

AGREEMENT

between

**THE CALVERT ASSOCIATION OF
EDUCATIONAL SUPPORT STAFF**

and

**THE BOARD OF EDUCATION OF
CALVERT COUNTY**

July 1, 2024 to June 30, 2028

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ARTICLE 1
Recognition & Definitions

Section 1 - Recognition

1. The Board of Education of Calvert County, hereinafter referred to as the "Board" or "employer" or "CCPS", recognizes the Calvert Association of Educational Support Staff, Inc., hereinafter referred to as "CAESS," or "Association" as the sole and exclusive negotiating agent for all non-certificated employees within the unit defined herein with regard to salaries, wages, hours, and other working conditions.
2. The bargaining unit shall include all educational support personnel except for management personnel with supervisor, director, or superintendent in their titles, confidential employees who have access to or assist in the preparation of information relating to negotiations with employee organizations, and employees who are hired under specific grants that may or may not be funded from year to year. Non full-time employees will be permitted to purchase group health, dental, prescription drug and vision insurance coverage at full premium cost.

Section 2 - Definitions

1. Non-supervisory employee includes any person who does not direct the work of other employees.
2. Supervisory employee includes any person who responsibly directs the work of other employees.
3. Confidential employee: includes individuals whose employment responsibilities require knowledge of the public school employer's posture in the collective negotiation process. CAESS will be provided a list of confidential employees annually, or whenever an interim addition/deletion occurs. This list shall be available in the Department of Human Resources.
4. Full-time employee: An individual regularly scheduled to work a normal work day during a normal work week for not less than 180 days per fiscal year or at least 1080 hours per year.
5. Normal work day: The normal work day, excluding the meal period, for a full-time support staff employee is:
Maintenance and Operations 8 hours
Building services manager and assistant manager 8 hours
Secretaries, human resources associate, and clerical 7 hours, 7.5 hours or 8 hours
Instructional assistant, network administrator, specialist in Food Services, transportation specialist, programmer analyst, computer technician I, network manager, cued speech transliterator, computer programmer, junior network engineer, Medicaid assistant, data entry clerk, IEP clerk, typist/captionist, braille transcriber, applications specialist, nurse specialist, staff accountant, financial analyst, registered nurse, and licensed practical nurse, behavior technician, bus assistants*, before and after childcare directors 7 hours
Safety advocate, computer technician, transportation assistant/driver trainer 8 hours
Building services worker 8 hours
In-school intervention assistant 7 hours or 8 hours
Food service 6 hours, 6.5 hours or 7 hours
Before and after childcare employees 6 hours or 7 hours
Certified athletic trainer Flexible hours based on athletic schedule, 40 hours per week
*Full-time bus assistants whose actual daily route time is less than their work day will be assigned additional clerical or instructional duties for the remainder of their work day.
6. Meal Period - The meal period for all full-time educational support staff shall be a minimum of 30 continuous, duty free minutes. Buildings will schedule regular meal periods. Employees may leave the school premises during their lunch period upon signing out in the appropriate location.
7. Normal Work Week: There are five (5) normal work days within a normal work week, Monday through Friday, except for the designated weeks during the summer where the work schedule is comprised of four (4) extended hours work days.

8. Overtime: All work up to forty (40) hours will be compensated for at the regular hourly rate. Work in excess of forty (40) hours will be compensated at one and one-half the regular hourly rate. Employees shall have the option of choosing either paid time or compensatory time. If paid time is chosen and preapproved by the employee's immediate supervisor, the appropriate timesheet should be submitted to Payroll for payment. If compensatory time is chosen and preapproved by the employee's immediate supervisor, the appropriate compensatory time form should be completed and submitted to Payroll for processing of accrual. Compensatory time balances will be viewable in the CCPS personnel/payroll information system. An employee who has accumulated forty (40) hours of compensatory time shall receive pay for any additional compensatory work beyond forty (40) hours. Every reasonable attempt will be made to allow employees to use accumulated compensatory time as soon after it is earned as possible. Any time an employee is called back to the job site an employee shall be paid a minimum of two (2) hours. Compensation on Sunday shall be at the rate of one and one-half times the employee's hourly wage, unless the employee is regularly scheduled to work on Sunday. Holiday compensation shall be at the rate of two times the employee's hourly wage. The following will be considered holidays: Christmas Eve (unless it is a regularly scheduled workday), Christmas Day, New Year's Eve Day, New Year's Day, Easter Sunday, Memorial Day, July 4th, Labor Day, and Thanksgiving Day.

When schools and Board offices are closed, employees who are required to work in the event of inclement weather, as determined by the Superintendent or his/her designee, shall submit timesheets to receive pay or compensatory time for time worked and will be paid one and one-half times their normal salary rate. No employees will be required to work while CODE WHITE is in effect, until such time that the Superintendent or designee downgrades the code. However, in the case of shelter coverage, employees may be required, at double their normal hourly rate, to work during CODE WHITE to provide county emergency support but are expected to be in the safety of the facility during that time.

9. Permanent Employee: An individual employed to fulfill duties of a recurring nature which tend to perpetuate the need for a regularly assigned employee, and who has successfully completed a stated probationary period. Permanent employees are normally assigned on a ten (10) month, an eleven (11) month, or a twelve (12) month basis.
10. Probationary Employee: All educational support personnel appointments shall be for a probationary period of one (1) year. A meeting to review performance shall be held during the first six (6) months of the employee's probationary period. An employee, during the probationary period, may be terminated from employment by the Department of Human Resources by giving the employee two (2) weeks' notice. The two (2) weeks' notice of termination shall not apply in cases of summary discharge for cause. All cases of summary discharge will be reviewed by the Department of Human Resources prior to issuance of summary discharge.
11. Seniority: Seniority shall be defined as length of service with the Calvert County Public Schools. It shall become effective one year following initial employment but shall become retroactive to the first date of employment. For part-time employees, seniority shall be retroactive to the first day of part-time employment with the calculation of seniority based on full-time equivalent. Approved leaves of absence will neither count toward years of service for seniority purposes, nor be considered a break in service.
12. Job category shall be defined as the general classification of positions within which specific job types are included, i.e., maintenance, building service, food service, instructional assistant, secretary, nurse and bus assistant.
13. Job type shall be defined as a specific group of positions within a job category distinguishable from other groups by virtue of qualifications and duties, i.e. carpenter, plumber, technician, building services worker, food service worker.
14. Days shall mean working days in accordance with the CCPS calendar for 12-month employees.

Article 2
Superintendent and School Board Authority

Subject to the terms and conditions of this agreement and to the provisions of the Public School Laws of Maryland, it shall be the exclusive function of the Board of Education and the Superintendent to determine the mission of the county public education system and to operate the affairs and direct the personnel of the system in all aspects, including but not limited to the standard of service to be offered; the efficiency of administration; the methods, means and personnel by which such operations are to be conducted, the hiring, assignment, or transfer of employees, the right to discipline, and to take whatever action and issue rules, policies, procedures and regulations necessary to carry out the mission of the county public education system for which they are responsible and which is entrusted to them.

Article 3 Grievance and Arbitration Procedures

Section 1 - Definitions

1. A "grievance" shall mean a written statement submitted under the cover of a jointly approved form, by a grievant, that a controversy, dispute or disagreement of any kind or character exists arising out of or in any way involving interpretation or application of the terms of this agreement.
2. A grievant is the person, persons, or CAESS making the claim.
3. Days shall mean working days in accordance with the CCPS calendar for 12-month employees.

Section 2 - Procedure and Steps

Within twenty (20) days following occurrence or first knowledge of the act or condition which is the basis of the complaint, the grievant may file a grievance with the school principal or his/her immediate supervisor, or such grievance shall be deemed to be waived. All written and printed matter dealing with the processing of a grievance shall be filed separately from the Department of Human Resources personnel file of the grievant. Grievances shall not be amended during the grievance process without mutual consent of both parties.

CCPS will provide information, upon request, related to the grievance as soon as practicable but no later than thirty (30) days from the date of request. This provision does not prohibit CCPS from gathering and presenting additional evidence as the grievance process progresses.

Step 1

The school principal and/or his/her designated representative, or the immediate supervisor and/or his/her designated representative shall have twenty (20) days to give a written decision after receipt of the grievance. Failure of the appropriate administrator to respond within the time limitations established in this section shall enable the grievant to proceed to the next step.

Step 2

If the grievance is not settled in Step 1, the grievant may appeal it to Step 2 by written notice to the Superintendent of Schools within ten (10) days after the employer's Step 1 answer. The Superintendent and/or his/her designated representative shall have ten (10) days to give a written decision after receipt of the grievance. Failure of the appropriate administrator to respond within the time limitations established in this section shall enable the grievant to proceed to the next step.

Arbitration Procedure

Any grievance concerning the alleged violation, misinterpretation or misapplication of any provision of this agreement that has been properly processed through Steps 1 and 2 of the grievance procedure as set forth above and has not been settled or waived, may be appealed to arbitration by CAESS by serving written notice on the Board within twenty (20) days after the Superintendent's answer at Step 2 of the said grievance procedure. If CAESS fails to serve such notice of its intention to arbitrate within this time limitation, it shall be deemed to have waived the arbitration and the grievance shall be considered settled.

Other Provisions

1. Selection of Arbitrator

If CAESS and the Board are unable to agree upon the selection of an arbitrator within seven (7) days after CAESS notice of appeal to arbitration, either party (upon written notice to the other party) shall request the American Arbitration Association to furnish a list of not less than nine (9) arbitrators, one of whom shall be designated by the parties as the arbitrator of the grievance. If either party fails to request the list from the American Arbitration Association within a forty (40) day time period from the date CAESS informs the Board of its intent to appeal to arbitration, their right to arbitration shall be deemed waived. Selection shall be made by the parties alternately striking any name from the list until only one name remains. The final name remaining who is available to serve shall be the arbitrator of the grievance.

2. Jurisdiction of Arbitration

The jurisdiction and authority of the arbitrator of the grievance and his/her opinion and award shall be confined to the provisions of this agreement as issued between CAESS and the Board. He/she shall have no authority to add to, alter, amend or modify any provision of this agreement. The arbitrator's authority shall include the authority initially to determine any issue raised regarding this jurisdiction, subject only to judicial stay or intervention. The arbitrator shall not hear or decide more than one grievance without the mutual consent of the

Board and CAESS. The award in writing of the arbitrator, except if set aside by a court of competent jurisdiction, shall be final and binding on the aggrieved employee or employees, CAESS and the Board.

3. Arbitration Expenses

CAESS and the Board shall each 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 him or her.

4. Released Time

Released time shall be provided for all participants in arbitration hearings, including the grievant, CAESS representatives, and witnesses. The intent of this item is to ensure that release time is kept to a minimum amount necessary.

5. In the event that the grievance is filed by CAESS, CAESS will provide the Board with the information sufficient to investigate the alleged violation including, where necessary and appropriate, names and places.

6. The Association may submit any intended class action grievance to the Superintendent or designee. The Superintendent shall rule within five (5) days if any other administrator has the authority to resolve the grievance. If no other administrator has the authority to resolve the grievance, the Superintendent or designee shall within ten (10) days from the initial submission of the grievance respond or the Association shall be free to seek arbitration of the grievance.

Section 3 - CAESS Representation

All employees shall have the right to CAESS representation at each step of the grievance procedure.

Formal grievances utilizing this procedure may only be submitted with the consent of the Association. No grievance may be submitted to arbitration without the consent of, and representation by, CAESS.

Section 4 - No Reprisals

No reprisals shall be invoked against any employee for processing a grievance or participating in any way in the grievance procedure.

