignments will be compensated at their per diem rates for each day worked up to a maximum of two days (14 hours). Each eligible LPN who volunteers to work these extra days shall coordinate the schedule of additional summer duty days with their site administrator and submit the draft schedule to the Supervisor of Health Services for final approval prior to June 15 for work to be performed after July 1st for the following school year. These work days will be subject to all of the same working conditions prescribed in the negotiated agreement for every other work day, and will be added to gross salary and included in the retirement calculation.

11.14 STIPENDS

SMCPS and EASMC will continue to collaborate to review stipends, define the joint process for considering a new or revised stipend outside of the open negotiations period, and determine the appropriateness of current stipend values. Approved stipends are listed in Appendix F.

11.15 DEMOTION

Demotion is considered a change in job classification that results in a lower pay range. Employees demoted in job classification shall be moved to the next lower step in salary (based on computation of the hourly wage equivalent) and then down one more step in salary on the new range as compared to the salary on the range from which that employee is being demoted.

11.16 ERRORS IN PAY

If underpayments or overpayments made by SMCPS are discovered, SMCPS shall refund to the employee the balance of the actual amounts due or shall seek repayment from the employee of any amount paid in excess of the actual amount due and owed the employee, retroactive two fiscal years not including the current school year.

Prior to initiation of recovery of overpayments, SMCPS shall provide the employee written notice and an opportunity to meet, at which time the employee can share any extenuating circumstances for consideration of alternative repayment options to those noted below.

Options available for repayment shall be by:

- a. lump-sum cash repayment;
- b. adjustment of the corrected current salary or miscellaneous payroll deduction in a lump sum or in installments over a term not to exceed the term in which the erroneous payments were made;
- c. reduction in accrued annual leave by an amount of time at the then current correct salary level equal in value to the total of the amount to be repaid; or
- d. any combination thereof.

ARTICLE 12 SEVERABILITY

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law by a court of competent jurisdiction, such provision or application shall not be deemed valid and subsisting except to the extent provided by law; but all other provisions or applications shall continue in full force and effect. The parties shall meet no later than 30 days after any such holding for the purpose of renegotiating the provisions affected.

ARTICLE 13 DISTRIBUTION

The Board shall post online a copy of this Agreement. The Board shall give new employees a link to this agreement along with a welcome folder provided to the Board by EASMC. The cost of providing any hard copies of this Agreement will be shared equally by the Board and the Association.

ARTICLE 14 DURATION

The provisions of this Agreement will be effective as of July 1, 2023, and will remain in full force and effect until June 30, 2024.

The Board and the Association agree to convene the following joint study committee(s) to be convened as requested by either team and comprised of up to three representatives each (unless otherwise specified below or mutually agreed) from the Board and three from the Association with each party appointing a co-chair to work together. The purpose of the committee(s) will be to explore and make recommendations in areas of interest and/or as follows:

- A joint committee shall be established to examine the substitute teacher crisis and shall make recommendations to the Chief Negotiator of each party. The joint committee shall begin meeting in January 2023 and shall submit their written recommendations to the Chief Negotiators by January 31, 2023, unless an extension is provided to the joint committee by both Chief Negotiators.
- A joint Stipend Study Committee will collaborate to review stipends, define the joint process for considering a new or revised stipend outside of the open negotiations period, and determine the appropriateness of current stipend values.
- A joint negotiations subcommittee will be established to consider alternate pay models for positions and/or sites for which SMCPs is challenged to recruit and retain highly qualified staff. EASMC and SMCPs will collaborate to develop the committee's charter and timelines, and then each team will appoint five participants and a co-chair (for a total of six participants each) to the subcommittee. The Alternate Pay Joint Negotiations Subcommittee shall report to and submit a summary report of findings and recommendations to the SMCPs and EASMC bargaining teams for consideration.


This Agreement is contingent upon the Board of Education receiving or identifying sufficient revenue to fund the fiscal items. In the event that this Agreement is not fully funded, the parties shall continue negotiations. If, at the conclusion of negotiations, the initial Agreement was not fully funded due to a lack of funding, and if during the contract period additional non-restricted funds are identified or available, they shall be used, to the extent possible, to fully fund the priorities by the parties in the initial agreement. In addition, both parties will continue to work collaboratively in pursuit of additional funding.

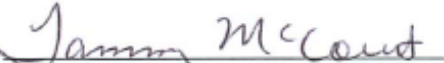
IN WITNESS WHEREOF, the parties hereunto set their hands and seals this 25th day of January 2023.


BOARD OF EDUCATION
OF ST. MARY'S COUNTY

EDUCATION ASSOCIATION OF
ST. MARY'S COUNTY
EDUCATION SUPPORT PROFESSIONALS

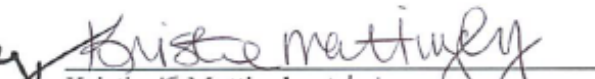

Dale P. Farrell, Ed.D.
Chief Negotiator


Elizabeth Purcell Leskinen, MSEA UniServ Director
Chief Negotiator


Tammy S. McCourt, CPA
Member, Negotiations Team


Kaitlin M. Fraer
Member, Negotiations Team

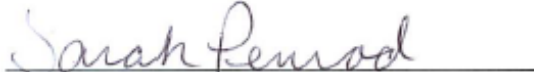

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Rachel M. Sparks
Member, Negotiations Team


J. Scott Smith, Ed.D.
Member, Negotiations Team


Sarah M. Penrod, EASMC President
Ex-Officio, Negotiations Team

Appendix A

Schedule of Classifications

Position Title/Classification	Range	Salary Schedule	Exempt or Non-Exempt	Months Worked	Working Days	Holidays	Total Duty Days	Hours Per Day	Hours Per Year
Academic Dean I (11-month)	A	SMASA	Exempt	11	212	11	223	7	1561
Academic Dean II (12-month)	C	SMASA	Exempt	12	249	12	261	7	1827
Account Clerk II	13	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Accountant I/II	31/35	EASMC-ESP	Exempt	12	249	12	261	7	1827
Accounts Payable Specialist	21	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Activity Resource Teacher	1-7	EASMC	Exempt	12	249	12	261	7	1827
Adapted Physical Education Coordinator	1-7	EASMC	Exempt	11	212	11	223	7	1561
Administrative Assistant	25	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Administrative Intern	1-7	EASMC	Exempt	10	190	11	201	7	1407
Administrative Secretary	17	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Assistant Building Service Manager I/II/III	4/7/10	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Assistant Principal - (11-month)	A	SMASA	Exempt	11	212	11	223	7	1561
Assistant Principal - (12-month)	C	SMASA	Exempt	12	249	12	261	7	1827
Assistant Superintendent of Fiscal Services	I	SMASA	Exempt	12	249	12	261	7	1827
Assistant Superintendent of Supporting Services	I	SMASA	Exempt	12	249	12	261	7	1827
Audiologist	1-7	EASMC	Exempt	10	190	11	201	7	1407
Behavior Specialist	1-7	EASMC	Exempt	10	190	11	201	7	1407
Board Certified Behavior Analyst	1-7	EASMC	Exempt	10	190	11	201	7	1407
Building service floater	2	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Building Service Manager I/II/III	9/12/15	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Building Service Worker I/II	1/2	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Bus Driver Trainer	16	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Capital Planning Program Analyst	29	EASMC-ESP	Exempt	12	249	12	261	7	1827
Career Counseling Program Advisor	17	EASMC-ESP	Non-Exempt	10	190	11	201	7	1407
Chief Academic Officer	H	SMASA	Exempt	12	249	12	261	7	1827
Chief Counsel	H	SMASA	Exempt	12	249	12	261	7	1827
Chief of Equity, Engagement & Early Access	H	SMASA	Exempt	12	249	12	261	7	1827
Chief of Staff	H	SMASA	Exempt	12	249	12	261	7	1827
Chief Strategic Officer	H	SMASA	Exempt	12	249	12	261	7	1827
College & Career Readiness Liaison	17	EASMC-ESP	Non-Exempt	10	190	11	201	7	1407
Community School Coordinator	35	EASMC-ESP	Exempt	11	212	11	223	7	1561
Computer Support Specialist I/II	15/17	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Contract & Fiscal Specialist	19	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Coordinating Administrative Assistant	29	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Coordinating Supervisor of Early Childhood	D	SMASA	Exempt	12	249	12	261	7	1827
Coordinator of Career Counseling/Development	B	SMASA	Exempt	12	249	12	261	7	1827
Coordinator of Fiscal Services - Insurance & Retirement Accounting	B	SMASA	Exempt	12	249	12	261	7	1827

Coordinator of Food & Nutrition Services	B	SMASA	Exempt	12	249	12	261	7	1827
Coordinator of Instructional Compliance	B	SMASA	Exempt	12	249	12	261	7	1827
Coordinator of Payroll & Fiscal Systems	B	SMASA	Exempt	12	249	12	261	7	1827
Coordinator of Procurement	B	SMASA	Exempt	12	249	12	261	7	1827
Delivery Driver	4	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Deputy Superintendent	J	SMASA	Exempt	12	249	12	261	7	1827
Director of Capital Planning I	F	SMASA	Exempt	12	249	12	261	7	1827
Director of Design & Construction I	F	SMASA	Exempt	12	249	12	261	7	1827
Director of Facility Coordination, Physical & Health Education, & Athletics I	F	SMASA	Exempt	12	249	12	261	7	1827
Director of Food & Nutrition Services I	F	SMASA	Exempt	12	249	12	261	7	1827
Director of Information Technology II	G	SMASA	Exempt	12	249	12	261	7	1827
Director of Maintenance I	F	SMASA	Exempt	12	249	12	261	7	1827
Director of Operations I	F	SMASA	Exempt	12	249	12	261	7	1827
Director of Parent & Family Engagement I	F	SMASA	Exempt	12	249	12	261	7	1827
Director of Safety & Security I	F	SMASA	Exempt	12	249	12	261	7	1827
Director of Special Education II	G	SMASA	Exempt	12	249	12	261	7	1827
Director of Transportation I	F	SMASA	Exempt	12	249	12	261	7	1827
Educational Equity Assurance Coordinator	35	EASMC-ESP	Exempt	12	249	12	261	7	1827
Executive Administrative Assistant	31	EASMC-ESP	Exempt	12	249	12	261	7	1827
Facilities Support Manager	18	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Fiscal Secretary	15	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Fiscal/Records Specialist	23	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Food Service Assistant Manager	3	EASMC-ESP	Non-Exempt	10	184	11	195	6	1170
Food Service Driver	7	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Food Service Manager I	6	EASMC-ESP	Non-Exempt	10	184	11	195	6	1170
Food Service Manager II	9	EASMC-ESP	Non-Exempt	10	184	11	195	7	1365
Food Service Manager III	13	EASMC-ESP	Non-Exempt	10	184	11	195	8	1560
Food Service Worker (4 hours)	1	EASMC-ESP	Non-Exempt	10	184	11	195	3	585
Food Service Worker (6 hours)	1	EASMC-ESP	Non-Exempt	10	184	11	195	6	1170
Grants Specialist	23	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
High School Financial Assistant	13	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Human Resources & Workforce Diversity Coordinator	1-7	EASMC	Exempt	12	249	12	261	7	1827
Human Resources Assistant I/II	17/23	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Human Resources Generalist	35	EASMC-ESP	Exempt	12	249	12	261	7	1827
Human Resources Staffing Manager	35	EASMC-ESP	Exempt	12	249	12	261	7	1827
In-School Intervention Center Monitor I/II	5/7	EASMC-ESP	Non-Exempt	10	190	11	201	7	1407
Individualized Education Program (IEP) Facilitator	1-7	EASMC	Exempt	11	212	11	223	7	1561

Infants & Toddlers Family Services Assistant	17	EASMC-ESP	Non-Exempt	11	212	11	223	7	1561
Infants/toddlers Special Education Coordinator	1-7	EASMC	Exempt	12	249	12	261	7	1827
Information Technology Assistant III	18	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Information Technology Project Coordinator I/II	29/32	EASMC-ESP	Exempt	12	249	12	261	7	1827
Information Technology Specialist	21	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Instructional Lead Interventionist	1-7	EASMC	Exempt	10	190	11	201	7	1407
Instructional Resource Teacher (10 month)	1-7	EASMC	Exempt	10	190	11	201	7	1407
Instructional Resource Teacher (11 month)	1-7	EASMC	Exempt	11	212	11	223	7	1561
Instructional Resource Teacher (12 month)	1-7	EASMC	Exempt	12	249	12	261	7	1827
Instructional Specialist	23	EASMC-ESP	Non-Exempt	11	212	11	223	7	1561
Instructional Technology Support	15	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Insurance Specialist	23	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Interagency Liaison	1-7	EASMC	Exempt	11	212	11	223	7	1561
JROTC Instructor	1-7	EASMC	Exempt	11	212	11	223	7	1561
Judy Center Coordinator	29	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Judy Center Early Childhood Liaison	21	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Judy Center Family Service Specialist	20	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Judy Center Program Assistant	19	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Judy Center Specialist	23	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Lead Teacher for Federal/State Compliance & Monitoring	1-7	EASMC	Exempt	11	212	11	223	7	1561
Licensed Practical Nurse	17	EASMC-ESP	Non-Exempt	10	190	11	201	7	1407
Literacy Coach (10 month)	1-7	EASMC	Exempt	10	190	11	201	7	1407
Literacy Coach (11 month)	1-7	EASMC	Exempt	11	212	11	223	7	1561
Logistics Support Manager	19	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Maintenance Engineering Trades Foreman	21	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Maintenance Engineering Trades IV	15	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Maintenance Trades I/II/III/IV	6/8/12/14	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Media Clerk	10	EASMC-ESP	Non-Exempt	10	190	11	201	7	1407
Media Production Coordinator	31	EASMC-ESP	Exempt	12	249	12	261	7	1827
Media Specialist	1-7	EASMC	Exempt	10	190	11	201	7	1407
Occupational Therapist	1-7	EASMC	Exempt	10	190	11	201	7	1407
Operations Foreman	20	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Paraeducator I/II	5/7	EASMC-ESP	Non-Exempt	10	190	11	201	7	1407
Parent Liaison	17	EASMC-ESP	Non-Exempt	10	249	11	201	7	1407
Payroll Accountant	31	EASMC-ESP	Exempt	12	249	12	261	7	1827
Payroll Assistant	17	EASMC-ESP	Exempt	12	249	12	261	7	1827
Physical Therapist	1-7	EASMC-ESP	Exempt	10	190	11	201	7	1827
Physical Therapy Assistant	23	EASMC-ESP	Non-Exempt	10	190	11	201	7	1827

Principal – Elementary School	E	SMASA	Exempt	12	249	12	261	7	1827
Principal – High School	G	SMASA	Exempt	12	249	12	261	7	1827
Principal – Middle School	F	SMASA	Exempt	12	249	12	261	7	1827
Print Shop Clerk	10	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Print Shop Operator	20	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Program Assistant I/II	17/19	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Program Manager	21	EASMC-ESP	Non-Exempt	10	190	11	201	7	1407
Programmer/Analyst	31	EASMC-ESP	Exempt	12	249	12	261	7	1827
Programmer/Database Administrator	34	EASMC-ESP	Exempt	12	249	12	261	7	1827
Project Coordinator I/II	29/32	EASMC-ESP	Exempt	12	249	12	261	7	1827
Project Management Coordinator I/II	29/32	EASMC-ESP	Exempt	12	249	12	261	7	1827
Pupil Personnel Worker (10 month)	1-7	EASMC	Exempt	10	190	11	201	7	1407
Pupil Personnel Worker (11 month)	1-7	EASMC	Exempt	11	212	11	223	7	1561
Pupil Personnel Worker (12 month)	1-7	EASMC	Exempt	12	249	12	261	7	1827
Purchasing Specialist II	21	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Registered Dietician	30	EASMC-ESP	Exempt	10	190	11	201	7	1407
Registered Nurse (10 month)	1-7	EASMC	Exempt	10	190	11	201	7	1407
Registered Nurse (11 month)	1-7	EASMC	Exempt	11	212	11	223	7	1561
Registrar	13	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Safety & Security Assistant	7	EASMC-ESP	Non-Exempt	10	190	11	201	7	1407
Safety & Security Team Leaders	15	EASMC-ESP	Non-Exempt	11	212	11	223	7	1561
School Bus Attendant	1	EASMC-ESP	Non-Exempt	10	181	11	192	7	1344
School Bus Driver	7	EASMC-ESP	Non-Exempt	10	181	11	192	7	1344
School Counselor	1-7	EASMC	Exempt	10	190	11	201	7	1407
School Psychologist (10 month)	1-7	EASMC	Exempt	10	190	11	201	7	1407
School Psychologist (11 month)	1-7	EASMC	Exempt	11	212	11	223	7	1561
Secretary I (11 month)	10	EASMC-ESP	Non-Exempt	11	212	11	223	7	1561
Secretary I (12 month)	10	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Secretary II	13	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Secretary to the Principal	15	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Secretary to the Principal Mentor/Floater	17	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Security Specialist	21	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Sign Language Interpreter	23	EASMC-ESP	Non-Exempt	10	190	11	201	7	1407
Social Emotional Learning Coach & Interventionist	1-7	EASMC	Exempt	10	190	11	201	7	1407
Social Worker	1-7	EASMC	Exempt	10	190	11	201	7	1407
Software Systems Engineer	35	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Speech Pathologist (10 month)	1-7	EASMC	Exempt	10	190	11	201	7	1407
Speech Pathologist (11 month)	1-7	EASMC	Exempt	11	212	11	223	7	1561
Supervisor of Accounting, Auditing, & Procurement	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Assessments	C	SMASA	Exempt	12	249	12	261	7	1827