Article 4

CAESS Responsibilities and Rights

- 4.1 CAESS shall serve as the organization which represents all eligible educational support staff through which the employees express their views on policy recommendations relative to conditions, salaries, and general welfare of employees.
- 4.2 CAESS shall have the right to use school facilities for non-commercial purposes as approved in advance by the principal or building supervisor. CAESS shall bear the cost of overtime payment to building services workers, if such custodial services are necessary.
- 4.3 CAESS shall have the right to distribute official materials to educational support staff members through the interoffice mail so long as it does not interfere with the distribution of the materials of the school system. At such time as employees have CCPS supplied electronic mailboxes, CAESS will have the right to send messages to those boxes. All CAESS materials distributed must be identified and approved by the CAESS president or his/her designee before distribution.
- 4.4 A copy of this Agreement shall be made available to each employee. CCPS will post the Agreement on the Calvertnet website within thirty (30) days following ratification by both parties. All newly hired employees will be given a copy of the Agreement by the Department of Human Resources as a part of the employment procedure. Employees may request a printed copy of this Agreement from the Department of Human Resources outside of the employment procedure. CAESS may supply CCPS with copies of a brochure to be distributed to all new hires at orientation providing them with information about the benefits of membership in the Association.
- 4.5 CCPS shall provide CAESS with an electronic file listing of all educational support staff employees in August within five (5) business days upon completion of annual salary updates, in January, and upon request, up to two (2) additional times per school year. This list shall include the employee's name, position, home address, personal home/cell phone numbers (if available), work email address, job location, full-time equivalency, contract year, hours worked per day, hourly rate of pay, and current dues deduction amount. CCPS has five (5) business days to fulfill the request. Such information shall not be used for commercial purposes. A report of changes to the educational support staff roster will be given to CAESS on a monthly basis.
- 4.6 CCPS shall notify the Association regarding the scheduled processing of new or returning employees ten (10) days prior or as soon as practicable. In the event that ten (10) days prior notice is not provided for the scheduled meeting and the Association is unable to attend, the Association shall be allowed to meet with the employee during their duty day for up to fifteen (15) minutes. The Association shall be entitled to one-to-one and/or small group meetings with employees during or immediately following their intake session. Non-participation of the Association shall in no way delay an employee's start date.

An MOU will be created for CCPS and CAESS to form a joint committee by October 2024 to include two CAESS representatives to gather input on improvements to the employee intake process.
- 4.7 There shall be a bulletin board area reserved for CAESS in each school and/or worksite, with location to be approved by the principal or director, for the purpose of displaying its official notices, circulars, and other such materials.
- 4.8 Duly authorized representatives of the Association shall be permitted to meet with educational support employees during their duty-free meal period and before or after the duty day in the staff lounge or other areas designated by administration.
- 4.9 CAESS officers and/or representatives shall be permitted to draw upon a pool of thirty (30) paid days for use in CAESS business. Any additional leave will require the approval of the Superintendent/designee in advance and satisfactory arrangements for substitutes and any necessary substitute expense shall be borne by CAESS. The use of the aforementioned leave shall require the approval of the president of the Association or his/her designee. Association leave will not be used for joint CAESS/CCPS committees, CCPS-sponsored committees requiring CAESS participation, and joint CAESS/CCPS negotiation sessions (excluding preparation time and planning meetings). CAESS shall be allowed to carry over up to ten (10) unused association leave days that may be applied to the fiscal year when negotiations are held, not to exceed forty (40) total days during the negotiations year.
- 4.10 CCPS agrees to deduct membership dues for the Calvert Association of Educational Support Staff from the unit members' pay. The Calvert Association of Educational Support Staff will deliver to CCPS forms signed by the unit members voluntarily authorizing CCPS to deduct from their salary membership dues in the Calvert Association of Educational Support Staff, the Maryland State Education Association, and the National

Education Association. The deductions shall be made in twenty (20) equal installments, beginning with the salary checks issued on or about September 15 of each year. This authorization to deduct membership dues shall be valid as long as such employees are employed in the Calvert County Public Schools, unless an employee provides written notice of his/her intent to discontinue membership to the Association. The employee must submit letters or email correspondence to the Association between August 1 and August 31. The Association shall notify the CCPS Department of Finance in writing on or before September 1 of any members that have served notice to halt deduction of their dues. In case of resignation within a school year, the balance due that year will be deducted from the employee's final salary check. CCPS will not be responsible for payment of union dues when an employee's final pay is not sufficient to cover the remaining balance due.

- 4.11 The rights and/or privileges granted to CAESS in this article will not be granted to any other employee organization during the terms of this agreement.
- 4.12 The Board shall be indemnified and saved harmless against any and all claims, demands, suits or any other forms of liability that shall arise 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 policy, or in reliance on any list, notice or assignment furnished under any provision.
- 4.13 There will be no reprisal of any kind taken against any employee by reason of his/her membership in the Association or participation in any of its activities.
- 4.14 The Association shall have the opportunity to meet regularly with the Superintendent to discuss issues of mutual interest. The parties agree to make their best efforts to meet monthly.
- 4.15 CCPS agrees to the Association having the right to a full-time released president with the Association paying the salary and benefit costs. The president, upon return to CCPS, is guaranteed to continue his/her salary scale equivalent to the position they occupied prior to their leave. The Association agrees to provide notice to CCPS by April 1 if it will exercise this option for the following fiscal year.
- 4.16 Job descriptions for new support staff positions will be sent to the Association prior to posting. The Superintendent or designee reserves the right to determine all final job descriptions.

Article 5 Employment and Assignment

- 5.1 The Superintendent or designated representatives shall determine all educational support staff positions and appoint educational support staff to carry out the mission of the Board of Education. They shall assign employees to positions as deemed necessary and transfer them as required subject to the terms and conditions of this agreement and to the provisions of the Public School Laws of Maryland.
- 5.2 An employee who is transferred to a position of the same job type shall be paid at not less than the rate held at the time of transfer.
- 5.3 Should an employee apply for and accept a lower paying position, his/her rate of pay in the new position shall be based on the index the employee was on in his/her previous assignment. If an employee returns to a lower paying position, the employee's steps shall not be reduced from their step placement had they remained in that position.
- 5.4 Job-related experience, as compared to the duties and responsibilities in the job description, must be verifiable and shall be awarded at the discretion of the Superintendent or designee. The appropriate form for application for job-related experience shall be provided during new employee processing or orientation. Credit will be given for no more than ten (10) years of verifiable experience for employees hired after June 30, 1995.
- 5.5 An employee who is required to perform the duties of a higher paying position for five (5) or more non-consecutive full workdays in the same assignment within a consecutive two week period, shall be paid at the rate of one and one-half (1 1/2) times the employee's hourly rate not to exceed the rate of pay for the higher paying position from the salary scales in this agreement. This pay differential shall be retroactive to the first day of coverage.
- 5.6 While first ensuring adequate staff coverage and a safe working environment, the administrator/supervisor or designee will work with employees to provide reasonable time each day for employees to address personal needs and provide a respite from their duties.
- 5.7 Except for emergencies, no instructional assistant and in-school intervention assistant shall be required to substitute for a teacher.
- Instructional assistants may be used to cover when a teacher or substitute teacher is not in the classroom, excluding those times when instructional assistants are delivering interventions or working with students as assigned by the classroom teacher. Every reasonable attempt will be made to limit the length of coverage during the day. Instructional assistants will not be used to cover classes so that another employee may leave early except in emergency situations.
- An instructional assistant who is required to cover or substitute for any teacher for ninety (90) minutes or more in a work day, shall be paid the current non-degreed substitute hourly rate, in addition to his/her regular salary for the entire coverage period on that day.
- An in-school intervention assistant who is required to cover or substitute for any teacher for ninety (90) minutes or more in a workday, shall be paid the current non-degreed substitute hourly rate in addition to his/her regular salary for the entire coverage period unless the ISI program at the school had no students scheduled on the day and time when the coverage occurred.
- Secretaries, building service, food service, health service, maintenance, and other support employees not identified above shall not be used to cover or substitute for a teacher or to perform lunch duty, hall duty or bus duty, except in emergency situations.
- Emergency shall refer to a condition or situation which could not have been anticipated under normal circumstances.
- 5.8 Support staff shall have access to appropriate technology and a designated location to complete their assigned duties and to adhere to conditions of their employment.
- 5.9 In the event an employee's assignment changes for the following school year, the principal or immediate supervisor will provide preliminary notice to the employee no later than July 15. It is explicitly understood that this item does not diminish the authority of the Superintendent or designee to assign staff as needed pursuant to Section 6-201(b) of the Education Article.

Article 6 Separation from Service

6.1 Voluntary:

Any employee intending to resign should give ten (10) working days written notice to his/her immediate supervisor.

- A. Resignation - Should an employee give ten (10) working days or more of written notice, regarding his/her intended resignation, his/her file shall be noted "Resigned."
- B. Quit, Insufficient Notice - Should the employee fail to give ten (10) working days written notice, and should the Superintendent or designee not see fit to approve a shorter period due to extenuating circumstances, the employee's file shall be noted "Quit, With Insufficient Notice Given to Employer."
- C. Quit, Without Notice - Should an employee be absent from work for five (5) consecutive work days without notifying his/her supervisor or the Department of Human Resources as to the reason for the absence, he/she shall be considered as having "Quit Without Notice" and his/her file so noted. The Department of Human Resources shall have the authority to waive this provision or reinstate such an employee if they feel circumstances were such as to make it impossible for the employee to notify his/her immediate supervisor.

6.2 Reduction in Force

- A. Definition – Reduction in force (RIF) shall be defined as the termination of an employee or reduction in time worked because of one or more of the following reasons:
 - 1. Budget allocations
 - 2. Decreased pupil enrollment
 - 3. Discontinuation or reduction of State or Federal funding for special programs
 - 4. Consolidation or closing of a school(s)
 - 5. Discontinuation of certain courses of instruction
 - 6. Administrative reorganization
- B. Procedures - The following procedures will be followed in a reduction in force of classified personnel:
 - 1. CCPS will notify the Association a minimum of twenty (20) days prior to any reduction in force except in emergency situations. Emergency shall refer to a condition or situation which could not have been anticipated under normal circumstances.
 - 2. No employee will be terminated by virtue of his/her position being abolished if a probationary employee currently holds the same type of position.
 - 3. When no probationary employee is currently holding the same type of position, employees will be terminated based on qualifications and satisfactory performance evaluations, and with all things being equal, on seniority (length of service in the Calvert County Public Schools).
 - 4. CCPS shall provide thirty-five (35) calendar days written notice to all affected employees of any potential reduction in force.
- C. Recall
 - 1. Permanent employees whose employment has been terminated as a result of a reduction in force shall be re-employed in cases where future vacancies develop in positions for which they are qualified. The employee who was released most recently being eligible for the first vacancy.
 - 2. Recall privileges shall exist for a one (1) year period from the official date of termination due to reduction in force.
 - 3. Recalled employees shall be allowed ten (10) workdays from the official date of recall to respond and ten (10) workdays after response to report to work.
 - 4. Any recalled employee shall resume employment with the salary, index, and seniority which

said employee had at the time of termination. Upon recall, all sick leave and unreimbursed annual leave shall be restored in the amount credited at the time of termination.

5. If an employee has been recalled and rejects the offer of a position, the employee shall be deemed to have waived his/her right to recall status.

Article 7 Employee Rights

- 7.1 No material related to an employee's conduct, or service, character or personality shall be placed in his/her personnel file unless justified and it is signed by the person submitting the information. The employee shall be given the opportunity to acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he/she has read the material to be filed and does not necessarily indicate agreement with its contents. No such material shall be used in a hearing against an employee unless opportunity for such a review has been afforded. An employee's refusal to sign will be noted by an administrator and a witness.

Any material related to an employee's conduct or service, shall not be placed in his/her personnel file unless the following statement is added to the material before the employee signs:

"The signature of the employee does not imply that the employee is agreeing to the contents of the material, but that he/she has read the material."

The employee shall have the right to answer any material filed and his/her answer shall be attached to the file copy.

An employee shall be permitted, by appointment, to examine his/her personnel file except for employment references. There shall be no separate personnel files that are not open for inspection by the employee.

An employee's personnel file shall be open to inspection only by those persons whose official or legal responsibilities require such inspection.

- 7.2 Disciplinary action or measures shall consist of: verbal warning, written warning, written reprimand, suspension and termination. Where possible, progressive discipline is to be utilized; however, where the offense is deemed to be of gross enough nature, the preceding steps may be waived include disciplinary action up to and including termination by the Superintendent. No disciplinary action shall be taken except for just cause. No permanent employee shall be subjected to suspension or termination without being informed of the reason(s) and afforded an opportunity to give an oral response. Such employee who has been subjected to any disciplinary action or measure by the Superintendent or designee shall have, at a minimum, the right to file an appeal to the Board under Section 4-205(c) of the Annotated Code of Maryland if filed within thirty (30) days after the suspension or termination decision is rendered.

Employees accused of misconduct in office, following the Administration's initial investigation of a reported incident, have the right to request that an Association representative and/or legal counsel be present at any subsequent meeting with the Administration that he/she has been advised will result in suspension or discharge. If an employee exercises his/her right for representation at this step, the employee bears the sole responsibility of notifying the Association representative and/or legal counsel. Following the completion of an investigation and prior to any disciplinary meeting, CCPS will provide the employee with the nature of allegations against the employee as permitted by law. The Association representative and/or legal counsel will make himself/herself available to meet within two duty days from the time the employee was advised of the need to meet for the above reasons. In the event the Association representative and/or legal counsel fails to appear at the scheduled date and time, the meeting shall proceed without him/her.

It is expressly understood and agreed that this provision is not intended to and does not apply to any or all meetings between employee and supervisory or administrative staff which are related to or are part of the evaluation of employee competence or any other investigation or consideration by the administration of employee competence.

It is further expressly agreed and understood that this provision is also not intended to apply to situations involving aggravated employee misconduct where the best interests of the school system require immediate paid suspension/administrative leave of the employee. The employee involved in immediate paid suspension/administrative leave has the right to request that an Association representative and/or legal counsel be present in all subsequent meetings regarding the immediate paid suspension/administrative leave. The employee will be provided written notice of the nature of the allegations resulting in their immediate paid suspension/administrative leave no later than the next available work day following their removal.

- 7.3 Following receipt of a written reprimand for misconduct, an employee may request a meeting with their administrator and/or supervisor, and Association representative and/or legal counsel for the purpose of which is to clarify the expectations for change pursuant to the written reprimand.

- 7.4 CCPS values the professional development and training of support employees. When determined to be appropriate and in alignment with the employee's job responsibilities by the employee's supervisor, professional leave for the employee may be approved by the supervisor.
- A. On or before July 15, representatives from CAESS and CCPS will meet to plan up to seven (7) hours of professional development opportunities for employees for the upcoming school year. Such professional development opportunities will be planned collaboratively and include topics of interest from both parties.
 - B. Employees, who by contract are not scheduled to work at the time of the above professional development opportunities, with preapproval by their immediate supervisor, who complete professional development under this item beyond their contractual days will be paid at their regular hourly rate and must submit timesheets accordingly.
 - C. Any training in new technology and/or software shall be conducted during contracted hours.
 - D. An MOU will be created for CCPS and CAESS to form a committee to develop a professional development plan during the 2024-2025 school year for CAESS employees for the 2025-2026, 2026-2027, and 2027-2028 school years.
- 7.5 CCPS shall give each employee a copy of his/her job description upon their employment, and the employee and CAESS will be notified by email of the updated job description and all current job descriptions will be posted and maintained on the Calvertnet website.
- 7.6 There shall be an opportunity to have at least one (1) CAESS member on every school improvement team. In any building site where a site-based decision committee exists, there shall be an opportunity to have at least one (1) CAESS member on the committee.
- 7.7 No employee shall be required to handle any object suspected of being a bomb or similar device. Employees shall not be used to search for a suspected bomb or similar device.
- 7.8 Employees new to their position shall be given training/orientation as it applies to their specific job throughout their probationary period.
- 7.9 The online system-required compliance training will be available by August 1. Employees will be required to complete the training prior to the first student day. Immediate supervisors will designate specific dates and three hours and fifteen minutes (3.25) of time for employees to complete the training during August. Employees may complete the training offsite during the designated time with supervisor notification.
- 7.10 In the event it is found that an employee is incorrectly assigned to a scale and/or step, the employee will be held harmless from any overpayment that may have occurred, the employee's placement on step and scale will be adjusted accordingly, and the employee's future pays will be based on the correct scale and/or step. Any employee whose compensation is currently frozen due to past practice for correcting scale and/or step placement errors will be governed by the placement at the time the error was discovered.
- 7.11 CCPS and the Association shall comply with the provisions of the Public School Laws of Maryland, which renders unlawful discrimination with regard to race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information.
- 7.12 A witness shall be present whenever an employee is required to diaper or assist with toileting a student except in emergency situations.
- 7.13 Calvert County Public Schools will take reasonable steps to provide a safe working environment and shall collaborate with CAESS in an effort to address safety concerns that are brought to its attention.
- 7.14 Whenever possible, instructional assistant, building services worker, food service worker, and secretary positions vacant for more than four (4) weeks shall be filled by a substitute until a qualified candidate has been obtained, hired, and placed.
- 7.15 Support staff employees will be provided with an individual, secure area/space for the purpose of storing personal belongings, as requested.
- 7.16 Support staff who are asked to interpret or sign during the duty day and outside of assigned duties will be paid an additional ten (10) dollars per hour.
- 7.17 Support staff shall not be required to secure their own substitutes; however, they must report leave per CCPS procedures.

- 7.18 School principals shall make a good faith effort to provide reasonable time for instructional assistants to prepare for interventions and to collaborate with team members.
- 7.19 The employee who provides back-up coverage to the health room shall receive specialized training and a stipend of \$300 per year. If more than one employee takes on this role, the stipend will be split between the employees.

Article 8 Evaluation

- 8.1 Educational support staff shall be evaluated at least once every two years and informed of the quality of their work.
 - A. An employee whose evaluation is less than satisfactory will be evaluated no later than the following fiscal year.
 - B. In any year in which the employee is not evaluated, the employee's performance shall be considered satisfactory.
- 8.2 An employee's performance may be evaluated at any time during the school year if deemed necessary by the administrator/supervisor and specific performance deficiencies are documented in writing. However, at least thirty (30) days prior to any evaluation rating of "unsatisfactory" or "needs improvement", the supervisor must confer with the employee, identify areas of weakness, and provide recommendations for improvement in writing.
- 8.3 An evaluation conference shall be held between the principal/department head or his/her designee and the permanent employee by May 31. During the conference, the employee shall review, sign, and receive a copy of the written evaluation. The employee's signature does not indicate agreement with the evaluation. The employee shall have the right to attach written comments and reactions to the permanent evaluation report, within ten days of the evaluation conference. Written comments submitted to the Director of Human Resources will be included in the online employee evaluation database no later than five (5) duty days after receipt.
- 8.4 In case of an unsatisfactory performance, the supervisor is responsible to determine the areas needing improvement and to make written recommendations for improvement.
- 8.5 When complaints regarding an employee are to be used as part of the evaluation of that employee or are otherwise submitted to an employee's supervisor, such complaint will be promptly investigated and called to the attention of the employee. Upon notification of such complaint, the employee will have an opportunity to review/receive a copy of the written complaint(s). The employee will be given the opportunity to respond to and/or rebut such complaint and will have the right to be represented by the Association and counsel at any meeting or conference between the employee and supervisor regarding such complaint. In non-emergency situations, two (2) work days' notice shall be given for such meetings. A complaint is a negative comment or inquiry regarding behavior of an employee by a person not in the employ of the school system, or not acting in the role of employee if employed by Calvert County Public Schools. The complaint may be oral or written. Prior to the start of an investigation, the employee will be informed of the nature of the complaint. Upon request, the employee will be provided written notification of the known allegations against him/her.
- 8.6 The personal life of a support staff employee shall be the concern of and warrant the attention of Calvert County Public Schools (CCPS) only as it may directly prevent the employee from properly performing his/her assigned functions during the duty day and/or negatively impact normal operations in the workplace.

Article 9 Transfer

9.1 Application for Non-Promotional Vacancy

- A. A permanent (non-probationary) support staff employee who wants to be considered for assignment to another building or department where a non-promotional vacancy in the same job type exists shall be required to apply for the position using the CCPS online application system. If any internal applicant is not selected for a non-promotional vacancy, the Director of Human Resources or his/her designee will, upon request, provide verbal feedback to any employee not selected for a position.
- B. Part-time employees may apply for a full-time, non-promotional vacancy in the same job type during their probationary period.
- C. Prior to the filling of any vacancy, permanent employees who have applied in a timely manner and meet the minimum posted qualifications and possess the knowledge, abilities, and/or skills of a position shall be invited to interview with the supervisor of the position for which the vacancy exists. More than one attempt will be made to contact the applicant to schedule an interview. If any permanent classified employee applying for a vacant position is as qualified as any other applicant for the position based on the interview process, the permanent classified employee will be given preference in the filling of the vacancy.
- D. If an employee voluntarily applies for a posted vacancy and accepts the position, the employee is not eligible to apply for a non-promotional vacancy for a period of nine (9) months.
- E. An employee who is scheduled to interview for a non-promotional vacancy within CCPS during his/her assigned workday shall not have their accrued leave decremented. When possible, the employee will attempt to schedule an interview outside of their assigned work time, and the employee will minimize the time away from his/her regular work assignment before and after the scheduled interview.

9.2 Involuntary Transfer

- A. Except in emergencies, a classified employee involuntarily transferred shall be notified in person and in writing no less than two (2) weeks in advance of the intended transfer and shall have the opportunity to discuss such transfer. Emergency shall refer to an unforeseen occurrence or combination of circumstances which calls for immediate action or remedy.
- B. When the necessity for transfer is caused by a need to reduce the number of positions in a particular classification or job category in a school or department, qualifications, including training and satisfactory performance evaluations, and with all things being equal, seniority will be used for determining which employee(s) are transferred. Before an employee is involuntarily transferred, volunteers who have followed procedures outlined in Section 1.A. will be given first consideration for transfer. With all other factors substantially equal, and in the best interest of the school system, seniority will be used as the basis for determining which employee(s) are transferred if the position cannot be filled by volunteers.
- C. When new school(s) are scheduled to open and any or all support positions are to be filled by transfers from other schools or departments, the positions created by the new schools shall be posted no later than March 1. An employee desiring to transfer must submit his/her request for transfer by April 1. Before an employee is involuntarily transferred, volunteers will be given consideration based on Section 1 above. Qualifications, including training and satisfactory performance evaluations, and with all things being equal, seniority will be used as the basis for determining which employee(s) are transferred if the position cannot be filled by volunteers.

Article 10 Promotions

- 10.1 Notice of vacancies for educational support positions shall be posted on the CCPS electronic application system and an email copy of the same be sent to the Association. Vacancy postings shall reference electronic copies of job descriptions and qualifications available on the Calvertnet website.
- 10.2 CCPS declares its support of a policy of filling regular promotional vacancies, whenever reasonably possible, from within its own county school system. Whenever a regular vacancy arises during the school year, the Department of Human Resources shall promptly post a notice of same for a minimum of eight (8) calendar days on the Calvertnet website before interviews occur and the position is filled. The Department of Human Resources will notify the Association of the posting. Job postings will not occur within two duty days preceding and during winter and spring recess. No position shall be filled on a regular basis for eight (8) calendar days following this notification. Among such applicants, both within and outside the county school system, if experience, competency, qualifications, and evaluations are relatively equal, the applicant with the greatest length of service in the county school system shall receive the preference.
- 10.3 The posting of these positions will be done at least eight (8) calendar days prior to the selection of a successful candidate.
- 10.4 Current employees of the Calvert County Public Schools shall be given consideration for promotional vacancies when they meet the job qualifications.
- 10.5 Whenever an employee is promoted, placement on the pay schedule will be the higher of the following:
 - A. Step one (1) of the new grade on the salary schedule or seven (7) percent more than the employee would have received had he/she remained in his/her current position rounded up to the nearest salary step reflected on the new grade. In the event the employee is promoted to a position requiring a greater number of work days, the employee's current pay rate will be prorated accordingly before determining placement on the scale.
 - B. In instances where an 8-hour employee receives a promotion to a 7-hour position, the employee's annual pay will remain at the current pay until the pay rate in the new position increases the employee's annual pay.
- 10.6 Employees who accept a promotion shall not be required to carry out the duties of the former position while transitioning to the new position. The transition period will begin no later than two (2) weeks after accepting the position.
- 10.7 This article shall not be subject to the arbitration provisions of this agreement unless there is an alleged violation of the procedural posting requirements. Any allegation that the Superintendent's action is arbitrary, unreasonable or illegal with regard to race, color, religion, gender, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information must be processed as a 4-205(c)(3) appeal.
- 10.8 An employee who is scheduled to interview for a promotion within CCPS during his/her assigned workday shall not have their accrued leave decremented. The employee will minimize the time away from his/her regular work assignment before and after the scheduled interview.