Supervisor of Assessments, Accountability & Library/Media	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Budget	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Food & Nutrition Services	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Health Services	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Human Resources	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Information Technology	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Instruction	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Maintenance	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Maryland Leads/Blueprint	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Mental Health Services	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Operations	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Safety & Security	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of School Counselors	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Special Education	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Student Services	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Student Services & Special Programs	C	SMASA	Exempt	12	249	12	261	7	1827
Supervisor of Transportation	C	SMASA	Exempt	12	249	12	261	7	1827
Teacher (10 month)	1-7	EASMC	Exempt	10	190	11	201	7	1407
Teacher (11 month)	1-7	EASMC	Exempt	11	212	11	223	7	1561
Teacher (12 month)	1-7	EASMC	Exempt	12	249	12	261	7	1827
Teacher Apprentice I/II/III	15/17/19	EASMC-ESP	Non-Exempt	10	190	11	201	7	1407
Title I Equity Analyst	1-7	EASMC	Exempt	12	249	12	261	7	1827
Transportation Program Analyst	29	EASMC-ESP	Exempt	12	249	12	261	7	1827
Transportation Specialist I/II	19/22	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827
Vocational Support Teacher	1-7	EASMC	Exempt	10	190	11	201	7	1407
Warehouse Manager	9	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Wastewater/Building Service Operator	15	EASMC-ESP	Non-Exempt	12	249	12	261	8	2088
Webmaster	34	EASMC-ESP	Exempt	12	249	12	261	7	1827
Work Order Specialist	17	EASMC-ESP	Non-Exempt	12	249	12	261	7	1827

Appendix B

EASMC ESP Salary and Hourly Wage Scales

FY 2024 EASMC-ESP 10-MONTH 4-HOUR FOOD SERVICE EMPLOYEES

RANGE												
STEP	01	02	03	04	05	06	07	08	09	10	11	12
A	\$11,778	\$12,129	\$12,496	\$12,870	\$13,260	\$13,658	\$14,063	\$14,485	\$14,921	\$15,366	\$15,826	\$16,302
B	\$12,129	\$12,496	\$12,870	\$13,260	\$13,658	\$14,063	\$14,485	\$14,921	\$15,366	\$15,826	\$16,302	\$16,793
C	\$12,496	\$12,870	\$13,260	\$13,658	\$14,063	\$14,485	\$14,921	\$15,366	\$15,826	\$16,302	\$16,793	\$17,293
D	\$12,870	\$13,260	\$13,658	\$14,063	\$14,485	\$14,921	\$15,366	\$15,826	\$16,302	\$16,793	\$17,293	\$17,815
E	\$13,260	\$13,658	\$14,063	\$14,485	\$14,921	\$15,366	\$15,826	\$16,302	\$16,793	\$17,293	\$17,815	\$18,353
F	\$13,658	\$14,063	\$14,485	\$14,921	\$15,366	\$15,826	\$16,302	\$16,793	\$17,293	\$17,815	\$18,353	\$18,899
G	\$14,063	\$14,485	\$14,921	\$15,366	\$15,826	\$16,302	\$16,793	\$17,293	\$17,815	\$18,353	\$18,899	\$19,469
H	\$14,485	\$14,921	\$15,366	\$15,826	\$16,302	\$16,793	\$17,293	\$17,815	\$18,353	\$18,899	\$19,469	\$20,054
I	\$14,921	\$15,366	\$15,826	\$16,302	\$16,793	\$17,293	\$17,815	\$18,353	\$18,899	\$19,469	\$20,054	\$20,654
J	\$15,366	\$15,826	\$16,302	\$16,793	\$17,293	\$17,815	\$18,353	\$18,899	\$19,469	\$20,054	\$20,654	\$21,271
K	\$15,826	\$16,302	\$16,793	\$17,293	\$17,815	\$18,353	\$18,899	\$19,469	\$20,054	\$20,654	\$21,271	\$21,910
L	\$16,302	\$16,793	\$17,293	\$17,815	\$18,353	\$18,899	\$19,469	\$20,054	\$20,654	\$21,271	\$21,910	\$22,565
M	\$16,793	\$17,293	\$17,815	\$18,353	\$18,899	\$19,469	\$20,054	\$20,654	\$21,271	\$21,910	\$22,565	\$23,244
N	\$17,293	\$17,815	\$18,353	\$18,899	\$19,469	\$20,054	\$20,654	\$21,271	\$21,910	\$22,565	\$23,244	\$23,946
O	\$17,815	\$18,353	\$18,899	\$19,469	\$20,054	\$20,654	\$21,271	\$21,910	\$22,565	\$23,244	\$23,946	\$24,664

RANGE												
STEP	13	14	15	16	17	18	19	20	21	22	23	24
A	\$16,793	\$17,293	\$17,815	\$18,353	\$18,899	\$19,469	\$20,054	\$20,654	\$21,271	\$21,910	\$22,565	\$23,244
B	\$17,293	\$17,815	\$18,353	\$18,899	\$19,469	\$20,054	\$20,654	\$21,271	\$21,910	\$22,565	\$23,244	\$23,946
C	\$17,815	\$18,353	\$18,899	\$19,469	\$20,054	\$20,654	\$21,271	\$21,910	\$22,565	\$23,244	\$23,946	\$24,664
D	\$18,353	\$18,899	\$19,469	\$20,054	\$20,654	\$21,271	\$21,910	\$22,565	\$23,244	\$23,946	\$24,664	\$25,397
E	\$18,899	\$19,469	\$20,054	\$20,654	\$21,271	\$21,910	\$22,565	\$23,244	\$23,946	\$24,664	\$25,397	\$26,161
F	\$19,469	\$20,054	\$20,654	\$21,271	\$21,910	\$22,565	\$23,244	\$23,946	\$24,664	\$25,397	\$26,161	\$26,949
G	\$20,054	\$20,654	\$21,271	\$21,910	\$22,565	\$23,244	\$23,946	\$24,664	\$25,397	\$26,161	\$26,949	\$27,752
H	\$20,654	\$21,271	\$21,910	\$22,565	\$23,244	\$23,946	\$24,664	\$25,397	\$26,161	\$26,949	\$27,752	\$28,587
I	\$21,271	\$21,910	\$22,565	\$23,244	\$23,946	\$24,664	\$25,397	\$26,161	\$26,949	\$27,752	\$28,587	\$29,445
J	\$21,910	\$22,565	\$23,244	\$23,946	\$24,664	\$25,397	\$26,161	\$26,949	\$27,752	\$28,587	\$29,445	\$30,326
K	\$22,565	\$23,244	\$23,946	\$24,664	\$25,397	\$26,161	\$26,949	\$27,752	\$28,587	\$29,445	\$30,326	\$31,239
L	\$23,244	\$23,946	\$24,664	\$25,397	\$26,161	\$26,949	\$27,752	\$28,587	\$29,445	\$30,326	\$31,239	\$32,175
M	\$23,946	\$24,664	\$25,397	\$26,161	\$26,949	\$27,752	\$28,587	\$29,445	\$30,326	\$31,239	\$32,175	\$33,142
N	\$24,664	\$25,397	\$26,161	\$26,949	\$27,752	\$28,587	\$29,445	\$30,326	\$31,239	\$32,175	\$33,142	\$34,133
O	\$25,397	\$26,161	\$26,949	\$27,752	\$28,587	\$29,445	\$30,326	\$31,239	\$32,175	\$33,142	\$34,133	\$35,162

RANGE												
STEP	25	26	27	28	29	30	31	32	33	34	35	
A	\$23,946	\$24,664	\$25,397	\$26,161	\$26,949	\$27,752	\$28,587	\$29,445	\$30,326	\$31,239	\$32,175	
B	\$24,664	\$25,397	\$26,161	\$26,949	\$27,752	\$28,587	\$29,445	\$30,326	\$31,239	\$32,175	\$33,142	
C	\$25,397	\$26,161	\$26,949	\$27,752	\$28,587	\$29,445	\$30,326	\$31,239	\$32,175	\$33,142	\$34,133	
D	\$26,161	\$26,949	\$27,752	\$28,587	\$29,445	\$30,326	\$31,239	\$32,175	\$33,142	\$34,133	\$35,162	
E	\$26,949	\$27,752	\$28,587	\$29,445	\$30,326	\$31,239	\$32,175	\$33,142	\$34,133	\$35,162	\$36,215	
F	\$27,752	\$28,587	\$29,445	\$30,326	\$31,239	\$32,175	\$33,142	\$34,133	\$35,162	\$36,215	\$37,300	
G	\$28,587	\$29,445	\$30,326	\$31,239	\$32,175	\$33,142	\$34,133	\$35,162	\$36,215	\$37,300	\$38,423	
H	\$29,445	\$30,326	\$31,239	\$32,175	\$33,142	\$34,133	\$35,162	\$36,215	\$37,300	\$38,423	\$39,569	
I	\$30,326	\$31,239	\$32,175	\$33,142	\$34,133	\$35,162	\$36,215	\$37,300	\$38,423	\$39,569	\$40,763	
J	\$31,239	\$32,175	\$33,142	\$34,133	\$35,162	\$36,215	\$37,300	\$38,423	\$39,569	\$40,763	\$41,980	
K	\$32,175	\$33,142	\$34,133	\$35,162	\$36,215	\$37,300	\$38,423	\$39,569	\$40,763	\$41,980	\$43,243	
L	\$33,142	\$34,133	\$35,162	\$36,215	\$37,300	\$38,423	\$39,569	\$40,763	\$41,980	\$43,243	\$44,538	
M	\$34,133	\$35,162	\$36,215	\$37,300	\$38,423	\$39,569	\$40,763	\$41,980	\$43,243	\$44,538	\$45,880	
N	\$35,162	\$36,215	\$37,300	\$38,423	\$39,569	\$40,763	\$41,980	\$43,243	\$44,538	\$45,880	\$47,252	
O	\$36,215	\$37,300	\$38,423	\$39,569	\$40,763	\$41,980	\$43,243	\$44,538	\$45,880	\$47,252	\$48,672	

FY 2024 EASMC-ESP 10-MONTH 6-HOUR FOOD SERVICE EMPLOYEES

RANGE												
STEP	01	02	03	04	05	06	07	08	09	10	11	12
A	\$17,667	\$18,194	\$18,743	\$19,305	\$19,890	\$20,487	\$21,095	\$21,727	\$22,382	\$23,049	\$23,739	\$24,453
B	\$18,194	\$18,743	\$19,305	\$19,890	\$20,487	\$21,095	\$21,727	\$22,382	\$23,049	\$23,739	\$24,453	\$25,190
C	\$18,743	\$19,305	\$19,890	\$20,487	\$21,095	\$21,727	\$22,382	\$23,049	\$23,739	\$24,453	\$25,190	\$25,939
D	\$19,305	\$19,890	\$20,487	\$21,095	\$21,727	\$22,382	\$23,049	\$23,739	\$24,453	\$25,190	\$25,939	\$26,723
E	\$19,890	\$20,487	\$21,095	\$21,727	\$22,382	\$23,049	\$23,739	\$24,453	\$25,190	\$25,939	\$26,723	\$27,530
F	\$20,487	\$21,095	\$21,727	\$22,382	\$23,049	\$23,739	\$24,453	\$25,190	\$25,939	\$26,723	\$27,530	\$28,349
G	\$21,095	\$21,727	\$22,382	\$23,049	\$23,739	\$24,453	\$25,190	\$25,939	\$26,723	\$27,530	\$28,349	\$29,203
H	\$21,727	\$22,382	\$23,049	\$23,739	\$24,453	\$25,190	\$25,939	\$26,723	\$27,530	\$28,349	\$29,203	\$30,081
I	\$22,382	\$23,049	\$23,739	\$24,453	\$25,190	\$25,939	\$26,723	\$27,530	\$28,349	\$29,203	\$30,081	\$30,982
J	\$23,049	\$23,739	\$24,453	\$25,190	\$25,939	\$26,723	\$27,530	\$28,349	\$29,203	\$30,081	\$30,982	\$31,906
K	\$23,739	\$24,453	\$25,190	\$25,939	\$26,723	\$27,530	\$28,349	\$29,203	\$30,081	\$30,982	\$31,906	\$32,865
L	\$24,453	\$25,190	\$25,939	\$26,723	\$27,530	\$28,349	\$29,203	\$30,081	\$30,982	\$31,906	\$32,865	\$33,848
M	\$25,190	\$25,939	\$26,723	\$27,530	\$28,349	\$29,203	\$30,081	\$30,982	\$31,906	\$32,865	\$33,848	\$34,866
N	\$25,939	\$26,723	\$27,530	\$28,349	\$29,203	\$30,081	\$30,982	\$31,906	\$32,865	\$33,848	\$34,866	\$35,919
O	\$26,723	\$27,530	\$28,349	\$29,203	\$30,081	\$30,982	\$31,906	\$32,865	\$33,848	\$34,866	\$35,919	\$36,995

RANGE												
STEP	13	14	15	16	17	18	19	20	21	22	23	24
A	\$25,190	\$25,939	\$26,723	\$27,530	\$28,349	\$29,203	\$30,081	\$30,982	\$31,906	\$32,865	\$33,848	\$34,866
B	\$25,939	\$26,723	\$27,530	\$28,349	\$29,203	\$30,081	\$30,982	\$31,906	\$32,865	\$33,848	\$34,866	\$35,919
C	\$26,723	\$27,530	\$28,349	\$29,203	\$30,081	\$30,982	\$31,906	\$32,865	\$33,848	\$34,866	\$35,919	\$36,995
D	\$27,530	\$28,349	\$29,203	\$30,081	\$30,982	\$31,906	\$32,865	\$33,848	\$34,866	\$35,919	\$36,995	\$38,095
E	\$28,349	\$29,203	\$30,081	\$30,982	\$31,906	\$32,865	\$33,848	\$34,866	\$35,919	\$36,995	\$38,095	\$39,242
F	\$29,203	\$30,081	\$30,982	\$31,906	\$32,865	\$33,848	\$34,866	\$35,919	\$36,995	\$38,095	\$39,242	\$40,424
G	\$30,081	\$30,982	\$31,906	\$32,865	\$33,848	\$34,866	\$35,919	\$36,995	\$38,095	\$39,242	\$40,424	\$41,629
H	\$30,982	\$31,906	\$32,865	\$33,848	\$34,866	\$35,919	\$36,995	\$38,095	\$39,242	\$40,424	\$41,629	\$42,881
I	\$31,906	\$32,865	\$33,848	\$34,866	\$35,919	\$36,995	\$38,095	\$39,242	\$40,424	\$41,629	\$42,881	\$44,168
J	\$32,865	\$33,848	\$34,866	\$35,919	\$36,995	\$38,095	\$39,242	\$40,424	\$41,629	\$42,881	\$44,168	\$45,490
K	\$33,848	\$34,866	\$35,919	\$36,995	\$38,095	\$39,242	\$40,424	\$41,629	\$42,881	\$44,168	\$45,490	\$46,859
L	\$34,866	\$35,919	\$36,995	\$38,095	\$39,242	\$40,424	\$41,629	\$42,881	\$44,168	\$45,490	\$46,859	\$48,263
M	\$35,919	\$36,995	\$38,095	\$39,242	\$40,424	\$41,629	\$42,881	\$44,168	\$45,490	\$46,859	\$48,263	\$49,713
N	\$36,995	\$38,095	\$39,242	\$40,424	\$41,629	\$42,881	\$44,168	\$45,490	\$46,859	\$48,263	\$49,713	\$51,199
O	\$38,095	\$39,242	\$40,424	\$41,629	\$42,881	\$44,168	\$45,490	\$46,859	\$48,263	\$49,713	\$51,199	\$52,744