Article 11
School-Based Labor Management Meetings

- 11.1 The Association shall select its own representatives for a Labor Management Committee for each school/site. Committees shall have representation of no more than three (3) members representing CAESS. CCPS shall select the representatives of local school administration for each school/site. Committees shall have no more than three (3) members representing local school administration.
- 11.2 The Labor Management Committee shall be scheduled to meet with the principal/supervisor of the school/site once per calendar month of the school year. Dates for the labor management meetings should be set at the beginning of the year with the school administration. By mutual agreement, the monthly meeting may be rescheduled or waived. It is the responsibility of CAESS to initiate these meetings.
- 11.3 Labor Management Committees are responsible for creating their own ground rules and governing procedures not specifically delineated in this Agreement should they be deemed necessary by one or both parties.
- 11.4 It shall be the sole responsibility of CAESS representatives to prepare the agenda for meetings and notes following meetings. CAESS may provide advance notice of the agenda to local administrators to provide time to conduct research or otherwise prepare for a meeting.
- 11.5 It is recognized that either party may initiate a topic not on the agenda provided the other party concurs that it is of emergent nature.
- 11.6 Written notes from meetings may be shared with the membership of CAESS as appropriate upon the prior approval of their accuracy from the principal. The approval of minutes shall not be arbitrarily or capriciously delayed or denied. All minutes shall only reflect what occurred during the said meeting.
- 11.7 Audio recording shall not be permitted during Labor Management Committee meetings.
- 11.8 Labor Management Committee meetings are not formal contract negotiations and cannot add to, subtract from, or otherwise modify the terms of this Agreement.
- 11.9 It is expressly understood that Labor Management Committee meetings shall not be regularly held during regularly scheduled work time. CAESS members shall not be entitled to workshop pay or per diem for attendance of Labor Management Committee meetings.
- 11.10 The parties recognize that while issues that may also be addressed through the grievance procedure may be discussed at Labor Management Committee meetings, these meetings are not a substitute for the grievance procedure. Grievances that have already been filed with the designated individual shall not be discussed during Labor Management Committee meetings.
- 11.11 Issues that cannot be resolved at local Labor Management Committee meetings may be raised by CAESS with the Superintendent at the monthly meeting.

Article 12
Inclement Weather and Local/State/National Emergency

All twelve-month educational support staff employees shall report to work as directed on days when schools are closed due to inclement weather or local/state/national emergency pursuant to the Superintendent's administrative procedures. There may be some occasions when all school offices will be closed. When all administrative offices and school offices are closed, employees designated by the Superintendent or his/her designee must report to work. CCPS will work to ensure the safety of said employees.

When schools are closed early due to inclement weather, building services workers shall have the opportunity to report to work early at the time designated by the principal or his/her designee. The assistant building services manager must coordinate his/her schedule in order to properly secure the building following work completion by all building services workers.

When the opening of schools is delayed due to inclement weather or local/state/national emergency, all twelve-month educational support staff employees who are designated as emergency personnel as indicated above will report to work as directed.

When the opening of schools is delayed due to inclement weather or local/state/national emergency, all twelve-month educational support staff employees who are not designated as emergency personnel as indicated above may report up to one (1) hour late.

12-month employees will not be required to make-up days designated as either Code Red or Code White, unless the system opens on a previously closed day for all employees.

Article 13 Contract Year

The contract year for full-time twelve (12) month employees of the Board of Education shall be 245 days. The contract year for all eleven (11) month educational support staff shall be 210 days, ten (10) month educational support staff contract year shall be 190 days, except for cafeteria personnel who are employed 183 days or 184 days and bus assistants who are employed 183 days.

In order to fulfill their job responsibilities regarding student records, registration, and immunizations, nurses may be required to work up to a maximum of twenty-one (21) additional hours per year not to exceed forty (40) work hours in a given work week. The nurses will work with their building administrators to schedule this additional work time. Employees will be compensated at their regular hourly rate of pay.

**Article 14
Leaves**

- 14.1 Annual Leave: Only twelve (12) month full-time employees earn annual leave which is accrued monthly.
- A. An employee is not entitled to use annual leave until they have been employed for a continuous period of 90 calendar days from the date of the initial appointment.
 - B. A twelve (12) month employee shall earn annual leave according to years of service completed with the Calvert County Public Schools on the employee's anniversary date as follows:

<u>Full-Time Employee</u>	<u>Half-Time Employee</u>
Upon hire: 12 work days	2.5 work days, non-accruing
1 st Day of 5 th Year: 18 work days	
1 st day of 17 th Year: 22 work days	
1 st day of 26 th Year: 24 work days	

- C. No more than forty (40) days of annual leave shall be carried over into a succeeding year. On September 1 of each year, all annual leave days in excess of forty (40) days shall be transferred to the employee's sick leave accumulation.

Employees will be compensated for no more than forty (40) days of annual leave upon separation of service.

Employees with 20 or more years of service with CCPS may carry over up to fifty (50) days of annual leave, and may cash out up to fifty (50) days of annual leave upon separation.

- D. Annual leave requests shall be made in advance and will not be denied unless the immediate supervisor feels the operation of the school/department will be adversely affected and/or an emergency situation exists. Emergency shall refer to an unforeseen occurrence or combination of circumstances which calls for immediate action or remedy.

- 14.2 Sick Leave - Sick leave, with pay, will be provided for employees who work the normal work day as follows:

Schedule	No. Mos. Employee	Min. Work Days	Sick Leave Allowed Per Year
Full-time	12	245	12
	11	210	11
	10	180	10
*Half-time	12	245	6
	11	210	5.5
	10	180	5

*Half-time employees must work a minimum one-half of the hours per day of a regular full-time assignment to be entitled to paid leave.

- A. Sick leave to be accrued during the current year is available for use on the first day of employment.
- B. The total amount of unused sick leave that may be accumulated shall be unlimited.
- C. If CCPS has reasonable cause to believe that an employee's health would be endangered by continued employment, CCPS may require the employee to obtain a physician's certificate from the Board's physician relating to the employee's health at the Board's expense.
- D. The Superintendent or designee may require the employee to furnish a doctor's certificate of illness whenever there is reasonable cause to believe that an absence that exceeds three (3) days is not due to a bona fide illness or when an established pattern of leave usage has occurred.
- E. Sick leave may be used for personal illness, illness in the family or dental and medical appointments which cannot be made outside of working hours.
- F. Upon written request, CCPS shall advance sick leave days which will be charged against subsequent sick leave accrual, provided that the employee has exhausted all accrued leave and the number of days advanced will not exceed ten (10) days. An employee who has a deficit in sick leave shall not be

advanced sick leave. Advanced sick leave will not be applied retroactively to absences that occurred prior to the approval date. An employee, upon termination of service with CCPS, who has any sick leave indebtedness, shall have the amount of such indebtedness deducted from the final pay check(s).

- G. When an employee exceeds the total sick leave days accrued, they shall have deducted their per diem rate of pay for each additional day of absence.
- H. The right of the employee to family and medical leave shall be as set forth in the Family Medical Leave Act of 1993 and Board Policy 6019.
- I. Workers' Compensation
 - i. An employee who sustains an accidental personal injury or occupational disease arising out of and in the course of assigned duties and whose claim is ruled to be compensable under the Workers' Compensation Laws of Maryland shall be approved for a leave of absence for up to thirty-five (35), consecutive or intermittent duty days with full salary as long as the employee is eligible for temporary total disability and is covered under Workers' Compensation. The employee agrees to remit to the Board all Workers' Compensation payments for temporary disability received during this period or the district will withhold the funds from the subsequent paycheck(s).
 - ii. After thirty-five (35) duty days, employees who still qualify for disability payments will receive only the Workers' Compensation payments for temporary disability.
 - iii. An employee's accrued leave will not be charged during the periods identified in 14.2.1.i and 14.2.1.ii or the day the injury occurred.
 - iv. CCPS will continue to pay its share of the employee's health insurance premium cost during periods identified in 14.2.1.i and 14.2.1.ii
 - v. Upon report of the injury, the employee will be provided paper directions to the electronic Worker's Compensation Claimant form. Upon request, a paper copy of the Claimant form will be provided to the employee.
- J. An MOU will be created to allocate a one-time addition of five (5) days of sick leave to current and active bargaining unit members who were employed by CCPS during the full 2020-2021 and 2021-2022 school years and have maintained employment with CCPS. Part-time employees will be given five (5) days based on the amount of hours they work.

14.3 CCPS will provide assault leave pursuant to §6-111 of the Education Article and the related local Board policy and procedures.

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

Employees are eligible for the following bereavement leave:

- A. Not more than five (5) working days of absence with pay shall be allowed for each death in the immediate family, including child, stepchild, parent, father-in-law, mother-in-law, grandchild, stepparent, brother, sister, spouse, or any person who has lived regularly in the household of the employee.
- B. Not more than three (3) working days of absence with pay shall be allowed for pregnancy loss due to miscarriage or termination of pregnancy for medical reasons.
- C. Not more than two (2) working days of absence with pay shall be allowed for the death of a grandparent, son-in-law, daughter-in-law, aunt, uncle, niece, or nephew.
- D. Not more than one (1) working day of absence with pay shall be allowed for the death of a great-grandparent, great-grandchild, brother-in-law, or sister-in-law.
- E. If the deceased is an ex-spouse and/or ex-in-law and there are children between the parties, two (2) days leave may be allowed. One day must be used on the day of the funeral.
- F. Should an employee be required to travel out-of-state for funeral or other bereavement related matters, other available leave may be used to extend the time allotted. This use of leave shall not be denied.
- G. Should an employee be named executor of an estate for those relatives listed above, he/she may

elect to use one (1) of the bereavement leave days in performance of this responsibility. The employee may use any other leave time accumulated for this matter. This leave shall not, within reasonable limits, be denied.

- H. Bereavement leave does not need to be taken in consecutive work days.
- I. Upon written request from an employee stating the circumstances for other bereavement-related matters which make such leave necessary, the Superintendent or designee may authorize the use of accrued sick, personal, annual leave or compensatory time. If the employee has exhausted all accrued leave, then upon written request, the Superintendent or designee may authorize additional leave days.

14.5 Personal business leave will be provided based on the table below. Such leave will be granted to the employee by the immediate supervisor if the request is made in advance. No reason for the request shall be required and leave shall not be denied unless a substantial number of employees in the same job category within the school and/or school system have previously elected the same day. Any unused personal business leave will be added to the employee's sick leave. Employees who are not full-time employees must work a minimum of one-half of the hours per day of a regular full-time assignment to be entitled to personal business leave.

Years of Experience with CCPS	Annual Personal Leave Allotment	Annual Maximum Accrual
Upon hire	3 days	4 days
1 st day of 16 th Year	4 days	5 days
1 st Day of 26 th Year	5 days	5 days

Unused personal leave as of September 1 in excess of the maximum accrual will be rolled to sick leave.

14.6 Leave for Jury Duty

- A. Employees shall be granted leave with pay for jury duty. Employees on jury duty shall be paid their regular compensation, provided appropriate documentation from the courts is submitted to the employee's supervisor.
- B. When an employee who is on jury duty is excused by the court on their scheduled work day, the employee shall promptly report to work.

14.7 Maternity and Adoption Leave

- A. A permanent employee shall, upon request, be granted a leave of absence for maternity/paternity without pay or increment as deemed necessary. In the event the employee plans to request an extension of said leave, the employee shall make the request to the Board at least thirty (30) days in advance of termination of their initial leave of absence. Said leave may be extended up to one (1) full year with Board approval.
- B. A permanent employee shall, upon request, be granted a leave of absence for adoption intent. The period of leave shall commence when the child is physically turned over to the employee-parent. Such leave shall be without pay or increment. The Board may extend the leave up to one (1) full year upon written request of the employee with at least thirty (30) days' notice.
- C. To the extent permitted by law or as permitted by the insurance contract, employees on an approved leave of absence without pay shall be afforded the opportunity to continue payments towards insurance programs. The employee must pay in advance at least one (1) month of the full cost for any such benefit.