RANGE												
STEP	25	26	27	28	29	30	31	32	33	34	35	
A	\$35,919	\$36,995	\$38,095	\$39,242	\$40,424	\$41,629	\$42,881	\$44,168	\$45,490	\$46,859	\$48,263	
B	\$36,995	\$38,095	\$39,242	\$40,424	\$41,629	\$42,881	\$44,168	\$45,490	\$46,859	\$48,263	\$49,713	
C	\$38,095	\$39,242	\$40,424	\$41,629	\$42,881	\$44,168	\$45,490	\$46,859	\$48,263	\$49,713	\$51,199	
D	\$39,242	\$40,424	\$41,629	\$42,881	\$44,168	\$45,490	\$46,859	\$48,263	\$49,713	\$51,199	\$52,744	
E	\$40,424	\$41,629	\$42,881	\$44,168	\$45,490	\$46,859	\$48,263	\$49,713	\$51,199	\$52,744	\$54,323	
F	\$41,629	\$42,881	\$44,168	\$45,490	\$46,859	\$48,263	\$49,713	\$51,199	\$52,744	\$54,323	\$55,949	
G	\$42,881	\$44,168	\$45,490	\$46,859	\$48,263	\$49,713	\$51,199	\$52,744	\$54,323	\$55,949	\$57,634	
H	\$44,168	\$45,490	\$46,859	\$48,263	\$49,713	\$51,199	\$52,744	\$54,323	\$55,949	\$57,634	\$59,354	
I	\$45,490	\$46,859	\$48,263	\$49,713	\$51,199	\$52,744	\$54,323	\$55,949	\$57,634	\$59,354	\$61,144	
J	\$46,859	\$48,263	\$49,713	\$51,199	\$52,744	\$54,323	\$55,949	\$57,634	\$59,354	\$61,144	\$62,969	
K	\$48,263	\$49,713	\$51,199	\$52,744	\$54,323	\$55,949	\$57,634	\$59,354	\$61,144	\$62,969	\$64,865	
L	\$49,713	\$51,199	\$52,744	\$54,323	\$55,949	\$57,634	\$59,354	\$61,144	\$62,969	\$64,865	\$66,807	
M	\$51,199	\$52,744	\$54,323	\$55,949	\$57,634	\$59,354	\$61,144	\$62,969	\$64,865	\$66,807	\$68,819	
N	\$52,744	\$54,323	\$55,949	\$57,634	\$59,354	\$61,144	\$62,969	\$64,865	\$66,807	\$68,819	\$70,879	
O	\$54,323	\$55,949	\$57,634	\$59,354	\$61,144	\$62,969	\$64,865	\$66,807	\$68,819	\$70,879	\$73,008	

FY 2024 EASMC-ESP 10-MONTH 7-HOUR FOOD SERVICE EMPLOYEES

RANGE												
STEP	01	02	03	04	05	06	07	08	09	10	11	12
A	\$20,612	\$21,226	\$21,867	\$22,523	\$23,205	\$23,901	\$24,611	\$25,348	\$26,112	\$26,891	\$27,696	\$28,529
B	\$21,226	\$21,867	\$22,523	\$23,205	\$23,901	\$24,611	\$25,348	\$26,112	\$26,891	\$27,696	\$28,529	\$29,388
C	\$21,867	\$22,523	\$23,205	\$23,901	\$24,611	\$25,348	\$26,112	\$26,891	\$27,696	\$28,529	\$29,388	\$30,262
D	\$22,523	\$23,205	\$23,901	\$24,611	\$25,348	\$26,112	\$26,891	\$27,696	\$28,529	\$29,388	\$30,262	\$31,177
E	\$23,205	\$23,901	\$24,611	\$25,348	\$26,112	\$26,891	\$27,696	\$28,529	\$29,388	\$30,262	\$31,177	\$32,118
F	\$23,901	\$24,611	\$25,348	\$26,112	\$26,891	\$27,696	\$28,529	\$29,388	\$30,262	\$31,177	\$32,118	\$33,074
G	\$24,611	\$25,348	\$26,112	\$26,891	\$27,696	\$28,529	\$29,388	\$30,262	\$31,177	\$32,118	\$33,074	\$34,070
H	\$25,348	\$26,112	\$26,891	\$27,696	\$28,529	\$29,388	\$30,262	\$31,177	\$32,118	\$33,074	\$34,070	\$35,094
I	\$26,112	\$26,891	\$27,696	\$28,529	\$29,388	\$30,262	\$31,177	\$32,118	\$33,074	\$34,070	\$35,094	\$36,145
J	\$26,891	\$27,696	\$28,529	\$29,388	\$30,262	\$31,177	\$32,118	\$33,074	\$34,070	\$35,094	\$36,145	\$37,224
K	\$27,696	\$28,529	\$29,388	\$30,262	\$31,177	\$32,118	\$33,074	\$34,070	\$35,094	\$36,145	\$37,224	\$38,343
L	\$28,529	\$29,388	\$30,262	\$31,177	\$32,118	\$33,074	\$34,070	\$35,094	\$36,145	\$37,224	\$38,343	\$39,489
M	\$29,388	\$30,262	\$31,177	\$32,118	\$33,074	\$34,070	\$35,094	\$36,145	\$37,224	\$38,343	\$39,489	\$40,677
N	\$30,262	\$31,177	\$32,118	\$33,074	\$34,070	\$35,094	\$36,145	\$37,224	\$38,343	\$39,489	\$40,677	\$41,906
O	\$31,177	\$32,118	\$33,074	\$34,070	\$35,094	\$36,145	\$37,224	\$38,343	\$39,489	\$40,677	\$41,906	\$43,161

RANGE												
STEP	13	14	15	16	17	18	19	20	21	22	23	24
A	\$29,388	\$30,262	\$31,177	\$32,118	\$33,074	\$34,070	\$35,094	\$36,145	\$37,224	\$38,343	\$39,489	\$40,677
B	\$30,262	\$31,177	\$32,118	\$33,074	\$34,070	\$35,094	\$36,145	\$37,224	\$38,343	\$39,489	\$40,677	\$41,906
C	\$31,177	\$32,118	\$33,074	\$34,070	\$35,094	\$36,145	\$37,224	\$38,343	\$39,489	\$40,677	\$41,906	\$43,161
D	\$32,118	\$33,074	\$34,070	\$35,094	\$36,145	\$37,224	\$38,343	\$39,489	\$40,677	\$41,906	\$43,161	\$44,444
E	\$33,074	\$34,070	\$35,094	\$36,145	\$37,224	\$38,343	\$39,489	\$40,677	\$41,906	\$43,161	\$44,444	\$45,782
F	\$34,070	\$35,094	\$36,145	\$37,224	\$38,343	\$39,489	\$40,677	\$41,906	\$43,161	\$44,444	\$45,782	\$47,161
G	\$35,094	\$36,145	\$37,224	\$38,343	\$39,489	\$40,677	\$41,906	\$43,161	\$44,444	\$45,782	\$47,161	\$48,567
H	\$36,145	\$37,224	\$38,343	\$39,489	\$40,677	\$41,906	\$43,161	\$44,444	\$45,782	\$47,161	\$48,567	\$50,027
I	\$37,224	\$38,343	\$39,489	\$40,677	\$41,906	\$43,161	\$44,444	\$45,782	\$47,161	\$48,567	\$50,027	\$51,529
J	\$38,343	\$39,489	\$40,677	\$41,906	\$43,161	\$44,444	\$45,782	\$47,161	\$48,567	\$50,027	\$51,529	\$53,071
K	\$39,489	\$40,677	\$41,906	\$43,161	\$44,444	\$45,782	\$47,161	\$48,567	\$50,027	\$51,529	\$53,071	\$54,668
L	\$40,677	\$41,906	\$43,161	\$44,444	\$45,782	\$47,161	\$48,567	\$50,027	\$51,529	\$53,071	\$54,668	\$56,306
M	\$41,906	\$43,161	\$44,444	\$45,782	\$47,161	\$48,567	\$50,027	\$51,529	\$53,071	\$54,668	\$56,306	\$57,999
N	\$43,161	\$44,444	\$45,782	\$47,161	\$48,567	\$50,027	\$51,529	\$53,071	\$54,668	\$56,306	\$57,999	\$59,732
O	\$44,444	\$45,782	\$47,161	\$48,567	\$50,027	\$51,529	\$53,071	\$54,668	\$56,306	\$57,999	\$59,732	\$61,534

RANGE												
STEP	25	26	27	28	29	30	31	32	33	34	35	
A	\$41,906	\$43,161	\$44,444	\$45,782	\$47,161	\$48,567	\$50,027	\$51,529	\$53,071	\$54,668	\$56,306	
B	\$43,161	\$44,444	\$45,782	\$47,161	\$48,567	\$50,027	\$51,529	\$53,071	\$54,668	\$56,306	\$57,999	
C	\$44,444	\$45,782	\$47,161	\$48,567	\$50,027	\$51,529	\$53,071	\$54,668	\$56,306	\$57,999	\$59,732	
D	\$45,782	\$47,161	\$48,567	\$50,027	\$51,529	\$53,071	\$54,668	\$56,306	\$57,999	\$59,732	\$61,534	
E	\$47,161	\$48,567	\$50,027	\$51,529	\$53,071	\$54,668	\$56,306	\$57,999	\$59,732	\$61,534	\$63,377	
F	\$48,567	\$50,027	\$51,529	\$53,071	\$54,668	\$56,306	\$57,999	\$59,732	\$61,534	\$63,377	\$65,274	
G	\$50,027	\$51,529	\$53,071	\$54,668	\$56,306	\$57,999	\$59,732	\$61,534	\$63,377	\$65,274	\$67,240	
H	\$51,529	\$53,071	\$54,668	\$56,306	\$57,999	\$59,732	\$61,534	\$63,377	\$65,274	\$67,240	\$69,246	
I	\$53,071	\$54,668	\$56,306	\$57,999	\$59,732	\$61,534	\$63,377	\$65,274	\$67,240	\$69,246	\$71,335	
J	\$54,668	\$56,306	\$57,999	\$59,732	\$61,534	\$63,377	\$65,274	\$67,240	\$69,246	\$71,335	\$73,464	
K	\$56,306	\$57,999	\$59,732	\$61,534	\$63,377	\$65,274	\$67,240	\$69,246	\$71,335	\$73,464	\$75,676	
L	\$57,999	\$59,732	\$61,534	\$63,377	\$65,274	\$67,240	\$69,246	\$71,335	\$73,464	\$75,676	\$77,942	
M	\$59,732	\$61,534	\$63,377	\$65,274	\$67,240	\$69,246	\$71,335	\$73,464	\$75,676	\$77,942	\$80,289	
N	\$61,534	\$63,377	\$65,274	\$67,240	\$69,246	\$71,335	\$73,464	\$75,676	\$77,942	\$80,289	\$82,692	
O	\$63,377	\$65,274	\$67,240	\$69,246	\$71,335	\$73,464	\$75,676	\$77,942	\$80,289	\$82,692	\$85,176	

FY 2024 EASMC-ESP 10-MONTH 8-HOUR FOOD SERVICE EMPLOYEES

RANGE												
STEP	01	02	03	04	05	06	07	08	09	10	11	12
A	\$23,556	\$24,258	\$24,991	\$25,740	\$26,520	\$27,316	\$28,127	\$28,969	\$29,843	\$30,732	\$31,652	\$32,604
B	\$24,258	\$24,991	\$25,740	\$26,520	\$27,316	\$28,127	\$28,969	\$29,843	\$30,732	\$31,652	\$32,604	\$33,587
C	\$24,991	\$25,740	\$26,520	\$27,316	\$28,127	\$28,969	\$29,843	\$30,732	\$31,652	\$32,604	\$33,587	\$34,585
D	\$25,740	\$26,520	\$27,316	\$28,127	\$28,969	\$29,843	\$30,732	\$31,652	\$32,604	\$33,587	\$34,585	\$35,630
E	\$26,520	\$27,316	\$28,127	\$28,969	\$29,843	\$30,732	\$31,652	\$32,604	\$33,587	\$34,585	\$35,630	\$36,707
F	\$27,316	\$28,127	\$28,969	\$29,843	\$30,732	\$31,652	\$32,604	\$33,587	\$34,585	\$35,630	\$36,707	\$37,799
G	\$28,127	\$28,969	\$29,843	\$30,732	\$31,652	\$32,604	\$33,587	\$34,585	\$35,630	\$36,707	\$37,799	\$38,938
H	\$28,969	\$29,843	\$30,732	\$31,652	\$32,604	\$33,587	\$34,585	\$35,630	\$36,707	\$37,799	\$38,938	\$40,108
I	\$29,843	\$30,732	\$31,652	\$32,604	\$33,587	\$34,585	\$35,630	\$36,707	\$37,799	\$38,938	\$40,108	\$41,309
J	\$30,732	\$31,652	\$32,604	\$33,587	\$34,585	\$35,630	\$36,707	\$37,799	\$38,938	\$40,108	\$41,309	\$42,541
K	\$31,652	\$32,604	\$33,587	\$34,585	\$35,630	\$36,707	\$37,799	\$38,938	\$40,108	\$41,309	\$42,541	\$43,820
L	\$32,604	\$33,587	\$34,585	\$35,630	\$36,707	\$37,799	\$38,938	\$40,108	\$41,309	\$42,541	\$43,820	\$45,131
M	\$33,587	\$34,585	\$35,630	\$36,707	\$37,799	\$38,938	\$40,108	\$41,309	\$42,541	\$43,820	\$45,131	\$46,488
N	\$34,585	\$35,630	\$36,707	\$37,799	\$38,938	\$40,108	\$41,309	\$42,541	\$43,820	\$45,131	\$46,488	\$47,892
O	\$35,630	\$36,707	\$37,799	\$38,938	\$40,108	\$41,309	\$42,541	\$43,820	\$45,131	\$46,488	\$47,892	\$49,327

RANGE												
STEP	13	14	15	16	17	18	19	20	21	22	23	24
A	\$33,587	\$34,585	\$35,630	\$36,707	\$37,799	\$38,938	\$40,108	\$41,309	\$42,541	\$43,820	\$45,131	\$46,488
B	\$34,585	\$35,630	\$36,707	\$37,799	\$38,938	\$40,108	\$41,309	\$42,541	\$43,820	\$45,131	\$46,488	\$47,892
C	\$35,630	\$36,707	\$37,799	\$38,938	\$40,108	\$41,309	\$42,541	\$43,820	\$45,131	\$46,488	\$47,892	\$49,327
D	\$36,707	\$37,799	\$38,938	\$40,108	\$41,309	\$42,541	\$43,820	\$45,131	\$46,488	\$47,892	\$49,327	\$50,794
E	\$37,799	\$38,938	\$40,108	\$41,309	\$42,541	\$43,820	\$45,131	\$46,488	\$47,892	\$49,327	\$50,794	\$52,322
F	\$38,938	\$40,108	\$41,309	\$42,541	\$43,820	\$45,131	\$46,488	\$47,892	\$49,327	\$50,794	\$52,322	\$53,898
G	\$40,108	\$41,309	\$42,541	\$43,820	\$45,131	\$46,488	\$47,892	\$49,327	\$50,794	\$52,322	\$53,898	\$55,505
H	\$41,309	\$42,541	\$43,820	\$45,131	\$46,488	\$47,892	\$49,327	\$50,794	\$52,322	\$53,898	\$55,505	\$57,174
I	\$42,541	\$43,820	\$45,131	\$46,488	\$47,892	\$49,327	\$50,794	\$52,322	\$53,898	\$55,505	\$57,174	\$58,890
J	\$43,820	\$45,131	\$46,488	\$47,892	\$49,327	\$50,794	\$52,322	\$53,898	\$55,505	\$57,174	\$58,890	\$60,653
K	\$45,131	\$46,488	\$47,892	\$49,327	\$50,794	\$52,322	\$53,898	\$55,505	\$57,174	\$58,890	\$60,653	\$62,478
L	\$46,488	\$47,892	\$49,327	\$50,794	\$52,322	\$53,898	\$55,505	\$57,174	\$58,890	\$60,653	\$62,478	\$64,350
M	\$47,892	\$49,327	\$50,794	\$52,322	\$53,898	\$55,505	\$57,174	\$58,890	\$60,653	\$62,478	\$64,350	\$66,284
N	\$49,327	\$50,794	\$52,322	\$53,898	\$55,505	\$57,174	\$58,890	\$60,653	\$62,478	\$64,350	\$66,284	\$68,266
O	\$50,794	\$52,322	\$53,898	\$55,505	\$57,174	\$58,890	\$60,653	\$62,478	\$64,350	\$66,284	\$68,266	\$70,325

RANGE												
STEP	25	26	27	28	29	30	31	32	33	34	35	
A	\$47,892	\$49,327	\$50,794	\$52,322	\$53,898	\$55,505	\$57,174	\$58,890	\$60,653	\$62,478	\$64,350	
B	\$49,327	\$50,794	\$52,322	\$53,898	\$55,505	\$57,174	\$58,890	\$60,653	\$62,478	\$64,350	\$66,284	
C	\$50,794	\$52,322	\$53,898	\$55,505	\$57,174	\$58,890	\$60,653	\$62,478	\$64,350	\$66,284	\$68,266	
D	\$52,322	\$53,898	\$55,505	\$57,174	\$58,890	\$60,653	\$62,478	\$64,350	\$66,284	\$68,266	\$70,325	
E	\$53,898	\$55,505	\$57,174	\$58,890	\$60,653	\$62,478	\$64,350	\$66,284	\$68,266	\$70,325	\$72,431	
F	\$55,505	\$57,174	\$58,890	\$60,653	\$62,478	\$64,350	\$66,284	\$68,266	\$70,325	\$72,431	\$74,599	
G	\$57,174	\$58,890	\$60,653	\$62,478	\$64,350	\$66,284	\$68,266	\$70,325	\$72,431	\$74,599	\$76,846	
H	\$58,890	\$60,653	\$62,478	\$64,350	\$66,284	\$68,266	\$70,325	\$72,431	\$74,599	\$76,846	\$79,139	
I	\$60,653	\$62,478	\$64,350	\$66,284	\$68,266	\$70,325	\$72,431	\$74,599	\$76,846	\$79,139	\$81,526	
J	\$62,478	\$64,350	\$66,284	\$68,266	\$70,325	\$72,431	\$74,599	\$76,846	\$79,139	\$81,526	\$83,959	
K	\$64,350	\$66,284	\$68,266	\$70,325	\$72,431	\$74,599	\$76,846	\$79,139	\$81,526	\$83,959	\$86,486	
L	\$66,284	\$68,266	\$70,325	\$72,431	\$74,599	\$76,846	\$79,139	\$81,526	\$83,959	\$86,486	\$89,076	
M	\$68,266	\$70,325	\$72,431	\$74,599	\$76,846	\$79,139	\$81,526	\$83,959	\$86,486	\$89,076	\$91,759	
N	\$70,325	\$72,431	\$74,599	\$76,846	\$79,139	\$81,526	\$83,959	\$86,486	\$89,076	\$91,759	\$94,505	
O	\$72,431	\$74,599	\$76,846	\$79,139	\$81,526	\$83,959	\$86,486	\$89,076	\$91,759	\$94,505	\$97,344	

FY 2024 EASMC-ESP 10-MONTH 7-HOUR BUS DRIVER & ATTENDANTS

RANGE												
STEP	01	02	03	04	05	06	07	08	09	10	11	12
A	\$20,294	\$20,899	\$21,531	\$22,176	\$22,848	\$23,533	\$24,232	\$24,958	\$25,711	\$26,477	\$27,270	\$28,090
B	\$20,899	\$21,531	\$22,176	\$22,848	\$23,533	\$24,232	\$24,958	\$25,711	\$26,477	\$27,270	\$28,090	\$28,936
C	\$21,531	\$22,176	\$22,848	\$23,533	\$24,232	\$24,958	\$25,711	\$26,477	\$27,270	\$28,090	\$28,936	\$29,796
D	\$22,176	\$22,848	\$23,533	\$24,232	\$24,958	\$25,711	\$26,477	\$27,270	\$28,090	\$28,936	\$29,796	\$30,697
E	\$22,848	\$23,533	\$24,232	\$24,958	\$25,711	\$26,477	\$27,270	\$28,090	\$28,936	\$29,796	\$30,697	\$31,624
F	\$23,533	\$24,232	\$24,958	\$25,711	\$26,477	\$27,270	\$28,090	\$28,936	\$29,796	\$30,697	\$31,624	\$32,565
G	\$24,232	\$24,958	\$25,711	\$26,477	\$27,270	\$28,090	\$28,936	\$29,796	\$30,697	\$31,624	\$32,565	\$33,546
H	\$24,958	\$25,711	\$26,477	\$27,270	\$28,090	\$28,936	\$29,796	\$30,697	\$31,624	\$32,565	\$33,546	\$34,554
I	\$25,711	\$26,477	\$27,270	\$28,090	\$28,936	\$29,796	\$30,697	\$31,624	\$32,565	\$33,546	\$34,554	\$35,589
J	\$26,477	\$27,270	\$28,090	\$28,936	\$29,796	\$30,697	\$31,624	\$32,565	\$33,546	\$34,554	\$35,589	\$36,651
K	\$27,270	\$28,090	\$28,936	\$29,796	\$30,697	\$31,624	\$32,565	\$33,546	\$34,554	\$35,589	\$36,651	\$37,753
L	\$28,090	\$28,936	\$29,796	\$30,697	\$31,624	\$32,565	\$33,546	\$34,554	\$35,589	\$36,651	\$37,753	\$38,882
M	\$28,936	\$29,796	\$30,697	\$31,624	\$32,565	\$33,546	\$34,554	\$35,589	\$36,651	\$37,753	\$38,882	\$40,051
N	\$29,796	\$30,697	\$31,624	\$32,565	\$33,546	\$34,554	\$35,589	\$36,651	\$37,753	\$38,882	\$40,051	\$41,261
O	\$30,697	\$31,624	\$32,565	\$33,546	\$34,554	\$35,589	\$36,651	\$37,753	\$38,882	\$40,051	\$41,261	\$42,497

RANGE												
STEP	13	14	15	16	17	18	19	20	21	22	23	24
A	\$28,936	\$29,796	\$30,697	\$31,624	\$32,565	\$33,546	\$34,554	\$35,589	\$36,651	\$37,753	\$38,882	\$40,051
B	\$29,796	\$30,697	\$31,624	\$32,565	\$33,546	\$34,554	\$35,589	\$36,651	\$37,753	\$38,882	\$40,051	\$41,261
C	\$30,697	\$31,624	\$32,565	\$33,546	\$34,554	\$35,589	\$36,651	\$37,753	\$38,882	\$40,051	\$41,261	\$42,497
D	\$31,624	\$32,565	\$33,546	\$34,554	\$35,589	\$36,651	\$37,753	\$38,882	\$40,051	\$41,261	\$42,497	\$43,761
E	\$32,565	\$33,546	\$34,554	\$35,589	\$36,651	\$37,753	\$38,882	\$40,051	\$41,261	\$42,497	\$43,761	\$45,078
F	\$33,546	\$34,554	\$35,589	\$36,651	\$37,753	\$38,882	\$40,051	\$41,261	\$42,497	\$43,761	\$45,078	\$46,435
G	\$34,554	\$35,589	\$36,651	\$37,753	\$38,882	\$40,051	\$41,261	\$42,497	\$43,761	\$45,078	\$46,435	\$47,820
H	\$35,589	\$36,651	\$37,753	\$38,882	\$40,051	\$41,261	\$42,497	\$43,761	\$45,078	\$46,435	\$47,820	\$49,258
I	\$36,651	\$37,753	\$38,882	\$40,051	\$41,261	\$42,497	\$43,761	\$45,078	\$46,435	\$47,820	\$49,258	\$50,736
J	\$37,753	\$38,882	\$40,051	\$41,261	\$42,497	\$43,761	\$45,078	\$46,435	\$47,820	\$49,258	\$50,736	\$52,255
K	\$38,882	\$40,051	\$41,261	\$42,497	\$43,761	\$45,078	\$46,435	\$47,820	\$49,258	\$50,736	\$52,255	\$53,827
L	\$40,051	\$41,261	\$42,497	\$43,761	\$45,078	\$46,435	\$47,820	\$49,258	\$50,736	\$52,255	\$53,827	\$55,440
M	\$41,261	\$42,497	\$43,761	\$45,078	\$46,435	\$47,820	\$49,258	\$50,736	\$52,255	\$53,827	\$55,440	\$57,107
N	\$42,497	\$43,761	\$45,078	\$46,435	\$47,820	\$49,258	\$50,736	\$52,255	\$53,827	\$55,440	\$57,107	\$58,813
O	\$43,761	\$45,078	\$46,435	\$47,820	\$49,258	\$50,736	\$52,255	\$53,827	\$55,440	\$57,107	\$58,813	\$60,588

RANGE												
STEP	25	26	27	28	29	30	31	32	33	34	35	
A	\$41,261	\$42,497	\$43,761	\$45,078	\$46,435	\$47,820	\$49,258	\$50,736	\$52,255	\$53,827	\$55,440	
B	\$42,497	\$43,761	\$45,078	\$46,435	\$47,820	\$49,258	\$50,736	\$52,255	\$53,827	\$55,440	\$57,107	
C	\$43,761	\$45,078	\$46,435	\$47,820	\$49,258	\$50,736	\$52,255	\$53,827	\$55,440	\$57,107	\$58,813	
D	\$45,078	\$46,435	\$47,820	\$49,258	\$50,736	\$52,255	\$53,827	\$55,440	\$57,107	\$58,813	\$60,588	
E	\$46,435	\$47,820	\$49,258	\$50,736	\$52,255	\$53,827	\$55,440	\$57,107	\$58,813	\$60,588	\$62,402	
F	\$47,820	\$49,258	\$50,736	\$52,255	\$53,827	\$55,440	\$57,107	\$58,813	\$60,588	\$62,402	\$64,270	
G	\$49,258	\$50,736	\$52,255	\$53,827	\$55,440	\$57,107	\$58,813	\$60,588	\$62,402	\$64,270	\$66,205	
H	\$50,736	\$52,255	\$53,827	\$55,440	\$57,107	\$58,813	\$60,588	\$62,402	\$64,270	\$66,205	\$68,181	
I	\$52,255	\$53,827	\$55,440	\$57,107	\$58,813	\$60,588	\$62,402	\$64,270	\$66,205	\$68,181	\$70,237	
J	\$53,827	\$55,440	\$57,107	\$58,813	\$60,588	\$62,402	\$64,270	\$66,205	\$68,181	\$70,237	\$72,334	
K	\$55,440	\$57,107	\$58,813	\$60,588	\$62,402	\$64,270	\$66,205	\$68,181	\$70,237	\$72,334	\$74,511	
L	\$57,107	\$58,813	\$60,588	\$62,402	\$64,270	\$66,205	\$68,181	\$70,237	\$72,334	\$74,511	\$76,742	
M	\$58,813	\$60,588	\$62,402	\$64,270	\$66,205	\$68,181	\$70,237	\$72,334	\$74,511	\$76,742	\$79,054	
N	\$60,588	\$62,402	\$64,270	\$66,205	\$68,181	\$70,237	\$72,334	\$74,511	\$76,742	\$79,054	\$81,420	
O	\$62,402	\$64,270	\$66,205	\$68,181	\$70,237	\$72,334	\$74,511	\$76,742	\$79,054	\$81,420	\$83,866	

FY 2024 EASMC ESP 10-MONTH 7-HOUR EMPLOYEES

STEP	RANGE											
	01	02	03	04	05	06	07	08	09	10	11	12
A	\$21,246	\$21,879	\$22,540	\$23,216	\$23,919	\$24,637	\$25,368	\$26,128	\$26,916	\$27,718	\$28,548	\$29,406
B	\$21,879	\$22,540	\$23,216	\$23,919	\$24,637	\$25,368	\$26,128	\$26,916	\$27,718	\$28,548	\$29,406	\$30,293
C	\$22,540	\$23,216	\$23,919	\$24,637	\$25,368	\$26,128	\$26,916	\$27,718	\$28,548	\$29,406	\$30,293	\$31,193
D	\$23,216	\$23,919	\$24,637	\$25,368	\$26,128	\$26,916	\$27,718	\$28,548	\$29,406	\$30,293	\$31,193	\$32,136
E	\$23,919	\$24,637	\$25,368	\$26,128	\$26,916	\$27,718	\$28,548	\$29,406	\$30,293	\$31,193	\$32,136	\$33,107
F	\$24,637	\$25,368	\$26,128	\$26,916	\$27,718	\$28,548	\$29,406	\$30,293	\$31,193	\$32,136	\$33,107	\$34,092
G	\$25,368	\$26,128	\$26,916	\$27,718	\$28,548	\$29,406	\$30,293	\$31,193	\$32,136	\$33,107	\$34,092	\$35,119
H	\$26,128	\$26,916	\$27,718	\$28,548	\$29,406	\$30,293	\$31,193	\$32,136	\$33,107	\$34,092	\$35,119	\$36,174
I	\$26,916	\$27,718	\$28,548	\$29,406	\$30,293	\$31,193	\$32,136	\$33,107	\$34,092	\$35,119	\$36,174	\$37,257
J	\$27,718	\$28,548	\$29,406	\$30,293	\$31,193	\$32,136	\$33,107	\$34,092	\$35,119	\$36,174	\$37,257	\$38,369
K	\$28,548	\$29,406	\$30,293	\$31,193	\$32,136	\$33,107	\$34,092	\$35,119	\$36,174	\$37,257	\$38,369	\$39,523
L	\$29,406	\$30,293	\$31,193	\$32,136	\$33,107	\$34,092	\$35,119	\$36,174	\$37,257	\$38,369	\$39,523	\$40,705
M	\$30,293	\$31,193	\$32,136	\$33,107	\$34,092	\$35,119	\$36,174	\$37,257	\$38,369	\$39,523	\$40,705	\$41,929
N	\$31,193	\$32,136	\$33,107	\$34,092	\$35,119	\$36,174	\$37,257	\$38,369	\$39,523	\$40,705	\$41,929	\$43,195
O	\$32,136	\$33,107	\$34,092	\$35,119	\$36,174	\$37,257	\$38,369	\$39,523	\$40,705	\$41,929	\$43,195	\$44,489

STEP	RANGE											
	13	14	15	16	17	18	19	20	21	22	23	24
A	\$30,293	\$31,193	\$32,136	\$33,107	\$34,092	\$35,119	\$36,174	\$37,257	\$38,369	\$39,523	\$40,705	\$41,929
B	\$31,193	\$32,136	\$33,107	\$34,092	\$35,119	\$36,174	\$37,257	\$38,369	\$39,523	\$40,705	\$41,929	\$43,195
C	\$32,136	\$33,107	\$34,092	\$35,119	\$36,174	\$37,257	\$38,369	\$39,523	\$40,705	\$41,929	\$43,195	\$44,489
D	\$33,107	\$34,092	\$35,119	\$36,174	\$37,257	\$38,369	\$39,523	\$40,705	\$41,929	\$43,195	\$44,489	\$45,812
E	\$34,092	\$35,119	\$36,174	\$37,257	\$38,369	\$39,523	\$40,705	\$41,929	\$43,195	\$44,489	\$45,812	\$47,191
F	\$35,119	\$36,174	\$37,257	\$38,369	\$39,523	\$40,705	\$41,929	\$43,195	\$44,489	\$45,812	\$47,191	\$48,612
G	\$36,174	\$37,257	\$38,369	\$39,523	\$40,705	\$41,929	\$43,195	\$44,489	\$45,812	\$47,191	\$48,612	\$50,061
H	\$37,257	\$38,369	\$39,523	\$40,705	\$41,929	\$43,195	\$44,489	\$45,812	\$47,191	\$48,612	\$50,061	\$51,567
I	\$38,369	\$39,523	\$40,705	\$41,929	\$43,195	\$44,489	\$45,812	\$47,191	\$48,612	\$50,061	\$51,567	\$53,114
J	\$39,523	\$40,705	\$41,929	\$43,195	\$44,489	\$45,812	\$47,191	\$48,612	\$50,061	\$51,567	\$53,114	\$54,704
K	\$40,705	\$41,929	\$43,195	\$44,489	\$45,812	\$47,191	\$48,612	\$50,061	\$51,567	\$53,114	\$54,704	\$56,350
L	\$41,929	\$43,195	\$44,489	\$45,812	\$47,191	\$48,612	\$50,061	\$51,567	\$53,114	\$54,704	\$56,350	\$58,039
M	\$43,195	\$44,489	\$45,812	\$47,191	\$48,612	\$50,061	\$51,567	\$53,114	\$54,704	\$56,350	\$58,039	\$59,783
N	\$44,489	\$45,812	\$47,191	\$48,612	\$50,061	\$51,567	\$53,114	\$54,704	\$56,350	\$58,039	\$59,783	\$61,570
O	\$45,812	\$47,191	\$48,612	\$50,061	\$51,567	\$53,114	\$54,704	\$56,350	\$58,039	\$59,783	\$61,570	\$63,428

STEP	RANGE										
	25	26	27	28	29	30	31	32	33	34	35
A	\$43,195	\$44,489	\$45,812	\$47,191	\$48,612	\$50,061	\$51,567	\$53,114	\$54,704	\$56,350	\$58,039
B	\$44,489	\$45,812	\$47,191	\$48,612	\$50,061	\$51,567	\$53,114	\$54,704	\$56,350	\$58,039	\$59,783
C	\$45,812	\$47,191	\$48,612	\$50,061	\$51,567	\$53,114	\$54,704	\$56,350	\$58,039	\$59,783	\$61,570
D	\$47,191	\$48,612	\$50,061	\$51,567	\$53,114	\$54,704	\$56,350	\$58,039	\$59,783	\$61,570	\$63,428
E	\$48,612	\$50,061	\$51,567	\$53,114	\$54,704	\$56,350	\$58,039	\$59,783	\$61,570	\$63,428	\$65,327
F	\$50,061	\$51,567	\$53,114	\$54,704	\$56,350	\$58,039	\$59,783	\$61,570	\$63,428	\$65,327	\$67,283
G	\$51,567	\$53,114	\$54,704	\$56,350	\$58,039	\$59,783	\$61,570	\$63,428	\$65,327	\$67,283	\$69,309
H	\$53,114	\$54,704	\$56,350	\$58,039	\$59,783	\$61,570	\$63,428	\$65,327	\$67,283	\$69,309	\$71,377
I	\$54,704	\$56,350	\$58,039	\$59,783	\$61,570	\$63,428	\$65,327	\$67,283	\$69,309	\$71,377	\$73,530
J	\$56,350	\$58,039	\$59,783	\$61,570	\$63,428	\$65,327	\$67,283	\$69,309	\$71,377	\$73,530	\$75,725
K	\$58,039	\$59,783	\$61,570	\$63,428	\$65,327	\$67,283	\$69,309	\$71,377	\$73,530	\$75,725	\$78,004
L	\$59,783	\$61,570	\$63,428	\$65,327	\$67,283	\$69,309	\$71,377	\$73,530	\$75,725	\$78,004	\$80,340
M	\$61,570	\$63,428	\$65,327	\$67,283	\$69,309	\$71,377	\$73,530	\$75,725	\$78,004	\$80,340	\$82,760
N	\$63,428	\$65,327	\$67,283	\$69,309	\$71,377	\$73,530	\$75,725	\$78,004	\$80,340	\$82,760	\$85,236
O	\$65,327	\$67,283	\$69,309	\$71,377	\$73,530	\$75,725	\$78,004	\$80,340	\$82,760	\$85,236	\$87,797