14.8 An employee who is subpoenaed as a witness in a civil or criminal case or is asked to appear as a witness for the Board with or without a subpoena shall be granted paid leave for that period of time he/she is unable to report to work. Application for such leave must be made in advance and submitted with a copy of the subpoena. An employee who is appearing as a witness for the Board shall not be charged any leave.

14.9 School Involvement: Employees who are parents and/or guardians 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 accrued personal leave, annual leave, compensatory time for this purpose. Except in cases of emergency, the employee will request such leave at least one week in advance.

14.10 Other leaves of absence without pay may be granted by the Superintendent for good reason. Employees returning from such leaves will be placed in the first available vacancy in the type of position that they held at the time the leave of absence was granted.

To the extent permitted by law or as permitted by the insurance contract, employees on an approved leave of absence without pay shall be afforded the opportunity to continue payments towards insurance programs. The employee must pay in advance, at least one (1) month, the full cost for any such benefits.

- 14.11 An employee sick leave transfer process will be available for all employees who have exhausted all of their accrued sick leave, annual leave, and all but two days of personal leave, and:
- A. Who experience a medically documented incapacitating or catastrophic illness, injury or quarantine, and/or who has a spouse, child, or parent who experiences a medically documented incapacitating or catastrophic illness, injury, or is under quarantine.
 - i. The maximum number of days that an eligible individual may receive from transfer may not exceed the specified duration per a doctor's note and no more than a total of seventy (70) of his or her work days each fiscal year or the number of work days remaining in the fiscal year for the employee, whichever is less. In the event that an employee receives less than the aforementioned maximum in their initial transfer request, the employee may make additional transfer requests during the same fiscal year up to the aforementioned maximum provided the employee remains eligible for the sick leave transfer process.
 - ii. The contributing employee must have at least fifteen (15) days of accrued sick leave following the transfer.
 - iii. Any employee who has been deemed ineligible for sick leave transfer has the right to appeal the initial decision to the Superintendent or designee and may be represented by the Association during the appeal process.
 - iv. Donated sick leave will be credited to the recipient's sick leave balance as soon as practicable upon approval by the Department of Human Resources, and will be reflected on the recipient's pay check stub in accordance to payroll deadlines. The leave will be available for the recipient to use as he/she would use his/her normal sick leave.
 - v. Sick leave will be donated in whole days only, with a minimum donation of one (1) day, but it may be used in increments as normal sick leave.
 - B. Who are pregnant and who qualify for maternity leave. They are eligible for up to 60 days or transferred sick leave. This language will sunset when the Time to Care Act (TTCA) becomes effective. 14.11Aii-v apply.
- 14.12 Employees who have a child graduating from a CCPS high school shall be charged no more than five (5) hours of leave on the day of graduation.
- 14.13 CCPS and CAESS will form a joint committee by July 1, 2024 to develop implementation requirements for the Time to Care Act (TTCA).
- 14.14 Employees with ten (10) or more years of experience earned in Calvert County Public Schools shall be allowed to convert one day of sick leave per school year, to be used as personal leave when all personal leave has been exhausted. Converted leave cannot be applied retroactively.
- 14.15 In the event the MSEA Fall Conference falls on a non-student day, employees will receive approved professional leave to attend the Maryland State Education Association (MSEA) Fall Conference provided they submit proof of conference attendance to their supervisor upon their return.
- In the event the MSEA Fall Conference falls on a student day, the CAESS President will submit to the Superintendent or designee, in advance, a list of up to fifteen (15) employees requesting professional leave to attend the Maryland State Education Association (MSEA) Fall Conference. Employees approved to attend will submit proof of conference attendance to their supervisor upon their return.

Article 15
Fringe Benefits

- 15.1 A. CCPS shall offer three health insurance programs: a traditional plan, a BlueChoice Advantage plan, and an HMO plan. A new employee hired on or after July 1, 2001, may not enroll in the Traditional plan for the duration of this contract. Details for the health insurance plans can be found in the current CCPS Health Benefits Options booklet.
- B. Contributions for employee health insurance costs will be calculated on a pre-tax basis to the extent allowed by law.
- C. The projected dollar amount of premium cost increase reflects an agreed upon percentage of the premium costs and shall be included in the terms of this agreement. In all three plans, the employee will pay 10% of the Individual Plan premium cost, 20% of the Family 2-Employees Plan premium cost, and 28% of the Self/Child, Self/Spouse, and Family Plan premium cost.
- D. CCPS shall provide coverage for air ambulance (helicopter) transportation for the Traditional, BlueChoice Advantage, and HMO plans at 100% of the allowable benefit, if medically necessary as defined by the plan provider.
- E. CCPS shall provide coverage for Emergency Room and Urgent Care services. The member's copay for Emergency Room will be \$75 per visit for all plans. The member's copay for Urgent Care will be \$15 per visit for all plans. The Emergency Room and/or Urgent Care copay will be waived if the member is admitted to the hospital. Accidental injuries that result in emergency room visits will not be charged copays.
- F. CCPS shall provide a prescription drug benefit for plan members. The prescription drug copay structure shall be as follows: \$8 for generic, \$15 for formulary, and \$30 for non-formulary. Details for the prescription drug insurance plan can be found in the current CCPS Health Benefits Options booklet.
- G. CCPS shall offer a dental insurance and vision insurance plan. Details for the dental and vision insurance plans can be found in the current CCPS Health Benefits Options booklet.
- In the vision and dental plans, the employee will pay 10% of the Individual Plan, 20% of the Family 2-Employees Plan premium cost, and 28% of the Self/Child, Self/Spouse, and Family Plan premium cost.
- H. Class IV services are subject to a lifetime maximum up to \$1,750 for orthodontic care.
- I. CCPS shall offer hearing aid benefits for covered children and adult members. Details for the hearing aid benefits can be found in the current CCPS Health Benefits Options booklet.
- 15.2 A copy of the plan document as provided by the healthcare providers to CCPS will be available for review at the Board, upon request of the Association. The settlement agreements, experience reports, and the annual renewal document as provided by the healthcare providers to CCPS will be shared with CEA and CAESS within thirty (30) work days of request.
- 15.3 CCPS, working with CEA and CAESS, shall be committed to cost containment measures and savings on all aspects of the health care program. CCPS reserves the right to bid the CCPS-sponsored Health Plan. CEA and CAESS will have the opportunity to read and offer input to all responses to all requests for proposals for health plans within fifteen (15) work days of receipt of all proposals by CCPS.
- 15.4 Flexible Spending Accounts: CCPS will make available flexible spending accounts, as provided under Internal Revenue Service regulations, for dependent care and health care costs. Payroll deductions shall begin subsequent to making necessary changes to the CCPS' payroll processing system and selecting a third-party administrator.
- 15.5 Healthcare Benefits Committee: The parties shall establish a Healthcare Benefits Committee to promote a better understanding of the CCPS healthcare insurance program, its implementation and utilization. The Committee has no administrative or managerial authority. The Committee will meet a minimum of two times per year. The Committee will include four members appointed by CEA, four members appointed by CAESS, and eight members appointed by CCPS. CASA and Meet & Confer may also appoint four members each to participate in the Committee. Either party may appoint one or more outside consultants who shall be permitted to attend.

- 15.6 In the event CCPS receives a healthcare refund from its healthcare provider:
- A. funds will first be used to replenish as needed the CCPS reserve fund to ensure a minimum balance equivalent to 10% of current annual healthcare costs are maintained; healthcare costs are defined as premiums paid to the primary carrier and budgeted costs for prescription.
 - B. results for the prescription plan will compare budget numbers with actual results (including rebates); costs above budgeted amounts will reduce any refund received from the primary carrier; costs below budgeted amounts will be added to any refund received.
 - C. any remaining funds (above the 10% reserve requirement) will be divided proportionate to the percentage of employer and employee premium contributions.
 - D. the employee refund will be disbursed in the form of a premium holiday, provided the refund amount covers the monthly premium holiday cost.
 - E. any remaining funds from the employee refund not applied to the premium holiday will held in a premium holiday reserve account and considered when future healthcare refunds are received

TRADITIONAL PROGRAM
BASIC HOSPITAL AND MEDICAL/SURGICAL CARE

Inpatient

Hospital Benefits	70 days of inpatient Medical Surgical care and 70 days of inpatient Psychiatric care are covered in full to include ancillary services and semi-private room rate (private room when medically necessary).
Extended Care Facility	Two days coverage for every unused hospital day.
Physician Services	Surgery, Maternity, and Medical care are covered at 100% of Allowed Benefit (AB).

Outpatient

Surgical Services	Hospital and/or physician services covered at 100% of AB.
Accident Benefits	Hospital and/or physician services paid at 100%.
Medical Emergency	Hospital and/or physician services covered at 100% of AB.
Physical Therapy	100% of AB.
X-ray and Laboratory	Paid at 100% of AB. No maximum.

MAJOR MEDICAL

Program provides benefits after basic coverage is exhausted, and for medical office visits, ambulance care and durable equipment.

Deductible	\$100 per individual, \$300/family
Coinsurance	80/20
Stop Loss	\$2,000 per individual
Outpatient Psychiatric	Per State Mandate

Notes:

- A. All percentages are subject to UCR determination.
- B. Case Management program included.

See Item 15.1 above for information about emergency room and urgent copays beginning September 1, 2020

PREFERRED PROVIDER OPTION (PPO) PROGRAM

<u>HOSPITAL</u>	<u>IN PPO</u>	<u>OUT OF PPO</u>
Inpatient Medical Care	365 days of care in full	365 days of care subject to deductible and co-insurance.
Outpatient Hospital Care Accidental Injury/Hospital	Hospital paid in full	Paid same as in-network
Outpatient Radiation/Chemotherapy	Outpatient facility - \$25 copay Outpatient facility practitioner \$0 copay Office copay: \$10 copay	Subject to deductible and co-insurance

PROFESSIONAL CHARGES

In or Outpatient Surgery	Covered at 100% AB	Subject to deductible and co-insurance
Voluntary Second Opinion	Covered 100% of AB after \$10 copay	Subject to deductible and 80-20 co-insurance
Inpatient Medical Care	Covered at 100% of AB	Subject to deductible and co-insurance
Accidental Injury Care	Covered at 100% of AB	Covered at 100% of AB
Outpatient Radiation/Chemotherapy	Facility practitioner: \$0 copay \$10 office copay	Subject to deductible and co-insurance
Outpatient Medical	\$10 copay in a hospital \$10 office copay	Subject to deductible and co-insurance

DIAGNOSTIC OUTPATIENT

Outpatient X-ray and Lab	\$25 copay in a hospital/facility, \$10 office copay	100% of AB after \$25 copay (hospital setting). Subject to deductible and co-insurance (office setting)
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MISCELLANEOUS CARE

Outpatient Physical, Occupational and Speech Therapy (100 visit limit per condition per benefit period)	100% of AB in a hospital	Subject to deductible and co-insurance
Psychiatric Care (subject to Mental Health Parity)	365 days of care in full Outpatient in PPO Outpatient Facility \$25 copay Outpatient Facility Practitioner \$10 copay Office \$10 copay	365 days of care subject to deductible and co-insurance Out of PPO: subject to deductible and 80-20 co-insurances

*If a Patient is referred out of PPO by a PPO physician, the provider will be paid as if he/she were a PPO provider, and out of PPO deductibles and copayments will not apply. Any PPO copayment will apply.