FY 2024 EASMC ESP 11-MONTH 7-HOUR EMPLOYEES

STEP	RANGE											
	01	02	03	04	05	06	07	08	09	10	11	12
A	\$23,571	\$24,274	\$25,007	\$25,757	\$26,537	\$27,333	\$28,145	\$28,988	\$29,862	\$30,752	\$31,673	\$32,625
B	\$24,274	\$25,007	\$25,757	\$26,537	\$27,333	\$28,145	\$28,988	\$29,862	\$30,752	\$31,673	\$32,625	\$33,608
C	\$25,007	\$25,757	\$26,537	\$27,333	\$28,145	\$28,988	\$29,862	\$30,752	\$31,673	\$32,625	\$33,608	\$34,607
D	\$25,757	\$26,537	\$27,333	\$28,145	\$28,988	\$29,862	\$30,752	\$31,673	\$32,625	\$33,608	\$34,607	\$35,653
E	\$26,537	\$27,333	\$28,145	\$28,988	\$29,862	\$30,752	\$31,673	\$32,625	\$33,608	\$34,607	\$35,653	\$36,730
F	\$27,333	\$28,145	\$28,988	\$29,862	\$30,752	\$31,673	\$32,625	\$33,608	\$34,607	\$35,653	\$36,730	\$37,823
G	\$28,145	\$28,988	\$29,862	\$30,752	\$31,673	\$32,625	\$33,608	\$34,607	\$35,653	\$36,730	\$37,823	\$38,963
H	\$28,988	\$29,862	\$30,752	\$31,673	\$32,625	\$33,608	\$34,607	\$35,653	\$36,730	\$37,823	\$38,963	\$40,133
I	\$29,862	\$30,752	\$31,673	\$32,625	\$33,608	\$34,607	\$35,653	\$36,730	\$37,823	\$38,963	\$40,133	\$41,335
J	\$30,752	\$31,673	\$32,625	\$33,608	\$34,607	\$35,653	\$36,730	\$37,823	\$38,963	\$40,133	\$41,335	\$42,568
K	\$31,673	\$32,625	\$33,608	\$34,607	\$35,653	\$36,730	\$37,823	\$38,963	\$40,133	\$41,335	\$42,568	\$43,848
L	\$32,625	\$33,608	\$34,607	\$35,653	\$36,730	\$37,823	\$38,963	\$40,133	\$41,335	\$42,568	\$43,848	\$45,160
M	\$33,608	\$34,607	\$35,653	\$36,730	\$37,823	\$38,963	\$40,133	\$41,335	\$42,568	\$43,848	\$45,160	\$46,518
N	\$34,607	\$35,653	\$36,730	\$37,823	\$38,963	\$40,133	\$41,335	\$42,568	\$43,848	\$45,160	\$46,518	\$47,923
O	\$35,653	\$36,730	\$37,823	\$38,963	\$40,133	\$41,335	\$42,568	\$43,848	\$45,160	\$46,518	\$47,923	\$49,359

STEP	RANGE											
	13	14	15	16	17	18	19	20	21	22	23	24
A	\$33,608	\$34,607	\$35,653	\$36,730	\$37,823	\$38,963	\$40,133	\$41,335	\$42,568	\$43,848	\$45,160	\$46,518
B	\$34,607	\$35,653	\$36,730	\$37,823	\$38,963	\$40,133	\$41,335	\$42,568	\$43,848	\$45,160	\$46,518	\$47,923
C	\$35,653	\$36,730	\$37,823	\$38,963	\$40,133	\$41,335	\$42,568	\$43,848	\$45,160	\$46,518	\$47,923	\$49,359
D	\$36,730	\$37,823	\$38,963	\$40,133	\$41,335	\$42,568	\$43,848	\$45,160	\$46,518	\$47,923	\$49,359	\$50,826
E	\$37,823	\$38,963	\$40,133	\$41,335	\$42,568	\$43,848	\$45,160	\$46,518	\$47,923	\$49,359	\$50,826	\$52,356
F	\$38,963	\$40,133	\$41,335	\$42,568	\$43,848	\$45,160	\$46,518	\$47,923	\$49,359	\$50,826	\$52,356	\$53,933
G	\$40,133	\$41,335	\$42,568	\$43,848	\$45,160	\$46,518	\$47,923	\$49,359	\$50,826	\$52,356	\$53,933	\$55,540
H	\$41,335	\$42,568	\$43,848	\$45,160	\$46,518	\$47,923	\$49,359	\$50,826	\$52,356	\$53,933	\$55,540	\$57,211
I	\$42,568	\$43,848	\$45,160	\$46,518	\$47,923	\$49,359	\$50,826	\$52,356	\$53,933	\$55,540	\$57,211	\$58,928
J	\$43,848	\$45,160	\$46,518	\$47,923	\$49,359	\$50,826	\$52,356	\$53,933	\$55,540	\$57,211	\$58,928	\$60,692
K	\$45,160	\$46,518	\$47,923	\$49,359	\$50,826	\$52,356	\$53,933	\$55,540	\$57,211	\$58,928	\$60,692	\$62,518
L	\$46,518	\$47,923	\$49,359	\$50,826	\$52,356	\$53,933	\$55,540	\$57,211	\$58,928	\$60,692	\$62,518	\$64,391
M	\$47,923	\$49,359	\$50,826	\$52,356	\$53,933	\$55,540	\$57,211	\$58,928	\$60,692	\$62,518	\$64,391	\$66,327
N	\$49,359	\$50,826	\$52,356	\$53,933	\$55,540	\$57,211	\$58,928	\$60,692	\$62,518	\$64,391	\$66,327	\$68,309
O	\$50,826	\$52,356	\$53,933	\$55,540	\$57,211	\$58,928	\$60,692	\$62,518	\$64,391	\$66,327	\$68,309	\$70,370

STEP	RANGE										
	25	26	27	28	29	30	31	32	33	34	35
A	\$47,923	\$49,359	\$50,826	\$52,356	\$53,933	\$55,540	\$57,211	\$58,928	\$60,692	\$62,518	\$64,391
B	\$49,359	\$50,826	\$52,356	\$53,933	\$55,540	\$57,211	\$58,928	\$60,692	\$62,518	\$64,391	\$66,327
C	\$50,826	\$52,356	\$53,933	\$55,540	\$57,211	\$58,928	\$60,692	\$62,518	\$64,391	\$66,327	\$68,309
D	\$52,356	\$53,933	\$55,540	\$57,211	\$58,928	\$60,692	\$62,518	\$64,391	\$66,327	\$68,309	\$70,370
E	\$53,933	\$55,540	\$57,211	\$58,928	\$60,692	\$62,518	\$64,391	\$66,327	\$68,309	\$70,370	\$72,477
F	\$55,540	\$57,211	\$58,928	\$60,692	\$62,518	\$64,391	\$66,327	\$68,309	\$70,370	\$72,477	\$74,647
G	\$57,211	\$58,928	\$60,692	\$62,518	\$64,391	\$66,327	\$68,309	\$70,370	\$72,477	\$74,647	\$76,895
H	\$58,928	\$60,692	\$62,518	\$64,391	\$66,327	\$68,309	\$70,370	\$72,477	\$74,647	\$76,895	\$79,190
I	\$60,692	\$62,518	\$64,391	\$66,327	\$68,309	\$70,370	\$72,477	\$74,647	\$76,895	\$79,190	\$81,578
J	\$62,518	\$64,391	\$66,327	\$68,309	\$70,370	\$72,477	\$74,647	\$76,895	\$79,190	\$81,578	\$84,013
K	\$64,391	\$66,327	\$68,309	\$70,370	\$72,477	\$74,647	\$76,895	\$79,190	\$81,578	\$84,013	\$86,542
L	\$66,327	\$68,309	\$70,370	\$72,477	\$74,647	\$76,895	\$79,190	\$81,578	\$84,013	\$86,542	\$89,133
M	\$68,309	\$70,370	\$72,477	\$74,647	\$76,895	\$79,190	\$81,578	\$84,013	\$86,542	\$89,133	\$91,818
N	\$70,370	\$72,477	\$74,647	\$76,895	\$79,190	\$81,578	\$84,013	\$86,542	\$89,133	\$91,818	\$94,565
O	\$72,477	\$74,647	\$76,895	\$79,190	\$81,578	\$84,013	\$86,542	\$89,133	\$91,818	\$94,565	\$97,406

FY 2024 EASMC ESP 12-MONTH 7-HOUR EMPLOYEES

STEP	RANGE											
	01	02	03	04	05	06	07	08	09	10	11	12
A	\$27,588	\$28,410	\$29,269	\$30,146	\$31,059	\$31,991	\$32,941	\$33,927	\$34,951	\$35,992	\$37,070	\$38,184
B	\$28,410	\$29,269	\$30,146	\$31,059	\$31,991	\$32,941	\$33,927	\$34,951	\$35,992	\$37,070	\$38,184	\$39,335
C	\$29,269	\$30,146	\$31,059	\$31,991	\$32,941	\$33,927	\$34,951	\$35,992	\$37,070	\$38,184	\$39,335	\$40,505
D	\$30,146	\$31,059	\$31,991	\$32,941	\$33,927	\$34,951	\$35,992	\$37,070	\$38,184	\$39,335	\$40,505	\$41,729
E	\$31,059	\$31,991	\$32,941	\$33,927	\$34,951	\$35,992	\$37,070	\$38,184	\$39,335	\$40,505	\$41,729	\$42,989
F	\$31,991	\$32,941	\$33,927	\$34,951	\$35,992	\$37,070	\$38,184	\$39,335	\$40,505	\$41,729	\$42,989	\$44,268
G	\$32,941	\$33,927	\$34,951	\$35,992	\$37,070	\$38,184	\$39,335	\$40,505	\$41,729	\$42,989	\$44,268	\$45,602
H	\$33,927	\$34,951	\$35,992	\$37,070	\$38,184	\$39,335	\$40,505	\$41,729	\$42,989	\$44,268	\$45,602	\$46,972
I	\$34,951	\$35,992	\$37,070	\$38,184	\$39,335	\$40,505	\$41,729	\$42,989	\$44,268	\$45,602	\$46,972	\$48,379
J	\$35,992	\$37,070	\$38,184	\$39,335	\$40,505	\$41,729	\$42,989	\$44,268	\$45,602	\$46,972	\$48,379	\$49,822
K	\$37,070	\$38,184	\$39,335	\$40,505	\$41,729	\$42,989	\$44,268	\$45,602	\$46,972	\$48,379	\$49,822	\$51,320
L	\$38,184	\$39,335	\$40,505	\$41,729	\$42,989	\$44,268	\$45,602	\$46,972	\$48,379	\$49,822	\$51,320	\$52,855
M	\$39,335	\$40,505	\$41,729	\$42,989	\$44,268	\$45,602	\$46,972	\$48,379	\$49,822	\$51,320	\$52,855	\$54,445
N	\$40,505	\$41,729	\$42,989	\$44,268	\$45,602	\$46,972	\$48,379	\$49,822	\$51,320	\$52,855	\$54,445	\$56,089
O	\$41,729	\$42,989	\$44,268	\$45,602	\$46,972	\$48,379	\$49,822	\$51,320	\$52,855	\$54,445	\$56,089	\$57,770
STEP	RANGE											
	13	14	15	16	17	18	19	20	21	22	23	24
A	\$39,335	\$40,505	\$41,729	\$42,989	\$44,268	\$45,602	\$46,972	\$48,379	\$49,822	\$51,320	\$52,855	\$54,445
B	\$40,505	\$41,729	\$42,989	\$44,268	\$45,602	\$46,972	\$48,379	\$49,822	\$51,320	\$52,855	\$54,445	\$56,089
C	\$41,729	\$42,989	\$44,268	\$45,602	\$46,972	\$48,379	\$49,822	\$51,320	\$52,855	\$54,445	\$56,089	\$57,770
D	\$42,989	\$44,268	\$45,602	\$46,972	\$48,379	\$49,822	\$51,320	\$52,855	\$54,445	\$56,089	\$57,770	\$59,487
E	\$44,268	\$45,602	\$46,972	\$48,379	\$49,822	\$51,320	\$52,855	\$54,445	\$56,089	\$57,770	\$59,487	\$61,278
F	\$45,602	\$46,972	\$48,379	\$49,822	\$51,320	\$52,855	\$54,445	\$56,089	\$57,770	\$59,487	\$61,278	\$63,123
G	\$46,972	\$48,379	\$49,822	\$51,320	\$52,855	\$54,445	\$56,089	\$57,770	\$59,487	\$61,278	\$63,123	\$65,005
H	\$48,379	\$49,822	\$51,320	\$52,855	\$54,445	\$56,089	\$57,770	\$59,487	\$61,278	\$63,123	\$65,005	\$66,960
I	\$49,822	\$51,320	\$52,855	\$54,445	\$56,089	\$57,770	\$59,487	\$61,278	\$63,123	\$65,005	\$66,960	\$68,969
J	\$51,320	\$52,855	\$54,445	\$56,089	\$57,770	\$59,487	\$61,278	\$63,123	\$65,005	\$66,960	\$68,969	\$71,034
K	\$52,855	\$54,445	\$56,089	\$57,770	\$59,487	\$61,278	\$63,123	\$65,005	\$66,960	\$68,969	\$71,034	\$73,171
L	\$54,445	\$56,089	\$57,770	\$59,487	\$61,278	\$63,123	\$65,005	\$66,960	\$68,969	\$71,034	\$73,171	\$75,364
M	\$56,089	\$57,770	\$59,487	\$61,278	\$63,123	\$65,005	\$66,960	\$68,969	\$71,034	\$73,171	\$75,364	\$77,629
N	\$57,770	\$59,487	\$61,278	\$63,123	\$65,005	\$66,960	\$68,969	\$71,034	\$73,171	\$75,364	\$77,629	\$79,950
O	\$59,487	\$61,278	\$63,123	\$65,005	\$66,960	\$68,969	\$71,034	\$73,171	\$75,364	\$77,629	\$79,950	\$82,361
STEP	RANGE											
	25	26	27	28	29	30	31	32	33	34	35	
A	\$56,089	\$57,770	\$59,487	\$61,278	\$63,123	\$65,005	\$66,960	\$68,969	\$71,034	\$73,171	\$75,364	
B	\$57,770	\$59,487	\$61,278	\$63,123	\$65,005	\$66,960	\$68,969	\$71,034	\$73,171	\$75,364	\$77,629	
C	\$59,487	\$61,278	\$63,123	\$65,005	\$66,960	\$68,969	\$71,034	\$73,171	\$75,364	\$77,629	\$79,950	
D	\$61,278	\$63,123	\$65,005	\$66,960	\$68,969	\$71,034	\$73,171	\$75,364	\$77,629	\$79,950	\$82,361	
E	\$63,123	\$65,005	\$66,960	\$68,969	\$71,034	\$73,171	\$75,364	\$77,629	\$79,950	\$82,361	\$84,828	
F	\$65,005	\$66,960	\$68,969	\$71,034	\$73,171	\$75,364	\$77,629	\$79,950	\$82,361	\$84,828	\$87,367	
G	\$66,960	\$68,969	\$71,034	\$73,171	\$75,364	\$77,629	\$79,950	\$82,361	\$84,828	\$87,367	\$89,998	
H	\$68,969	\$71,034	\$73,171	\$75,364	\$77,629	\$79,950	\$82,361	\$84,828	\$87,367	\$89,998	\$92,684	
I	\$71,034	\$73,171	\$75,364	\$77,629	\$79,950	\$82,361	\$84,828	\$87,367	\$89,998	\$92,684	\$95,479	
J	\$73,171	\$75,364	\$77,629	\$79,950	\$82,361	\$84,828	\$87,367	\$89,998	\$92,684	\$95,479	\$98,329	
K	\$75,364	\$77,629	\$79,950	\$82,361	\$84,828	\$87,367	\$89,998	\$92,684	\$95,479	\$98,329	\$101,289	
L	\$77,629	\$79,950	\$82,361	\$84,828	\$87,367	\$89,998	\$92,684	\$95,479	\$98,329	\$101,289	\$104,322	
M	\$79,950	\$82,361	\$84,828	\$87,367	\$89,998	\$92,684	\$95,479	\$98,329	\$101,289	\$104,322	\$107,464	
N	\$82,361	\$84,828	\$87,367	\$89,998	\$92,684	\$95,479	\$98,329	\$101,289	\$104,322	\$107,464	\$110,680	
O	\$84,828	\$87,367	\$89,998	\$92,684	\$95,479	\$98,329	\$101,289	\$104,322	\$107,464	\$110,680	\$114,005	