Substance Abuse	Same as Psychiatric Care	Same as Psychiatric Care
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Private Duty Nursing	Outpatient only. Pre-certification required 100% of AB	Outpatient only. Pre-certification required and subject to deductible and copay
Deductible	None	\$100 Ind/\$200 family
Copay	\$10 office as indicated	20% to out of pocket limit

See Item 15.1 above for information about emergency room and urgent copays beginning September 1, 2020

Out of pocket	Combined amount - in and out of PPO, \$500 individual, \$1000 family	Combined amount - in and out of PPO, \$500 individual, \$1000 family
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A - Admission Review

B - Voluntary Second Surgical Opinion

C - Mental Health and Substance Abuse Review Program

D - Care Management

*Note - All out of PPO payments are subject to UCR determination

HMO PROGRAM

CCPS will offer an HMO product option to all eligible participants beginning in FY 2005. The specifications and carrier to be determined by the Superintendent in consultation with representatives of the three bargaining groups.

PRESCRIPTION DRUG

The Board shall provide a prescription drug benefit for plan members. The prescription drug copay structure shall be as follows: \$8 for generic, \$15 for formulary, and \$30 for non-formulary. If a generic drug is available, program covers the brand name to cost of the generic.

VISION CARE

A specific fee schedule applies benefits toward charges for eye examination once every 12 months and necessary lenses and frames once every 12 months.

Vision Exam	\$110
Frames	\$110 *
Lenses Per Pair	
Single	\$95 *
Bifocal	\$125*
Trifocal	\$150*
Lenticular	\$200*
Contacts	\$380*

DENTAL BENEFITS

Class I	Preventive and Diagnostic Services	Covered at 100%
Class II (includes inlays and crowns)	Surgical and Restorative Services 20% member copayment	Subject to annual deductible
Class III	Prosthetics	Subject to annual deductible and a 50% member copayment
Class IV	Orthodontics	Care subject to 50% member copayment at a \$1,750 lifetime maximum (effective September 1, 2020)

Annual Program Deductible	\$25.00 per individual and \$50.00 per family deductible applies to Class II and Class III services
Annual Program Maximum	All care, except Class IV services, are subject to an annual maximum of \$1,800
Lifetime Maximum	Only Class IV services are subject to a lifetime maximum. Program provides up to \$1,750 for orthodontic care (effective September 1, 2020)

NOTE: CCPS reserves the right to place all insurance programs out on bid provided the specifications and plan design provides to members no less benefits than those provided during the previous contract period.

- 15.7 CCPS shall provide Group Term Life Insurance with double indemnity for accidental death for all active, full-time-employees. The amount of life insurance per employee shall be 150 percent of annual salary.
- Employees hired before July 1, 1989, will be able to carry this amount into retirement with the individual paying 100% of the cost.
- Employees hired on or after July 1, 1989, and before July 1, 1999 will be able to choose one of the following options at retirement:
- A. Carry a \$60,000 term life insurance policy into retirement with the individual paying 100% of the premium cost.
 - B. Carry a \$10,000 term life insurance policy into retirement provided by CCPS at no cost to the retiree.
- For employees hired after July 1, 1999, CCPS will provide, at no cost, a \$10,000 term life insurance policy for all retirees.
- 15.8 Support Service Personnel shall be reimbursed at the IRS mileage reimbursement rate per mile for all mileage which is driven in connection with the employee's job, subject to approval by the immediate supervisor.
- 15.9 CCPS shall reimburse a full-time employee at a rate of 100% of the tuition rate per hour for any job related course work mandated by the Maryland State Department of Education, with a maximum of nine (9) semester hours per year.
- 15.10 CCPS shall pay for 100% of all courses of instruction which CCPS mandates for specified full-time educational support employees, and such support employees must provide documentation of course completion.
- 15.11 CCPS shall reimburse an employee at a rate of 100% of the cost for course work required to maintain the employee's license. CCPS shall reimburse an employee at the rate of 100% of renewal cost for any licensure or certification required for continued employment. All courses must be approved in advance by the immediate supervisor and the Director of Human Resources. CCPS shall also pay for pre-approved training that will keep the aforementioned employees current and up to date in their respective fields and trades.
- 15.12 Any employee completing thirty (30) semester hours of college credit in an approved regionally accredited institution shall receive a salary differential of \$325 unless said credits are part of the job requirements. For every additional 30 semester hours of college credit in an approved regionally accredited institution, an employee shall receive an additional \$325 salary differential.
- 15.13 CCPS will reimburse support employees at a rate up to \$3,500 for satisfactorily completed course work including associated fees charged by the institution with a grade of 'C' or better, or a passing equivalent, provided the courses are job-related and have been approved in advance. In no case, however, shall an employee be reimbursed for more than the actual tuition cost per credit hour. The maximum annual reimbursement shall be \$3,500 for an employee per school year.
- 15.14 CCPS will provide employees with an official employment identification card that will be displayed on their person during the contractual work day. Replacement charge shall not exceed the actual replacement cost of the official employment identification card.
- 15.15 CCPS will reimburse each school nurse and food service employee up to \$400 for the purchase of work-related uniforms (tops, pants, shoes).
- 15.16 CCPS will provide safety back supports for all employees requesting one.
- 15.17 CCPS will pay 75% of the cost of the individual plan for retirees for health, vision care, dental and prescriptive

drug insurance pursuant to the above specifications. The retired employee shall be responsible for the remainder of the premium cost for this coverage as well as the full-premium cost for any dependency coverage. The employee must be retiring from the Calvert County Public Schools with five or more years of creditable service in Calvert County to be eligible for this benefit and must be receiving retirement benefits from either Maryland Retirement System.

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

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

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

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

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

In the event of a health care premium holiday, retired members of any health care plan shall receive the premium holiday.

15.18 Members of the bargaining unit who reside outside of Calvert County shall have the right to enroll their child or children in accordance with Calvert County Public Schools policies at 35% of the applicable Board approved tuition rate.

15.19 CCPS will provide the following wellness incentive stipend related to sick leave usage:

No days used	\$500
Greater than 0 days and no more than 2 days	\$300
Greater than 2 days and no more than 3 days	\$150

15.20 Educational support employees who enroll or are already enrolled in the CCPS Wellness Program will receive up to a \$300 annual stipend. This stipend will be applied on a 24-pay basis to cover program costs via payroll deductions. Employees who do not participate in the CCPS Wellness Program payroll deduction have the option of being reimbursed for an exercise or health program and/or exercise gym or health club membership upon submission of a valid receipt.

15.21 Employees who hold the position of certified athletic trainer, bus assistant, safety advocate, building services manager, network manager, senior network manager, computer technician, network engineer, junior network engineer, applications specialist, foreman, daily operations manager, building automations systems specialist, nurse specialist, or other positions as authorized by the immediate supervisor, upon completion of the CCPS cell phone authorization process, shall be eligible to receive the standard CCPS cell phone stipend as determined by the Superintendent or designee.

15.22 School nurses with National Board Certification In School Nursing (NBCSN) will receive an annual salary adjustment of \$1,000 provided their certification remains in good standing.

Article 16

Payroll

- 16.1 CCPS will make two (2) salary payments monthly, on or about, but no later than the 15th and 30th of every month. All employees are encouraged to have automatic payroll deposit.
- 16.2 CCPS agrees to deduct from employee's salary payments the following:
 - A. Current Educator's Income protection plan
 - B. Tax shelter annuities approved by the Superintendent
 - C. Group Insurance
 - D. Flexible Spending Accounts as approved by the Superintendent

Article 17
General Provisions

- 17.1 If any of this agreement is held to be contrary to law by a court of competent jurisdiction, such provision will not be deemed valid and subsisting except to the extent provided by law, but all other provisions will continue in full force and effect. The parties will meet not later than fifteen (15) work days after such holding for the purpose of renegotiating the provisions affected. Further, if the language of Evaluation - Article VIII, Transfer - Article IX, or Promotions - Article X is finally ruled to be not legally negotiable in the State of Maryland, the parties shall immediately remove from the Negotiated Agreement those provisions ruled to be illegal and meet not later than 15 work days after such removal for the purpose of negotiating any possible legal language.
- 17.2 The Public School Laws of Maryland shall be followed if the parties reach impasse in negotiations.
- 17.3 No later than December 2nd of the final year of this agreement the parties shall begin good-faith negotiations for the purpose of entering into a successor agreement.
- 17.4 In the event that the Board decides to implement year-round schools during the term of this contract, the Board and Association will immediately open negotiations on this item.
- 17.5 This Agreement constitutes the full and final agreement between the parties hereto on all matters within the scope of collective bargaining. The terms and conditions set forth in this Agreement constitute the full and complete understanding and commitment between the Board and CAESS on all matters.

Article 18
Duration

The provisions of this agreement shall become effective July 1, 2024, and shall remain in effect until June 30, 2028.

Article 19
Salary

19.1 Foreman will receive an annual stipend of \$3,750 beyond his/her regularly assigned salary scale.

19.2 Pay Increases

- A. For 2024-2025*
 - 1. One Step
 - 2. \$1.00 increase per hour across all 2023-2024 FY24-B salary scales (1-31) for all pays
- B. For 2025-2026*
 - 1. One Step
 - 2. \$.40 increase per hour across final 2024- 2025_salary scales(1-31) for all pays
- C. For 2026-2027*
 - 1. One Step
 - 2. \$.50 increase per hour across 2025-2026 salary scales (1-31) for pays 1-12.
 - 3. \$.50 increase per hour across 2026-2027 Table FY27-A salary scales (1-31) for pays 13-24.
- D. For 2027-2028*
 - 1. One Step
 - 2. \$.50 increase per hour across 2026-2027 Table FY27-B salary scales (1-31) for pays 1-12.
 - 3. \$.50 increase per hour across 2027-2028 Table FY28-A salary scales (1-31) for pays 13-24.

19.3 As a result of the Compensation and Classification Study, the following positions will be reclassified:

- A. Child Care Assistant placed on Scale 6
- B. Child Care Group Leader placed on Scale 8
- C. Child Care Director placed on Scale 12
- D. Budget & Grant Specialist is placed on Scale 27

The following positions will be reclassified after June 30, 2024, and any newly hired employees will be placed on a renegotiated lower scale.

- A. Certification Specialist
- B. Registrar
- C. Staffing Specialist
- D. Webmaster

19.4 CCPS and CAESS will form a joint committee to discuss the results, potential impact, and review any additional information including exempt employees that was provided by the Compensation and Classification Study and will hold an initial meeting on or before July 1, 2024. Any results of this committee will be agreed upon in a memorandum of understanding.

*If the Calvert County Board of County Commissioners does not approve enough funds for the Board of Education to fully implement the negotiated agreement in any year of the Agreement, the parties shall renegotiate Article 19 of the Agreement and any additional mutually agreed upon articles of the Agreement. Such renegotiations shall commence within ten (10) days after the Board of Education's receipt of the County's approved budget for the upcoming fiscal year. Any resolution reached through renegotiation shall constitute the final Agreement between the parties. In the absence of agreement, the Statute and any relevant decisions will control any further procedure.

In the event that there is a reduction of funds that has caused renegotiations resulting in a reduction of a benefit previously negotiated, and subsequent non-restricted funds are appropriated by the County Commissioners and made available to the Board of Education during the fiscal year affected by such renegotiations, the Board of Education commits to use, to the extent practicable, said identified non-restricted County funds towards the restoration of the negotiated benefits that were previously reduced.

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APPENDIX 1: Positions & Assigned Salary Scales

POSITION TITLE	SALARY SCALE
Accounts Payable Clerk	17
Administrative Assistant	29
Alternative Education Asst.	8
Athletic Trainer – Certified	28
Application Specialist	31
Assistive Technology Technician	23
Auto Mechanic	19
Behavior Technician	18
Benefits Specialist	29
Braille Transcriber	25
Budget & Grants Specialist	27
Building Automation Systems Spec	28
Building Services Asst. Manager – 1	7
Building Services Asst. Manager – 2	11
Building Services Foreman	16
Building Services Manager – 2	13
Building Services Manager – 3	14
Building Services Manager – 4	16
Building Services Worker	3
Bus Assistant	6
Cafeteria Manager – Assistant	7
Cafeteria Manager – Elementary	9
Cafeteria Manager – 3	13
Cafeteria Manager – 4	16
Career Advisor	23
Career Advisor Coordinator	23
Carpenter	14
Certification Specialist	29
Child Care Assistant	6
Child Care Director	12
Child Care Group Leader	8
Child Nutrition Specialist	20
Computer Programmer	30
Computer Programmer – Senior	31
Computer Repair Technician – Certified	25
Computer Technician	23
Copy Center & Telecommunications Specialist	17
Driver – CDL	009
Driver – Warehouse	9
Electrician – Licensed	24
Electronics Technician	23
Energy & Environmental Spec	27
Equipment Operator	9
Family Engagement Coordinator for ESOL Programming	TBD
FMLA & WC Specialist	29
Financial Analyst	27
Food Services Worker	3
Grounds and Auto Mechanic Foreman	19
HVAC Technician	19
Help Desk Specialist	23
Human Resources Associate	17

POSITION TITLE	SALARY SCALE
IEP Clerk	17
Infant & Toddler Technician	23
Instructional & Community Program Clerk	17
Instructional Assistant – 1	6
Instructional Assistant - 2	8
In-School Intervention Assistant	18
Kitchen Equipment Technician	19
Locksmith	14
McKinney-Vento Liaison Specialist	28
Medicaid Assistant	17
Network Engineer – Junior	27
Network Engineer – Senior	31
Network Security & Data Protection Engineer	31
Network Manager	34
Nurse Specialist	28
Painter	14
Payroll Clerk	17
Payroll Systems Manager	23
Physical Therapist Assistant	25
Plant Engineer	24
Plumber – Licensed	19
PreK Instructional Assistant 1	6
PreK Instructional Assistant 2	8
Registrar	17
Routing Specialist	18
Safety Advocate	20
School Nurse – LPN	20
School Nurse – RN	28
Secretary – 2	12
Secretary – 4	17
Secretary – Executive	26
Senior Routing Specialist	30
Shipping Specialist	14
Sign Language Interpreter	25
Specialist in Food Services	20
Staff Accountant	29
Staffing Specialist	30
Title 1 Assistant	8
Title 1 Family & Program Assistant	8
Trans. Asst. - Driver Trainer	14
Typist Captionist	25
Water Treatment Specialist 1	14
Water Treatment Specialist 2	19
Water Treatment Specialist 3	24
Work Order Technician	19

APPENDIX 2: 2024-2028 Salary Scales

CAESS FY 2025 -- Table FY25

This table reflects \$1.00 per hour more than FY 2024 Table FY24-B

(Effective 7.1.2024 for pays 1-24)

Index	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Index
1	17.66	18.64	19.31	19.60	19.81	20.18	20.51	20.94	21.14	21.40	21.83	22.70	23.09	24.00	24.40	25.02	25.25	26.78	26.89	27.37	27.56	28.00	28.88	29.09	29.56	30.44	33.80	36.29	38.40	43.37	49.80	1
2	18.06	19.07	19.75	20.07	20.26	20.63	20.99	21.42	21.62	21.91	22.35	23.25	23.63	24.58	24.98	25.63	25.86	27.45	27.55	28.04	28.25	28.71	29.62	29.83	30.31	31.21	34.67	37.24	39.41	44.52	51.16	2
3	18.44	19.49	20.21	20.51	20.73	21.13	21.47	21.93	22.14	22.42	22.87	23.80	24.22	25.18	25.60	26.27	26.49	28.14	28.25	28.74	28.95	29.43	30.36	30.58	31.07	32.01	35.57	38.21	40.45	45.71	52.55	3
4	18.86	19.93	20.66	20.99	21.21	21.60	21.97	22.44	22.65	22.95	23.42	24.38	24.78	25.78	26.23	26.90	27.15	28.83	28.95	29.47	29.69	30.17	31.12	31.36	31.86	32.83	36.50	39.22	41.52	46.95	53.99	4
5	19.29	20.38	21.15	21.47	21.69	22.13	22.49	22.98	23.20	23.49	23.99	24.96	25.40	26.42	26.87	27.57	27.81	29.56	29.68	30.22	30.43	30.92	31.92	32.16	32.69	33.68	37.44	40.25	42.62	48.21	55.46	5
6	19.72	20.86	21.63	21.98	22.22	22.63	23.04	23.53	23.74	24.07	24.57	25.58	26.01	27.06	27.53	28.26	28.51	30.31	30.42	30.96	31.20	31.72	32.74	32.98	33.52	34.54	38.43	41.33	43.77	49.53	56.98	6
7	20.18	21.34	22.16	22.49	22.74	23.19	23.58	24.10	24.32	24.64	25.16	26.20	26.65	27.74	28.23	28.96	29.23	31.07	31.20	31.76	31.99	32.52	33.58	33.83	34.39	35.44	39.44	42.42	44.94	50.86	58.56	7
8	20.63	21.84	22.67	23.04	23.28	23.72	24.16	24.67	24.90	25.25	25.77	26.84	27.32	28.44	28.93	29.69	29.96	31.86	31.98	32.58	32.82	33.37	34.45	34.72	35.28	36.36	40.48	43.55	46.14	52.24	60.17	8
9	21.13	22.36	23.22	23.58	23.83	24.31	24.72	25.28	25.51	25.86	26.41	27.51	27.99	29.15	29.66	30.44	30.72	32.68	32.81	33.41	33.66	34.22	35.34	35.60	36.19	37.31	41.55	44.71	47.39	53.68	61.83	9
10	21.61	22.88	23.77	24.16	24.41	24.89	25.33	25.89	26.14	26.49	27.05	28.20	28.69	29.88	30.40	31.21	31.51	33.51	33.65	34.27	34.53	35.11	36.26	36.53	37.13	38.29	42.66	45.92	48.67	55.14	63.55	10
11	22.13	23.43	24.34	24.73	25.00	25.49	25.94	26.52	26.78	27.15	27.73	28.89	29.42	30.64	31.17	32.01	32.31	34.39	34.52	35.15	35.43	36.01	37.20	37.49	38.10	39.30	43.80	47.14	50.00	56.65	65.32	11
12	22.42	23.75	24.68	25.09	25.36	25.86	26.33	26.91	27.17	27.54	28.14	29.32	29.84	31.09	31.65	32.48	32.79	34.90	35.04	35.68	35.96	36.57	37.77	38.06	38.69	39.90	44.49	47.90	50.78	57.56	66.38	12
13	22.74	24.10	25.03	25.44	25.71	26.23	26.70	27.31	27.56	27.94	28.54	29.75	30.28	31.56	32.10	32.97	33.28	35.43	35.57	36.24	36.51	37.12	38.36	38.64	39.30	40.51	45.18	48.65	51.60	58.48	67.45	13
14	23.06	24.43	25.39	25.79	26.09	26.61	27.09	27.69	27.96	28.36	28.96	30.19	30.73	32.02	32.59	33.47	33.78	35.96	36.11	36.79	37.06	37.69	38.95	39.24	39.89	41.14	45.90	49.42	52.40	59.43	68.55	14
15	23.37	24.77	25.74	26.18	26.46	26.98	27.47	28.10	28.37	28.76	29.38	30.65	31.18	32.50	33.07	33.96	34.29	36.51	36.66	37.35	37.63	38.28	39.54	39.84	40.51	41.78	46.61	50.20	53.24	60.39	69.66	15
16	23.69	25.14	26.12	26.54	26.83	27.39	27.86	28.51	28.78	29.19	29.81	31.09	31.66	32.98	33.57	34.48	34.81	37.06	37.23	37.92	38.21	38.85	40.15	40.46	41.13	42.43	47.34	50.99	54.09	61.36	70.81	16
17	24.04	25.49	26.49	26.93	27.23	27.77	28.28	28.92	29.21	29.62	30.26	31.56	32.11	33.48	34.08	35.00	35.33	37.63	37.79	38.49	38.80	39.45	40.77	41.08	41.77	43.09	48.09	51.80	54.95	62.35	71.96	17
18	24.23	25.71	26.72	27.15	27.45	28.00	28.51	29.16	29.45	29.87	30.51	31.83	32.38	33.77	34.37	35.31	35.63	37.96	38.12	38.83	39.14	39.80	41.13	41.45	42.14	43.48	48.53	52.27	55.45	62.92	72.63	18
19	24.42	25.91	26.93	27.37	27.68	28.24	28.75	29.40	29.70	30.11	30.77	32.10	32.67	34.06	34.66	35.61	35.94	38.30	38.45	39.16	39.48	40.14	41.50	41.82	42.52	43.87	48.97	52.75	55.96	63.51	73.32	19
20	24.62	26.13	27.16	27.61	27.91	28.47	28.99	29.65	29.95	30.37	31.03	32.38	32.94	34.35	34.97	35.92	36.26	38.63	38.79	39.51	39.83	40.50	41.87	42.18	42.90	44.25	49.41	53.23	56.47	64.09	74.00	20
21	24.82	26.34	27.38	27.83	28.15	28.71	29.24	29.90	30.20	30.62	31.30	32.65	33.23	34.64	35.27	36.24	36.57	38.97	39.13	39.86	40.18	40.86	42.24	42.56	43.28	44.65	49.85	53.71	56.99	64.69	74.69	21
22 & beyond	25.01	26.55	27.61	28.06	28.37	28.95	29.48	30.16	30.45	30.89	31.56	32.93	33.51	34.95	35.57	36.55	36.89	39.32	39.48	40.21	40.54	41.21	42.61	42.94	43.66	45.05	50.30	54.20	57.51	65.29	75.40	22 & beyond

CAESS FY 2026 -- Table FY26

This table reflects \$0.40 per hour more than FY 2025 Table FY25

(Effective 7.1.2025 for pays 1-24)