FY 2024 EASMC-ESP 12-MONTH 8-HOUR EMPLOYEES

RANGE												
STEP	01	02	03	04	05	06	07	08	09	10	11	12
A	\$31,529	\$32,468	\$33,450	\$34,452	\$35,496	\$36,561	\$37,647	\$38,774	\$39,943	\$41,134	\$42,366	\$43,639
B	\$32,468	\$33,450	\$34,452	\$35,496	\$36,561	\$37,647	\$38,774	\$39,943	\$41,134	\$42,366	\$43,639	\$44,955
C	\$33,450	\$34,452	\$35,496	\$36,561	\$37,647	\$38,774	\$39,943	\$41,134	\$42,366	\$43,639	\$44,955	\$46,291
D	\$34,452	\$35,496	\$36,561	\$37,647	\$38,774	\$39,943	\$41,134	\$42,366	\$43,639	\$44,955	\$46,291	\$47,690
E	\$35,496	\$36,561	\$37,647	\$38,774	\$39,943	\$41,134	\$42,366	\$43,639	\$44,955	\$46,291	\$47,690	\$49,131
F	\$36,561	\$37,647	\$38,774	\$39,943	\$41,134	\$42,366	\$43,639	\$44,955	\$46,291	\$47,690	\$49,131	\$50,592
G	\$37,647	\$38,774	\$39,943	\$41,134	\$42,366	\$43,639	\$44,955	\$46,291	\$47,690	\$49,131	\$50,592	\$52,116
H	\$38,774	\$39,943	\$41,134	\$42,366	\$43,639	\$44,955	\$46,291	\$47,690	\$49,131	\$50,592	\$52,116	\$53,682
I	\$39,943	\$41,134	\$42,366	\$43,639	\$44,955	\$46,291	\$47,690	\$49,131	\$50,592	\$52,116	\$53,682	\$55,290
J	\$41,134	\$42,366	\$43,639	\$44,955	\$46,291	\$47,690	\$49,131	\$50,592	\$52,116	\$53,682	\$55,290	\$56,940
K	\$42,366	\$43,639	\$44,955	\$46,291	\$47,690	\$49,131	\$50,592	\$52,116	\$53,682	\$55,290	\$56,940	\$58,652
L	\$43,639	\$44,955	\$46,291	\$47,690	\$49,131	\$50,592	\$52,116	\$53,682	\$55,290	\$56,940	\$58,652	\$60,406
M	\$44,955	\$46,291	\$47,690	\$49,131	\$50,592	\$52,116	\$53,682	\$55,290	\$56,940	\$58,652	\$60,406	\$62,222
N	\$46,291	\$47,690	\$49,131	\$50,592	\$52,116	\$53,682	\$55,290	\$56,940	\$58,652	\$60,406	\$62,222	\$64,102
O	\$47,690	\$49,131	\$50,592	\$52,116	\$53,682	\$55,290	\$56,940	\$58,652	\$60,406	\$62,222	\$64,102	\$66,023

RANGE												
STEP	13	14	15	16	17	18	19	20	21	22	23	24
A	\$44,955	\$46,291	\$47,690	\$49,131	\$50,592	\$52,116	\$53,682	\$55,290	\$56,940	\$58,652	\$60,406	\$62,222
B	\$46,291	\$47,690	\$49,131	\$50,592	\$52,116	\$53,682	\$55,290	\$56,940	\$58,652	\$60,406	\$62,222	\$64,102
C	\$47,690	\$49,131	\$50,592	\$52,116	\$53,682	\$55,290	\$56,940	\$58,652	\$60,406	\$62,222	\$64,102	\$66,023
D	\$49,131	\$50,592	\$52,116	\$53,682	\$55,290	\$56,940	\$58,652	\$60,406	\$62,222	\$64,102	\$66,023	\$67,985
E	\$50,592	\$52,116	\$53,682	\$55,290	\$56,940	\$58,652	\$60,406	\$62,222	\$64,102	\$66,023	\$67,985	\$70,032
F	\$52,116	\$53,682	\$55,290	\$56,940	\$58,652	\$60,406	\$62,222	\$64,102	\$66,023	\$67,985	\$70,032	\$72,140
G	\$53,682	\$55,290	\$56,940	\$58,652	\$60,406	\$62,222	\$64,102	\$66,023	\$67,985	\$70,032	\$72,140	\$74,291
H	\$55,290	\$56,940	\$58,652	\$60,406	\$62,222	\$64,102	\$66,023	\$67,985	\$70,032	\$72,140	\$74,291	\$76,525
I	\$56,940	\$58,652	\$60,406	\$62,222	\$64,102	\$66,023	\$67,985	\$70,032	\$72,140	\$74,291	\$76,525	\$78,822
J	\$58,652	\$60,406	\$62,222	\$64,102	\$66,023	\$67,985	\$70,032	\$72,140	\$74,291	\$76,525	\$78,822	\$81,181
K	\$60,406	\$62,222	\$64,102	\$66,023	\$67,985	\$70,032	\$72,140	\$74,291	\$76,525	\$78,822	\$81,181	\$83,624
L	\$62,222	\$64,102	\$66,023	\$67,985	\$70,032	\$72,140	\$74,291	\$76,525	\$78,822	\$81,181	\$83,624	\$86,130
M	\$64,102	\$66,023	\$67,985	\$70,032	\$72,140	\$74,291	\$76,525	\$78,822	\$81,181	\$83,624	\$86,130	\$88,719
N	\$66,023	\$67,985	\$70,032	\$72,140	\$74,291	\$76,525	\$78,822	\$81,181	\$83,624	\$86,130	\$88,719	\$91,371
O	\$67,985	\$70,032	\$72,140	\$74,291	\$76,525	\$78,822	\$81,181	\$83,624	\$86,130	\$88,719	\$91,371	\$94,127

RANGE												
STEP	25	26	27	28	29	30	31	32	33	34	35	
A	\$64,102	\$66,023	\$67,985	\$70,032	\$72,140	\$74,291	\$76,525	\$78,822	\$81,181	\$83,624	\$86,130	
B	\$66,023	\$67,985	\$70,032	\$72,140	\$74,291	\$76,525	\$78,822	\$81,181	\$83,624	\$86,130	\$88,719	
C	\$67,985	\$70,032	\$72,140	\$74,291	\$76,525	\$78,822	\$81,181	\$83,624	\$86,130	\$88,719	\$91,371	
D	\$70,032	\$72,140	\$74,291	\$76,525	\$78,822	\$81,181	\$83,624	\$86,130	\$88,719	\$91,371	\$94,127	
E	\$72,140	\$74,291	\$76,525	\$78,822	\$81,181	\$83,624	\$86,130	\$88,719	\$91,371	\$94,127	\$96,946	
F	\$74,291	\$76,525	\$78,822	\$81,181	\$83,624	\$86,130	\$88,719	\$91,371	\$94,127	\$96,946	\$99,848	
G	\$76,525	\$78,822	\$81,181	\$83,624	\$86,130	\$88,719	\$91,371	\$94,127	\$96,946	\$99,848	\$102,855	
H	\$78,822	\$81,181	\$83,624	\$86,130	\$88,719	\$91,371	\$94,127	\$96,946	\$99,848	\$102,855	\$105,924	
I	\$81,181	\$83,624	\$86,130	\$88,719	\$91,371	\$94,127	\$96,946	\$99,848	\$102,855	\$105,924	\$109,119	
J	\$83,624	\$86,130	\$88,719	\$91,371	\$94,127	\$96,946	\$99,848	\$102,855	\$105,924	\$109,119	\$112,376	
K	\$86,130	\$88,719	\$91,371	\$94,127	\$96,946	\$99,848	\$102,855	\$105,924	\$109,119	\$112,376	\$115,759	
L	\$88,719	\$91,371	\$94,127	\$96,946	\$99,848	\$102,855	\$105,924	\$109,119	\$112,376	\$115,759	\$119,225	
M	\$91,371	\$94,127	\$96,946	\$99,848	\$102,855	\$105,924	\$109,119	\$112,376	\$115,759	\$119,225	\$122,816	
N	\$94,127	\$96,946	\$99,848	\$102,855	\$105,924	\$109,119	\$112,376	\$115,759	\$119,225	\$122,816	\$126,491	
O	\$96,946	\$99,848	\$102,855	\$105,924	\$109,119	\$112,376	\$115,759	\$119,225	\$122,816	\$126,491	\$130,291	

FY 2024 EASMC-ESP Salary Scale
RATE PER HOUR

RANGE													
STEP	RATE	01	02	03	04	05	06	07	08	09	10	11	12
A	HRLY	\$15.10	\$15.55	\$16.02	\$16.50	\$17.00	\$17.51	\$18.03	\$18.57	\$19.13	\$19.70	\$20.29	\$20.90
B	HRLY	\$15.55	\$16.02	\$16.50	\$17.00	\$17.51	\$18.03	\$18.57	\$19.13	\$19.70	\$20.29	\$20.90	\$21.53
C	HRLY	\$16.02	\$16.50	\$17.00	\$17.51	\$18.03	\$18.57	\$19.13	\$19.70	\$20.29	\$20.90	\$21.53	\$22.17
D	HRLY	\$16.50	\$17.00	\$17.51	\$18.03	\$18.57	\$19.13	\$19.70	\$20.29	\$20.90	\$21.53	\$22.17	\$22.84
E	HRLY	\$17.00	\$17.51	\$18.03	\$18.57	\$19.13	\$19.70	\$20.29	\$20.90	\$21.53	\$22.17	\$22.84	\$23.53
F	HRLY	\$17.51	\$18.03	\$18.57	\$19.13	\$19.70	\$20.29	\$20.90	\$21.53	\$22.17	\$22.84	\$23.53	\$24.23
G	HRLY	\$18.03	\$18.57	\$19.13	\$19.70	\$20.29	\$20.90	\$21.53	\$22.17	\$22.84	\$23.53	\$24.23	\$24.96
H	HRLY	\$18.57	\$19.13	\$19.70	\$20.29	\$20.90	\$21.53	\$22.17	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71
I	HRLY	\$19.13	\$19.70	\$20.29	\$20.90	\$21.53	\$22.17	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71	\$26.48
J	HRLY	\$19.70	\$20.29	\$20.90	\$21.53	\$22.17	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71	\$26.48	\$27.27
K	HRLY	\$20.29	\$20.90	\$21.53	\$22.17	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71	\$26.48	\$27.27	\$28.09
L	HRLY	\$20.90	\$21.53	\$22.17	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71	\$26.48	\$27.27	\$28.09	\$28.93
M	HRLY	\$21.53	\$22.17	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71	\$26.48	\$27.27	\$28.09	\$28.93	\$29.80
N	HRLY	\$22.17	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71	\$26.48	\$27.27	\$28.09	\$28.93	\$29.80	\$30.70
O	HRLY	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71	\$26.48	\$27.27	\$28.09	\$28.93	\$29.80	\$30.70	\$31.62

RANGE													
STEP	RATE	13	14	15	16	17	18	19	20	21	22	23	24
A	HRLY	\$21.53	\$22.17	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71	\$26.48	\$27.27	\$28.09	\$28.93	\$29.80
B	HRLY	\$22.17	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71	\$26.48	\$27.27	\$28.09	\$28.93	\$29.80	\$30.70
C	HRLY	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71	\$26.48	\$27.27	\$28.09	\$28.93	\$29.80	\$30.70	\$31.62
D	HRLY	\$23.53	\$24.23	\$24.96	\$25.71	\$26.48	\$27.27	\$28.09	\$28.93	\$29.80	\$30.70	\$31.62	\$32.56
E	HRLY	\$24.23	\$24.96	\$25.71	\$26.48	\$27.27	\$28.09	\$28.93	\$29.80	\$30.70	\$31.62	\$32.56	\$33.54
F	HRLY	\$24.96	\$25.71	\$26.48	\$27.27	\$28.09	\$28.93	\$29.80	\$30.70	\$31.62	\$32.56	\$33.54	\$34.55
G	HRLY	\$25.71	\$26.48	\$27.27	\$28.09	\$28.93	\$29.80	\$30.70	\$31.62	\$32.56	\$33.54	\$34.55	\$35.58
H	HRLY	\$26.48	\$27.27	\$28.09	\$28.93	\$29.80	\$30.70	\$31.62	\$32.56	\$33.54	\$34.55	\$35.58	\$36.65
I	HRLY	\$27.27	\$28.09	\$28.93	\$29.80	\$30.70	\$31.62	\$32.56	\$33.54	\$34.55	\$35.58	\$36.65	\$37.75
J	HRLY	\$28.09	\$28.93	\$29.80	\$30.70	\$31.62	\$32.56	\$33.54	\$34.55	\$35.58	\$36.65	\$37.75	\$38.88
K	HRLY	\$28.93	\$29.80	\$30.70	\$31.62	\$32.56	\$33.54	\$34.55	\$35.58	\$36.65	\$37.75	\$38.88	\$40.05
L	HRLY	\$29.80	\$30.70	\$31.62	\$32.56	\$33.54	\$34.55	\$35.58	\$36.65	\$37.75	\$38.88	\$40.05	\$41.25
M	HRLY	\$30.70	\$31.62	\$32.56	\$33.54	\$34.55	\$35.58	\$36.65	\$37.75	\$38.88	\$40.05	\$41.25	\$42.49
N	HRLY	\$31.62	\$32.56	\$33.54	\$34.55	\$35.58	\$36.65	\$37.75	\$38.88	\$40.05	\$41.25	\$42.49	\$43.76
O	HRLY	\$32.56	\$33.54	\$34.55	\$35.58	\$36.65	\$37.75	\$38.88	\$40.05	\$41.25	\$42.49	\$43.76	\$45.08

RANGE													
STEP	RATE	25	26	27	28	29	30	31	32	33	34	35	
A	HRLY	\$30.70	\$31.62	\$32.56	\$33.54	\$34.55	\$35.58	\$36.65	\$37.75	\$38.88	\$40.05	\$41.25	
B	HRLY	\$31.62	\$32.56	\$33.54	\$34.55	\$35.58	\$36.65	\$37.75	\$38.88	\$40.05	\$41.25	\$42.49	
C	HRLY	\$32.56	\$33.54	\$34.55	\$35.58	\$36.65	\$37.75	\$38.88	\$40.05	\$41.25	\$42.49	\$43.76	
D	HRLY	\$33.54	\$34.55	\$35.58	\$36.65	\$37.75	\$38.88	\$40.05	\$41.25	\$42.49	\$43.76	\$45.08	
E	HRLY	\$34.55	\$35.58	\$36.65	\$37.75	\$38.88	\$40.05	\$41.25	\$42.49	\$43.76	\$45.08	\$46.43	
F	HRLY	\$35.58	\$36.65	\$37.75	\$38.88	\$40.05	\$41.25	\$42.49	\$43.76	\$45.08	\$46.43	\$47.82	
G	HRLY	\$36.65	\$37.75	\$38.88	\$40.05	\$41.25	\$42.49	\$43.76	\$45.08	\$46.43	\$47.82	\$49.26	
H	HRLY	\$37.75	\$38.88	\$40.05	\$41.25	\$42.49	\$43.76	\$45.08	\$46.43	\$47.82	\$49.26	\$50.73	
I	HRLY	\$38.88	\$40.05	\$41.25	\$42.49	\$43.76	\$45.08	\$46.43	\$47.82	\$49.26	\$50.73	\$52.26	
J	HRLY	\$40.05	\$41.25	\$42.49	\$43.76	\$45.08	\$46.43	\$47.82	\$49.26	\$50.73	\$52.26	\$53.82	
K	HRLY	\$41.25	\$42.49	\$43.76	\$45.08	\$46.43	\$47.82	\$49.26	\$50.73	\$52.26	\$53.82	\$55.44	
L	HRLY	\$42.49	\$43.76	\$45.08	\$46.43	\$47.82	\$49.26	\$50.73	\$52.26	\$53.82	\$55.44	\$57.10	
M	HRLY	\$43.76	\$45.08	\$46.43	\$47.82	\$49.26	\$50.73	\$52.26	\$53.82	\$55.44	\$57.10	\$58.82	
N	HRLY	\$45.08	\$46.43	\$47.82	\$49.26	\$50.73	\$52.26	\$53.82	\$55.44	\$57.10	\$58.82	\$60.58	
O	HRLY	\$46.43	\$47.82	\$49.26	\$50.73	\$52.26	\$53.82	\$55.44	\$57.10	\$58.82	\$60.58	\$62.40	

Appendix C

Extra Pay for Extra Duty Payment Schedule

EPED Position	Points	1 – 3 Yrs	4 – 6 Yrs	7 – 9 Yrs	10+ Yrs
Academic Competition Coordinator - E.S/M.S. (1)	4	\$940	\$964	\$984	\$1,008
Advanced Placement Coordinator – H.S.	6	\$1,410	\$1,446	\$1,476	\$1,512
Auditorium Coordinator	6	\$1,410	\$1,446	\$1,476	\$1,512
Baseball Assistant Coach (3)	6	\$1,410	\$1,446	\$1,476	\$1,512
Baseball Coach (1)	10	\$2,350	\$2,410	\$2,460	\$2,520
Basketball Assistant Coach (4)	6.6	\$1,551	\$1,591	\$1,624	\$1,663
Basketball Coach (2)	11	\$2,585	\$2,651	\$2,706	\$2,772
Basketball Freshman Coach Winter (1)	6.6	\$1,551	\$1,591	\$1,624	\$1,663
Best Buddies - H.S. (2)	5	\$1,175	\$1,205	\$1,230	\$1,260
Bocce Ball Head Coach - Corollary Sports Program (Spring) (1)	3.5	\$823	\$844	\$861	\$882
Bocce Ball Assistant Coach - Corollary Sports Program (Spring) (1)	3	\$705	\$723	\$738	\$756
Bowling Head Coach- Corollary Sports Program (Winter) (1)	3.5	\$823	\$844	\$861	\$882
Bowling Assistant Coach- Corollary Sports Program (Winter) (1)	3	\$705	\$723	\$738	\$756
Cheerleaders (Fall) Assistant Coach (1)	5.9	\$1,387	\$1,422	\$1,451	\$1,487
Cheerleaders (Fall) Coach (1)	9	\$2,115	\$2,169	\$2,214	\$2,268
Cheerleaders (Fall) Freshman Coach (1)	5.9	\$1,387	\$1,422	\$1,451	\$1,487
Cheerleaders (Winter) Assistant Coach (1)	5.9	\$1,387	\$1,422	\$1,451	\$1,487
Cheerleaders (Winter) Freshman Coach (1)	5.9	\$1,387	\$1,422	\$1,451	\$1,487
Cheerleaders (Winter) Coach (1)	9	\$2,115	\$2,169	\$2,214	\$2,268
Chorus Director - Chorus Programs & Competitions - H.S. (1)	11	\$2,585	\$2,651	\$2,706	\$2,772
Chorus Director - Chorus Programs & Competitions - M.S. (1)	10	\$2,350	\$2,410	\$2,460	\$2,520
Class Sponsor, 11th and 12th Grades (2)	10	\$2,350	\$2,410	\$2,460	\$2,520
Class Sponsor, 9th and 10th Grades (2)	10	\$2,350	\$2,410	\$2,460	\$2,520
Cross Country Assistant Coach (2)	6	\$1,410	\$1,446	\$1,476	\$1,512
Cross Country Coach (1)	9	\$2,115	\$2,169	\$2,214	\$2,268
Cycling Coach - Corollary Sports Program (1)	3.5	\$823	\$844	\$861	\$882
Cycling Assistant Coach - Corollary Sports Program (1)	3	\$705	\$723	\$738	\$756
DECA Sponsor - H.S. (1)	5	\$1,175	\$1,205	\$1,230	\$1,260
Destination Imagination - E.S/M.S.	7	\$1,645	\$1,687	\$1,722	\$1,764
Drama Director - M.S. (1)	5	\$1,175	\$1,205	\$1,230	\$1,260
Event Chef - JFCTC (1)	9	\$2,115	\$2,169	\$2,214	\$2,268
Envirothon Sponsor - H.S. (1)	5	\$1,175	\$1,205	\$1,230	\$1,260

EPED Position	Points	1 – 3 Yrs	4 – 6 Yrs	7 – 9 Yrs	10+ Yrs
FBLA Sponsor - M.S. (1)	7	\$1,645	\$1,687	\$1,722	\$1,764
FBLA Sponsor - H.S. (1)	8	\$1,880	\$1,928	\$1,968	\$2,016
Field Hockey Assistant Coach (2)	6	\$1,410	\$1,446	\$1,476	\$1,512
Field Hockey Coach (1)	10	\$2,350	\$2,410	\$2,460	\$2,520
Flags/Majorettes Sponsor (1)	7	\$1,645	\$1,687	\$1,722	\$1,764
Football Assistant Coach (5)	7.2	\$1,692	\$1,735	\$1,771	\$1,814
Football Coach (1)	12	\$2,820	\$2,892	\$2,952	\$3,024
Foreign Language Club Sponsor - H.S. (1)	7	\$1,645	\$1,687	\$1,722	\$1,764
Future Educators - H.S. (1)	5	\$1,175	\$1,205	\$1,230	\$1,260
Future Educators - M.S. (1)	4	\$940	\$964	\$984	\$1,008
Future Farmers of America (FFA) - JFCTC (1)	6	\$1,410	\$1,446	\$1,476	\$1,512
Future Homemakers of America Sponsor (1)	5	\$1,175	\$1,205	\$1,230	\$1,260
Golf Coach (1)	7	\$1,645	\$1,687	\$1,722	\$1,764
Indoor Track (1)	8	\$1,880	\$1,928	\$1,968	\$2,016
Indoor Track, Assistant Coach (2)	6	\$1,410	\$1,446	\$1,476	\$1,512
Intramural Coach - M.S. (12)	4	\$940	\$964	\$984	\$1,008
JROTC Drill Team Assistant Coach - H.S. (1)	7	\$1,645	\$1,687	\$1,722	\$1,764
JROTC Drill Team Head Coach - H.S. (1)	8	\$1,880	\$1,928	\$1,968	\$2,016
Lacrosse Assistant Coach (4)	6	\$1,410	\$1,446	\$1,476	\$1,512
Lacrosse Coach	10	\$2,350	\$2,410	\$2,460	\$2,520
MESA Sponsor - H.S. (1)	5	\$1,175	\$1,205	\$1,230	\$1,260
MESA Sponsor - M.S. (1)	4	\$940	\$964	\$984	\$1,008
MGA/MUN Sponsor - H.S.(1)	6	\$1,410	\$1,446	\$1,476	\$1,512
Mock Trial Sponsor - H.S.(1)	6	\$1,410	\$1,446	\$1,476	\$1,512
Music Programs & Competitions Elementary (1)	5	\$1,175	\$1,205	\$1,230	\$1,260
Musical Programs & Competitions High School (1)	9	\$2,115	\$2,169	\$2,214	\$2,268
Music Programs & Competitions, Middle School (1)	7	\$1,645	\$1,687	\$1,722	\$1,764
Musical Pit Coordinator - H.S. (1)	4	\$940	\$964	\$984	\$1,008
Musical Rehearsal Pianist/Vocal Director - H.S. (1)	6	\$1,410	\$1,446	\$1,476	\$1,512
National Honor Society Advisor - H.S.(1)	9	\$2,115	\$2,169	\$2,214	\$2,268
National Jr. Honor Society Advisor - M.S. (1)	5	\$1,175	\$1,205	\$1,230	\$1,260
Newspaper Advisor (1) - JFCTC	6	\$1,410	\$1,446	\$1,476	\$1,512
Newspaper Sponsor - H.S. (1)	6	\$1,410	\$1,446	\$1,476	\$1,512
Ninth Grade Scholars Sponsor (1)	5	\$1,175	\$1,205	\$1,230	\$1,260
Peer Mediator Sponsor - H.S. (1)	2	\$470	\$482	\$492	\$504
Physics Olympic Team Sponsor - H.S. (1)	4	\$940	\$964	\$984	\$1,008
Pom Pons Coach - H.S. (1)	7	\$1,645	\$1,687	\$1,722	\$1,764
Quadcopter Coach – M.S./H.S.	5	\$1,175	\$1,205	\$1,230	\$1,260
Robotics Team Advisor - JFCTC/GMHS (1)	11	\$2,585	\$2,651	\$2,706	\$2,772

EPED Position	Points	1 – 3 Yrs	4 – 6 Yrs	7 – 9 Yrs	10+ Yrs
SGA/SCA Sponsor - H.S. (1)	14	\$3,290	\$3,374	\$3,444	\$3,528
Science Fair Club Sponsor - M.S./H.S. (1)	5	\$1,175	\$1,205	\$1,230	\$1,260
SkillsUSA Advisor - JFCTC (2)	12	\$2,820	\$2,892	\$2,952	\$3,024
Soccer Assistant Coach (4)	6	\$1,410	\$1,446	\$1,476	\$1,512
Soccer Coach (2)	10	\$2,350	\$2,410	\$2,460	\$2,520
Softball Assistant Coach	6	\$1,410	\$1,446	\$1,476	\$1,512
Softball Coach (1)	10	\$2,350	\$2,410	\$2,460	\$2,520
Strength and Conditioning Coach- (Fall) (1)	9	\$2,115	\$2,169	\$2,214	\$2,268
Strength and Conditioning Coach- (Winter) (1)	9	\$2,115	\$2,169	\$2,214	\$2,268
Student Council Sponsor - M.S. (1)	5	\$1,175	\$1,205	\$1,230	\$1,260
Swimming Assistant Coach (1)	5	\$1,175	\$1,205	\$1,230	\$1,260
Swimming Coach (1)	7	\$1,645	\$1,687	\$1,722	\$1,764
Swimming Head Coach – H.S.	10	\$2,350	\$2,410	\$2,460	\$2,520
Tennis Assistant Coach (1)	6	\$1,410	\$1,446	\$1,476	\$1,512
Tennis Coach (1)	9	\$2,115	\$2,169	\$2,214	\$2,268
Theatre Programs & Competitions	10	\$2,350	\$2,410	\$2,460	\$2,520
Theatre Programs & Competitions, Assistant Director - H.S.	6	\$1,410	\$1,446	\$1,476	\$1,512
Track Assistant Coach (4)	6	\$1,410	\$1,446	\$1,476	\$1,512
Track Coach (2)	10	\$2,350	\$2,410	\$2,460	\$2,520
Tutoring Our Peers (T.O.P.) Sponsor - H.S. (1)	3	\$705	\$723	\$738	\$756
Volleyball Assistant Coach (1)	6	\$1,410	\$1,446	\$1,476	\$1,512
Volleyball Coach (1)	10	\$2,350	\$2,410	\$2,460	\$2,520
Wrestling Assistant Coach (1)	6.6	\$1,551	\$1,591	\$1,624	\$1,663
Wrestling Coach (1)	11	\$2,585	\$2,651	\$2,706	\$2,772
Yearbook Advisor - H.S. (1)	6	\$1,410	\$1,446	\$1,476	\$1,512
Yearbook Advisor - M.S. (1)	4	\$940	\$964	\$984	\$1,008
Yearbook Advisor - E.S. (1)	3	\$705	\$723	\$738	\$756

Appendix D

EASMC, SMASA, and SMCPS Joint Sick Leave Bank and Exchange Operational Guidelines



Joint Sick Leave Bank and Exchange Operational Guidelines

(Revised April 2020)

1. HISTORY AND MAINTENANCE

A Joint Sick Leave Bank for employees was jointly established by representatives of St. Mary's County Public Schools (SMCPS), the Education Association of St. Mary's County (EASMC), and the Collective Education of St. Mary's County (CEASMC) as a result of collective bargaining for the 2002-2003 negotiated agreements.

Through collective bargaining for the 2015-2016 negotiated agreements, CEASMC, EASMC, SMASA, and SMCPS agreed to enhance the Sick Leave Bank by adding an option to exchange sick leave among bank members, resulting in the current Joint Sick Leave Bank and Exchange. The exchange was implemented during the 2015-2016 school year beginning with open enrollment during the month of September 2015. Requests for eligibility to receive sick leave allocations through the exchange are approved by the current Joint Sick Leave Bank and Exchange Approval Committee. In 2017, EASMC and CEASMC merged into one association as EASMC with two units, certificated (EASMC-Certificated) and educational support professionals (EASMC-ESP).

The Joint Sick Leave Bank and Exchange Steering Committee includes the Joint Sick Leave Bank and Exchange Approval Committee; EASMC President/Certificated Designee, EASMC President/ESP Designee, and SMASA Presidents; one SMCPS chief negotiator; one Maryland State Education Association (MSEA) UniServ Director representing EASMC; and one MSEA UniServ Director representing SMASA. The steering committee will meet no less than annually for a Joint Sick Leave Bank and Exchange Procedural Review. If the SMCPS chief negotiator is not a current SMCPS employee, then SMCPS will appoint a designee to participate in the annual review in place of the SMCPS chief negotiator. The purpose of the meeting will be to review Joint Sick Leave Bank and Exchange guidelines and update them if deemed necessary by the majority of the review attendees.

The latest approved operational guidelines will be available on the SMCPS, EASMC, and SMASA web sites, and in the appendices of the EASMC, EASMC-ESP, and SMASA negotiated agreements. Employees desiring to apply for Joint Sick Leave Bank and Exchange benefits should request an SMCPS Joint Sick Leave Bank and Exchange Request and Waiver of Medical Records form from the SMCPS Department of Human Resources.

2. MEMBERSHIP

2.1 Membership Eligibility

Participation in the Joint Sick Leave Bank and Exchange is on a voluntary basis. Joint Sick Leave Bank and Exchange benefits are available to all SMCPs employees who are eligible to earn leave and have an accrued leave balance (consisting of sick, personal or annual leave) of at least ten (10) days, with a minimum of five (5) days of accrued sick leave. Pre-allocated leave, acquired hours and compensatory time will not be considered for purposes of membership eligibility. New employees may elect to enroll in the Joint Sick Leave Bank and Exchange within 30 calendar days of initial employment (if they have at least one day of sick leave to donate, regardless of their date of employment) or during the open enrollment held annually from August 15 – September 15.

The purpose of the Joint Sick Leave Bank and Exchange is to allow continuation of salary and benefits for the employee. The Joint Sick Leave Bank and Exchange operates independently and is not governed by and does not impact the employee's rights under the Family and Medical Leave Act (FMLA). The use of leave allocated under the Joint Sick Leave Bank and Exchange does not guarantee that an employee will maintain his or her position.

2.2 Membership Enrollment

Employees may elect to enroll in the Joint Sick Leave Bank and Exchange within 30 calendar days of initial employment or during the open enrollment in September. Employees returning from a leave of absence in the following school year who were not previously members of the Joint Sick Leave Bank and Exchange may enroll within 30 days of their date of return. SMCPs will indicate on each employee's personal pay statement whether or not that employee is a member of the Joint Sick Leave Bank and Exchange.

2.3 Required Leave Contributions for Members

In order to participate in the Joint Sick Leave Bank and Exchange, an employee must contribute one day of sick leave to the bank. In order to remain a member, an employee must contribute an additional day of sick leave to the bank each time there is a replenishment request (see Paragraph 7.2, Ongoing Donations, below). Donated sick leave will not be returned. All members who utilize Sick Leave Bank benefits in a given year will be required to donate one day back to the bank from the sick days they are granted in the following school year.

2.4 Membership Cancellation

Members may cancel membership in or opt out of the Joint Sick Leave Bank and Exchange by sending a written notice to the Department of Human Resources or by choosing not to donate another day during a replenishment request.

3. SICK LEAVE BANK BENEFITS

3.1 Sick Leave Bank Benefits Waiting Period

Employees who have been employed by SMCPs for a year or more must be enrolled in the Joint Sick Leave Bank and Exchange for a period of three months prior to receiving Sick Leave Bank benefits. Employees who have been employed by SMCPs for less than a year are exempt from the three-month waiting period requirement.

3.2 Sick Leave Bank Benefits Eligibility

Sick Leave Bank days may be awarded to Joint Sick Leave Bank and Exchange members for use on regularly scheduled duty days for temporarily incapacitating and debilitating personal illness, injury, or quarantine **of the member** that is not likely to result in permanent disability of that employee. In order to be eligible for sick leave bank benefits, a member must qualify for approved leave under personal illness. Terminal illness of the employee is a covered benefit if the employee is filing for disability retirement through Maryland State Retirement Agency. Once an employee is eligible for disability retirement, all Joint Sick Leave Bank and Exchange benefits will cease.

The purpose of the Joint Sick Leave Bank and Exchange is to allow continuation of salary and benefits for the employee. The Joint Sick Leave Bank and Exchange operates independently and is not governed by and does not impact the employee's rights under the FMLA. The use of leave allocated under the Joint Sick Leave Bank and Exchange does not guarantee that an employee will maintain his or her position.

3.3 Sick Leave Bank Benefit Exclusions

Exclusions from Sick Leave Bank benefits include but are not limited to the following.

- a. Any illness, injury, or quarantine of anyone other than the Joint Sick Leave Bank and Exchange member.
- b. Any employee eligible for Worker's Compensation is not eligible for Sick Leave Bank benefits.
- c. Once an employee is eligible for disability retirement, all Joint Sick Leave Bank and Exchange benefits will cease.
- d. An employee who at the time of Joint Sick Leave Bank and Exchange application is on an approved leave of absence, suspended, or terminated from SMCPS is not eligible for Joint Sick Leave Bank and Exchange benefits.
- e. Normal pregnancies and childbirth are not considered eligible reasons for Sick Leave Bank benefits.
- f. Members with available accumulated leave (Examples: sick, personal, annual, compensatory time, etc.) are not eligible for Joint Sick Leave Bank and Exchange benefits. Members must use all accumulated leave (Examples: sick, personal, annual, compensatory time, etc.) before being eligible for awards from the bank. **Members eligible for direct sick leave exchange from other employees must exhaust those options first. (Refer to the appropriate negotiated agreement: EASMC-ESP Article 8.3, f, 1, 6th bullet – EASMC Article VIII, C, 1, a, 6 – SMASA Article VIII, C, 1, a, 4.)**
- g. Donated Sick Leave Bank days granted in one school year cannot be carried over and used in a subsequent school year. Unused Sick Leave Bank days will be returned to the bank.
- h. A member who is receiving benefits from the Joint Sick Leave Bank and Exchange may not work secondary employment. A member who is receiving benefits from the Joint Sick Leave Bank and Exchange may not perform actions contrary to the limitations set forth in the medical documentation provided in the application and supporting documents. To do so may result in disciplinary action, immediate termination of Joint Sick Leave Bank and Exchange benefits, and/or revocation of any previously granted days.

3.4 Leave Limits

The maximum number of Sick Leave Bank days available per employee per school year is 60 days with a maximum of no more than 120 days in any five-year period. Leave donations for other than full-time members will be proportionate to the hours worked of the individual requesting leave. Utilization will conform to the appropriate negotiated agreements. Total salary and Joint Sick Leave Bank and Exchange benefits shall not exceed a member's annual SMCPs salary.

4. **SICK LEAVE EXCHANGE BENEFITS**

4.1 Sick Leave Exchange Benefits Waiting Period

Excluding the requirement to utilize any available leave to the employee, there is no waiting period to request Sick Leave Exchange benefits.

4.2 Sick Leave Exchange Benefits Eligibility

Sick Leave Exchange days may be awarded to Joint Sick Leave Bank and Exchange members for use on regularly scheduled duty days for (1) temporarily incapacitating and debilitating personal illness, injury, or quarantine **of the member** that is not likely to result in permanent disability of that employee or (2) to allow the member to care for an immediate family member (adopted, foster, or natural child, grandchild, parent, brother, sister, spouse/life partner, or anyone who has lived regularly in the household) facing temporarily incapacitating and debilitating personal illness, injury, terminal illness or quarantine. In order to be eligible for Sick Leave Bank benefits, a member must qualify for approved leave under personal illness.

The purpose of the Joint Sick Leave Bank and Exchange is to allow continuation of salary and benefits for the employee. The Joint Sick Leave Bank and Exchange operates independently and is not governed by and does not impact the employee's rights under the FMLA. The use of leave allocated under the Joint Sick Leave Bank and Exchange does not guarantee that an employee will maintain his or her position.

4.3 Sick Leave Exchange Benefit Exclusions

Exclusions from Sick Leave Exchange benefits include but are not limited to the following.

- a. Employees may not request Sick Leave Exchange benefits to care for anyone other than themselves or immediate family members (adopted, foster, or natural child, grandchild, parent, brother, sister, spouse/life partner, or anyone who has lived regularly in the household).
- b. Any employee eligible for Worker's Compensation is not eligible for Sick Leave Exchange benefits.
- c. Once an employee is eligible for disability retirement, all Joint Sick Leave Bank and Exchange benefits will cease.
- d. An employee who at the time of Joint Sick Leave Bank and Exchange application is on an approved leave of absence, suspended, or terminated from SMCPs is not eligible for Joint Sick Leave Bank and Exchange benefits.
- i. Members with available accumulated leave (Examples: sick, personal, annual, compensatory time, etc.) are not eligible for Joint Sick Leave Bank and Exchange benefits.

Members must use all available accumulated leave (Examples: sick, personal, annual, compensatory time, etc.) before being eligible for awards from the bank. **Members eligible for direct sick leave exchange from other employees must exhaust those options first. (Refer to the appropriate negotiated agreement: EASMC-ESP Article 8.3, f, 1, 6th bullet – EASMC Article VIII, C, 1, a, 6 – SMASA Article VIII, C, 1, a, 4.)**

- e. Donated sick leave exchange days, once granted, cannot be returned to the donor and remain available to the employee for use for the purposes stated in the application form until June 30 of that year, but shall not be applied to the sick leave balance reported at time of retirement, termination or resignation. All unused Sick Leave Exchange days not utilized by the employee by June 30 for the purposes stated in the application form shall be transferred to the Sick Leave Bank.
- f. A member who is receiving benefits from the Joint Sick Leave Bank and Exchange may not work secondary employment. A member who is receiving benefits from the Joint Sick Leave Bank and Exchange may not perform actions contrary to the limitations set forth in the medical documentation provided in the application and supporting documents. To do so may result in disciplinary action, immediate termination of Joint Sick Leave Bank and Exchange benefits. And/or revocation of any previously granted days.

4.4 Leave Limits

The maximum number of Sick Leave Exchange days available per employee per school year is 30 days if the employee has also been granted Sick Leave Bank days. The maximum number of Sick Leave Exchange days available per employee per school year is 60 days if the employee was ineligible for Sick Leave Bank days but is eligible for Sick Leave Exchange Days. The maximum number of Sick Leave Exchange days that an employee may receive is no more than 120 in any five-year period. The maximum combined total of Sick Leave Bank and Exchange days is limited to 180 days in any five-year period. Leave donations for other than full-time members will be proportionate to the hours worked of the individual requesting leave. Utilization will conform to the appropriate negotiated agreements. Total salary and Joint Sick Leave Bank and Exchange benefits shall not exceed a member's annual SMCPSS salary.

5. APPLICATION REQUIREMENTS

5.1 Application Timeline

When possible, all leave requests should be made within the 30 calendar days prior to the first date Joint Sick Leave Bank and Exchange usage is requested. (In extreme and unusual cases, an exception for retroactive days may be approved.)

5.2 Required Documentation

Requests for and allocation of sick leave days shall be in full day increments. A complete SMCPSS Joint Sick Leave Bank and Exchange Request and Waiver of Medical Records form must be submitted prior to consideration of a request. If the request for Sick Leave Exchange is to care for an immediate family member, the family member must also sign a waiver allowing SMCPSS to access medical records necessary to make a determination of benefits. Among other information, this form must include the following.

- History of the illness
- Date the illness began or that treatment was first administered.

- A diagnosis and prognosis
- The physician’s signature and stamp
- Any other related information that supports the benefits eligibility
- Detailed plan of treatment including any prescribed medications or therapies
- Anticipated return to work release date

5.3 Ethics

Any violation, withholding of information, or false representation of information may result in disciplinary action or termination of Joint Sick Leave Bank and Exchange benefits and may require repayment.

6. **APPLICATION REVIEW**

6.1 Joint Sick Leave Bank and Exchange Approval Committee Members

The Joint Sick Leave Bank and Exchange Approval Committee will be comprised of a representative of the Department of Human Resources, one SMASA representative appointed by the SMASA President, two EASMC-Certificated representatives appointed by the EASMC President, two EASMC-ESP representatives appointed by the EASMC President, and one non-voting member who would be the Supervisor of Health Services or an SMCPDS registered nurse. The respective organizations will submit the name of their appointees annually on July 1 to the Superintendent. One of the SMCPDS appointees and one of the EASMC-Certificated, EASMC-ESP, or SMASA appointees will serve as co-chairpersons, as determined by the Joint Sick Leave Bank and Exchange Committee. The respective presidents will appoint replacements. All parties recognize that due to the personal and sensitive nature of sick leave donation review, the complete confidentiality by the Joint Sick Leave Bank and Exchange Approval Committee members is essential. All correspondence pertaining to the Joint Sick Leave Bank and Exchange will be issued by the Director of Human Resources. A quorum of the committee will be four members and will be required to make official decisions relative to leave requests.

6.2 Joint Sick Leave Bank and Exchange Approval Review Process

The six-member Joint Sick Leave Bank and Exchange Approval Committee will review all applications for the donation of sick leave in accordance with the following process. The Joint Sick Leave Bank and Exchange Approval Committee will meet regularly each month to consider any complete application packages that have been received. The Joint Sick Leave Bank and Exchange Approval Committee will meet regularly each month to consider any complete application packages that have been received. The Joint Sick Leave Bank and Exchange co-chairperson or designee to contact the physician(s) who provided the necessary documentation. The committee may also confer with the SMCPDS Insurance Specialist. The committee may also review and request additional documentation during the course of the eligibility period. Decision of the committee will be by consensus.

6.3 Final Decision

The Joint Sick Leave Bank and Exchange Approval Committee’s decision and reason will be communicated in writing to the employee within seven business days following the decision of the Joint Sick Leave Bank and Exchange Approval Committee. The decision of the Joint Sick Leave Bank and Exchange Approval Committee is final. **There is no process to appeal a decision of the Joint Sick Leave Bank and Exchange Approval Committee.** If employees believe it would be advantageous, they may reapply with additional information within 15 days of the notice of denial

for the same condition considered in the original application. If leave is granted, allocation will be equal to the normal workday of the individual requesting leave. Utilization will conform to the appropriate negotiated agreements.

7. MAINTENANCE OF JOINT SICK LEAVE BANK AND EXCHANGE

7.1 Initial Donations

New employees may elect to join the Joint Sick Leave Bank and Exchange within 30 calendar days of initial employment or during the open enrollment in September. Joint Sick Leave Bank and Exchange membership requires an initial donation of one sick leave day per member. To participate, current employees (those not new to SMCPS) must have at least 10 days of accrued sick leave. New Joint Sick Leave Bank and Exchange members cannot be asked to donate more than one sick leave day in their initial year of enrollment.

7.2 Ongoing Donations

When the Joint Sick Leave Bank and Exchange balance drops to 25% of the membership, then EASMC-Certificated, EASMC-ESP, SMASA and SMCPS representatives will convene to review the status of the bank and determine if a request for replenishment is necessary.

7.2.1 Replenishment

If the sick leave bank needs to be replenished, all members will be requested to donate an additional day. Members with a current sick leave balance of at least 100 days may contribute a maximum of two days during open enrollment or a request to replenish the sick leave bank. Members with a current sick leave balance of at least 200 days may contribute a maximum of three days during open enrollment or a request to replenish the sick leave bank. Members who cannot or do not donate another day during a replenishment request will be removed from Joint Sick Leave Bank and Exchange membership. A Joint Sick Leave Bank and Exchange member returning from a leave of absence has 30 days to make the required donation to maintain Joint Sick Leave Bank and Exchange membership.

7.2.2 Repayment

Members who utilized Sick Leave Bank benefits in a given year will be required to donate one day back to the bank from the new sick days they are granted by SMCPS in the following school year. Members who cannot or do not donate another day during the following year will be removed from Joint Sick Leave Bank and Exchange membership.

7.2.3 Voluntary Donations

Employees with a current sick leave balance of at least 100 days may contribute a maximum of two (2) days during open enrollment or a request to replenish the sick leave bank. Employees with a current sick leave balance of at least 200 days may contribute a maximum of three (3) days during open enrollment or a request to replenish the sick leave bank. Current Joint Sick Leave Bank and Exchange Members, at time of retirement, may contribute no more than ten days of their current sick leave balance to the sick leave bank.

Appendix E

Stipend Payment Schedule

Stipend	Amount
Administrative Office Personnel Liaison	\$ 1,400
CPR/AED/FA Training Instructor	\$820
Energy Coordinator	\$500
Game Manager – H.S.	\$800
MGA/MUN/MC Sponsor - Organizational Committee	\$2,600
MTSS/PBIS Team Leader	\$500
Robotics Club Advisor	\$400
School Wellness Coordinator	\$300
Webmaster Elementary	\$300
Webmaster Middle	\$600
Webmaster High	\$800
Teacher-in-Charge	2250
High School Department Chair (working with 3-5 staff)	\$1,000
Middle School Department Chair (working with 3-5 staff)	\$1,000
Elementary School Primary (PreK-2) Chair (working with 3-5 staff)	\$1,000
Elementary School Intermediate (3-5) Chair (working with 3-5 staff)	\$1,000
Special Education Department Chair (working with 3-5 staff)	\$1,000
High School Department Chair or Team Lead (working with 6-10 staff)	\$1,200
Middle School Department Chair or Teal Lead (working with 6-10 staff)	1200
Department Chair (working with 11 or more staff)	\$1,400
Mentor of Certificated Teachers (1 mentee)	\$700
Mentors of Certificated Teachers (each additional mentee)	\$300
MD Certified School Psychologist Mentor of School Psychologist Intern	\$2,250

Appendix F

Mobile Phone Allocation

The following categories of employees will be provided an annual mobile phone allocation as defined in 11.12 above.

Category or Position	Mobile Phone Allocation Amount
Assistant Building Service Manager	\$400
Building Service Manager	\$400
Department of Information Technology	\$400
Pupil Personnel Worker	\$500

Appendix G

Placement on Salary Scale

Effective July 1, 2020 - Placement on EASMC Certificated or EASMC ESP Salary Schedules

New Hires

1. Except for JROTC instructors and Professional Technical Education (PTE) instructors, employees hired by the Board will be credited with verified related previous experience as compared to the job description and placed accordingly on the appropriate step and range of the applicable salary scale for the assignment based on a 1:1 ratio of years of experience to steps, as determined by the Board.
2. JROTC instructors & PTE instructors hired by the Board will be credited with verified related previous experience as compared to the job description (active military experience for JROTC instructors and industry-specific experience for PTE instructors) and placed accordingly on the appropriate step and range of the applicable salary scale for the assignment based on a 2-to-1 ratio of years of experience to steps, as determined by the Board. JROTC instructors' placement on the salary scale shall comply with the Minimum Instructor Pay (MIP) required by Cadet Command.

EASMC ESP Unit - Movement between Ranges

The value of the employee's salary will be computed based on the number of months of the new assignment and the number of hours worked per day for the new assignment, as compared to their current assignment to obtain the hourly wage equivalent. Based on this hourly wage equivalent, employees moving up or down ranges within the EASMC-ESP scale shall be placed on the salary scale utilizing the one method below that results in the highest employee salary.

1. Employees moving up ranges shall be placed at the next highest step, plus one step. Employees moving down ranges shall be placed at the next lower step, minus one step. (Does not apply to employees changing ranges due solely to obtaining advanced credentials. Ex: Para I moving to Para II due to passing the ParaPro assessment. Instead, these employees shall maintain their step on the salary scale).
2. Employees moving from one position classification to another position classification for which they have previous verified experience in the new position classification (as determined by the Board and not previously included in original placement) shall have their previous verified experience for the new position be used for the calculation of placement on the salary scale.
3. Employees who have moved to a higher placement and decide to return to their previous placement, will be placed on the appropriate scale/range at the step where they would have otherwise been had they not accepted the last assignment change.

EASMC Certificated Unit - Movement between Ranges

Employees moving between ranges due to additional credits earned or changes in certification shall maintain their step on the salary scale.

Movement from Another SMCPs Bargaining Unit

1. A current SMCPs Education Support Professional (ESP) Unit employee who is hired by the Board as a certificated teacher shall be granted service credit for up to ten years of ESP experience with SMCPs for the purpose of placement on the teacher's salary scale. For every two years of Education Support Professional service to the Board, the employee shall be given one step credit on the teacher's salary scale (a maximum of five step credits based on a maximum of ten years of Board Education Support Professional service).
2. A current SMCPs employee in either the EASMC Certificated Unit or the Administrative and Supervisory Unit moving to an EASMC-ESP position shall receive one step on the EASMC-ESP salary scale for every year of verified certificated/licensed full-time school-system work experience, or previous verified experience in the new position classification (as determined by the Board and not previously included in their original salary placement), whichever is higher.
3. A current SMCPs employee in the Administrative and Supervisory Unit moving to an EASMC-ESP or EASMC Certificated Unit position shall receive one step on the EASMC-ESP or EASMC Certificated Unit salary scale for every year of verified certificated/licensed full-time school-system work experience.

If the Superintendent determines that a salary placement does not meet any of the above criteria, the Superintendent and EASMC shall meet to reach consensus on salary placements prior to the employee's placement in a new position.

Appendix H
Record of Changes

**Agreement Between
The Education Association of St. Mary's County
for Education Support Professionals
and
The Board of Education of St. Mary's County
July 1, 2023 – June 30, 2024
Record of Change**

Change Sequence	Date	Original Pages	Reference	Summary of Changes