Index	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Index
1	18.06	19.04	19.71	20.00	20.21	20.58	20.91	21.34	21.54	21.80	22.23	23.10	23.49	24.40	24.80	25.42	25.65	27.18	27.29	27.77	27.96	28.40	29.28	29.49	29.96	30.84	34.20	36.69	38.80	43.77	50.20	1
2	18.46	19.47	20.15	20.47	20.66	21.03	21.39	21.82	22.02	22.31	22.75	23.65	24.03	24.98	25.38	26.03	26.26	27.85	27.95	28.44	28.65	29.11	30.02	30.23	30.71	31.61	35.07	37.64	39.81	44.92	51.56	2
3	18.84	19.89	20.61	20.91	21.13	21.53	21.87	22.33	22.54	22.82	23.27	24.20	24.62	25.58	26.00	26.67	26.89	28.54	28.65	29.14	29.35	29.83	30.76	30.98	31.47	32.41	35.97	38.61	40.85	46.11	52.95	3
4	19.26	20.33	21.06	21.39	21.61	22.00	22.37	22.84	23.05	23.35	23.82	24.78	25.18	26.18	26.63	27.30	27.55	29.23	29.35	29.87	30.09	30.57	31.52	31.76	32.26	33.23	36.90	39.62	41.92	47.35	54.39	4
5	19.69	20.78	21.55	21.87	22.09	22.53	22.89	23.38	23.60	23.89	24.39	25.36	25.80	26.82	27.27	27.97	28.21	29.96	30.08	30.62	30.83	31.32	32.32	32.56	33.09	34.08	37.84	40.65	43.02	48.61	55.86	5
6	20.12	21.26	22.03	22.38	22.62	23.03	23.44	23.93	24.14	24.47	24.97	25.98	26.41	27.46	27.93	28.66	28.91	30.71	30.82	31.36	31.60	32.12	33.14	33.38	33.92	34.94	38.83	41.73	44.17	49.93	57.38	6
7	20.58	21.74	22.56	22.89	23.14	23.59	23.98	24.50	24.72	25.04	25.56	26.60	27.05	28.14	28.63	29.36	29.63	31.47	31.60	32.16	32.39	32.92	33.98	34.23	34.79	35.84	39.84	42.82	45.34	51.26	58.96	7
8	21.03	22.24	23.07	23.44	23.68	24.12	24.56	25.07	25.30	25.65	26.17	27.24	27.72	28.84	29.33	30.09	30.36	32.26	32.38	32.98	33.22	33.77	34.85	35.12	35.68	36.76	40.88	43.95	46.54	52.64	60.57	8
9	21.53	22.76	23.62	23.98	24.23	24.71	25.12	25.68	25.91	26.26	26.81	27.91	28.39	29.55	30.06	30.84	31.12	33.08	33.21	33.81	34.06	34.62	35.74	36.00	36.59	37.71	41.95	45.11	47.79	54.08	62.23	9
10	22.01	23.28	24.17	24.56	24.81	25.29	25.73	26.29	26.54	26.89	27.45	28.60	29.09	30.28	30.80	31.61	31.91	33.91	34.05	34.67	34.93	35.51	36.66	36.93	37.53	38.69	43.06	46.32	49.07	55.54	63.95	10
11	22.53	23.83	24.74	25.13	25.40	25.89	26.34	26.92	27.18	27.55	28.13	29.29	29.82	31.04	31.57	32.41	32.71	34.79	34.92	35.55	35.83	36.41	37.60	37.89	38.50	39.70	44.20	47.54	50.40	57.05	65.72	11
12	22.82	24.15	25.08	25.49	25.76	26.26	26.73	27.31	27.57	27.94	28.54	29.72	30.24	31.49	32.05	32.88	33.19	35.30	35.44	36.08	36.36	36.97	38.17	38.46	39.09	40.30	44.89	48.30	51.18	57.96	66.78	12
13	23.14	24.50	25.43	25.84	26.11	26.63	27.10	27.71	27.96	28.34	28.94	30.15	30.68	31.96	32.50	33.37	33.68	35.83	35.97	36.64	36.91	37.52	38.76	39.04	39.70	40.91	45.58	49.05	52.00	58.88	67.85	13
14	23.46	24.83	25.79	26.19	26.49	27.01	27.49	28.09	28.36	28.76	29.36	30.59	31.13	32.42	32.99	33.87	34.18	36.36	36.51	37.19	37.46	38.09	39.35	39.64	40.29	41.54	46.30	49.82	52.80	59.83	68.95	14
15	23.77	25.17	26.14	26.58	26.86	27.38	27.87	28.50	28.77	29.16	29.78	31.05	31.58	32.90	33.47	34.36	34.69	36.91	37.06	37.75	38.03	38.68	39.94	40.24	40.91	42.18	47.01	50.60	53.64	60.79	70.06	15
16	24.09	25.54	26.52	26.94	27.23	27.79	28.26	28.91	29.18	29.59	30.21	31.49	32.06	33.38	33.97	34.88	35.21	37.46	37.63	38.32	38.61	39.25	40.55	40.86	41.53	42.83	47.74	51.39	54.49	61.76	71.21	16
17	24.44	25.89	26.89	27.33	27.63	28.17	28.68	29.32	29.61	30.02	30.66	31.96	32.51	33.88	34.48	35.40	35.73	38.03	38.19	38.89	39.20	39.85	41.17	41.48	42.17	43.49	48.49	52.20	55.35	62.75	72.36	17
18	24.63	26.11	27.12	27.55	27.85	28.40	28.91	29.56	29.85	30.27	30.91	32.23	32.78	34.17	34.77	35.71	36.03	38.36	38.52	39.23	39.54	40.20	41.53	41.85	42.54	43.88	48.93	52.67	55.85	63.32	73.03	18
19	24.82	26.31	27.33	27.77	28.08	28.64	29.15	29.80	30.10	30.51	31.17	32.50	33.07	34.46	35.06	36.01	36.34	38.70	38.85	39.56	39.88	40.54	41.90	42.22	42.92	44.27	49.37	53.15	56.36	63.91	73.72	19
20	25.02	26.53	27.56	28.01	28.31	28.87	29.39	30.05	30.35	30.77	31.43	32.78	33.34	34.75	35.37	36.32	36.66	39.03	39.19	39.91	40.23	40.90	42.27	42.58	43.30	44.65	49.81	53.63	56.87	64.49	74.40	20
21	25.22	26.74	27.78	28.23	28.55	29.11	29.64	30.30	30.60	31.02	31.70	33.05	33.63	35.04	35.67	36.64	36.97	39.37	39.53	40.26	40.58	41.26	42.64	42.96	43.68	45.05	50.25	54.11	57.39	65.09	75.09	21
22 & beyond	25.41	26.95	28.01	28.46	28.77	29.35	29.88	30.56	30.85	31.29	31.96	33.33	33.91	35.35	35.97	36.95	37.29	39.72	39.88	40.61	40.94	41.61	43.01	43.34	44.06	45.45	50.70	54.60	57.91	65.69	75.80	22 & beyond

CAESS FY 2027 -- Table FY27-A

This table reflects \$0.50 per hour more than FY 2026 Table FY26

(Effective 7.1.2026 for pays 1-12)

Index	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Index
1	18.56	19.54	20.21	20.50	20.71	21.08	21.41	21.84	22.04	22.30	22.73	23.60	23.99	24.90	25.30	25.92	26.15	27.68	27.79	28.27	28.46	28.90	29.78	29.99	30.46	31.34	34.70	37.19	39.30	44.27	50.70	1
2	18.96	19.97	20.65	20.97	21.16	21.53	21.89	22.32	22.52	22.81	23.25	24.15	24.53	25.48	25.88	26.53	26.76	28.35	28.45	28.94	29.15	29.61	30.52	30.73	31.21	32.11	35.57	38.14	40.31	45.42	52.06	2
3	19.34	20.39	21.11	21.41	21.63	22.03	22.37	22.83	23.04	23.32	23.77	24.70	25.12	26.08	26.50	27.17	27.39	29.04	29.15	29.64	29.85	30.33	31.26	31.48	31.97	32.91	36.47	39.11	41.35	46.61	53.45	3
4	19.76	20.83	21.56	21.89	22.11	22.50	22.87	23.34	23.55	23.85	24.32	25.28	25.68	26.68	27.13	27.80	28.05	29.73	29.85	30.37	30.59	31.07	32.02	32.26	32.76	33.73	37.40	40.12	42.42	47.85	54.89	4
5	20.19	21.28	22.05	22.37	22.59	23.03	23.39	23.88	24.10	24.39	24.89	25.86	26.30	27.32	27.77	28.47	28.71	30.46	30.58	31.12	31.33	31.82	32.82	33.06	33.59	34.58	38.34	41.15	43.52	49.11	56.36	5
6	20.62	21.76	22.53	22.88	23.12	23.53	23.94	24.43	24.64	24.97	25.47	26.48	26.91	27.96	28.43	29.16	29.41	31.21	31.32	31.86	32.10	32.62	33.64	33.88	34.42	35.44	39.33	42.23	44.67	50.43	57.88	6
7	21.08	22.24	23.06	23.39	23.64	24.09	24.48	25.00	25.22	25.54	26.06	27.10	27.55	28.64	29.13	29.86	30.13	31.97	32.10	32.66	32.89	33.42	34.48	34.73	35.29	36.34	40.34	43.32	45.84	51.76	59.46	7
8	21.53	22.74	23.57	23.94	24.18	24.62	25.06	25.57	25.80	26.15	26.67	27.74	28.22	29.34	29.83	30.59	30.86	32.76	32.88	33.48	33.72	34.27	35.35	35.62	36.18	37.26	41.38	44.45	47.04	53.14	61.07	8
9	22.03	23.26	24.12	24.48	24.73	25.21	25.62	26.18	26.41	26.76	27.31	28.41	28.89	30.05	30.56	31.34	31.62	33.58	33.71	34.31	34.56	35.12	36.24	36.50	37.09	38.21	42.45	45.61	48.29	54.58	62.73	9
10	22.51	23.78	24.67	25.06	25.31	25.79	26.23	26.79	27.04	27.39	27.95	29.10	29.59	30.78	31.30	32.11	32.41	34.41	34.55	35.17	35.43	36.01	37.16	37.43	38.03	39.19	43.56	46.82	49.57	56.04	64.45	10
11	23.03	24.33	25.24	25.63	25.90	26.39	26.84	27.42	27.68	28.05	28.63	29.79	30.32	31.54	32.07	32.91	33.21	35.29	35.42	36.05	36.33	36.91	38.10	38.39	39.00	40.20	44.70	48.04	50.90	57.55	66.22	11
12	23.32	24.65	25.58	25.99	26.26	26.76	27.23	27.81	28.07	28.44	29.04	30.22	30.74	31.99	32.55	33.38	33.69	35.80	35.94	36.58	36.86	37.47	38.67	38.96	39.59	40.80	45.39	48.80	51.68	58.46	67.28	12
13	23.64	25.00	25.93	26.34	26.61	27.13	27.60	28.21	28.46	28.84	29.44	30.65	31.18	32.46	33.00	33.87	34.18	36.33	36.47	37.14	37.41	38.02	39.26	39.54	40.20	41.41	46.08	49.55	52.50	59.38	68.35	13
14	23.96	25.33	26.29	26.69	26.99	27.51	27.99	28.59	28.86	29.26	29.86	31.09	31.63	32.92	33.49	34.37	34.68	36.86	37.01	37.69	37.96	38.59	39.85	40.14	40.79	42.04	46.80	50.32	53.30	60.33	69.45	14
15	24.27	25.67	26.64	27.08	27.36	27.88	28.37	29.00	29.27	29.66	30.28	31.55	32.08	33.40	33.97	34.86	35.19	37.41	37.56	38.25	38.53	39.18	40.44	40.74	41.41	42.68	47.51	51.10	54.14	61.29	70.56	15
16	24.59	26.04	27.02	27.44	27.73	28.29	28.76	29.41	29.68	30.09	30.71	31.99	32.56	33.88	34.47	35.38	35.71	37.96	38.13	38.82	39.11	39.75	41.05	41.36	42.03	43.33	48.24	51.89	54.99	62.26	71.71	16
17	24.94	26.39	27.39	27.83	28.13	28.67	29.18	29.82	30.11	30.52	31.16	32.46	33.01	34.38	34.98	35.90	36.23	38.53	38.69	39.39	39.70	40.35	41.67	41.98	42.67	43.99	48.99	52.70	55.85	63.25	72.86	17
18	25.13	26.61	27.62	28.05	28.35	28.90	29.41	30.06	30.35	30.77	31.41	32.73	33.28	34.67	35.27	36.21	36.53	38.86	39.02	39.73	40.04	40.70	42.03	42.35	43.04	44.38	49.43	53.17	56.35	63.82	73.53	18
19	25.32	26.81	27.83	28.27	28.58	29.14	29.65	30.30	30.60	31.01	31.67	33.00	33.57	34.96	35.56	36.51	36.84	39.20	39.35	40.06	40.38	41.04	42.40	42.72	43.42	44.77	49.87	53.65	56.86	64.41	74.22	19
20	25.52	27.03	28.06	28.51	28.81	29.37	29.89	30.55	30.85	31.27	31.93	33.28	33.84	35.25	35.87	36.82	37.16	39.53	39.69	40.41	40.73	41.40	42.77	43.08	43.80	45.15	50.31	54.13	57.37	64.99	74.90	20
21	25.72	27.24	28.28	28.73	29.05	29.61	30.14	30.80	31.10	31.52	32.20	33.55	34.13	35.54	36.17	37.14	37.47	39.87	40.03	40.76	41.08	41.76	43.14	43.46	44.18	45.55	50.75	54.61	57.89	65.59	75.59	21
22 & beyond	25.91	27.45	28.51	28.96	29.27	29.85	30.38	31.06	31.35	31.79	32.46	33.83	34.41	35.85	36.47	37.45	37.79	40.22	40.38	41.11	41.44	42.11	43.51	43.84	44.56	45.95	51.20	55.10	58.41	66.19	76.30	22 & beyond

CAESS FY 2027 -- Table FY27-B

This table reflects \$0.50 per hour more than FY 2027 Table FY27-A

(Effective 7.1.2026 for pays 13-24)

Index	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Index
1	19.06	20.04	20.71	21.00	21.21	21.58	21.91	22.34	22.54	22.80	23.23	24.10	24.49	25.40	25.80	26.42	26.65	28.18	28.29	28.77	28.96	29.40	30.28	30.49	30.96	31.84	35.20	37.69	39.80	44.77	51.20	1
2	19.46	20.47	21.15	21.47	21.66	22.03	22.39	22.82	23.02	23.31	23.75	24.65	25.03	25.98	26.38	27.03	27.26	28.85	28.95	29.44	29.65	30.11	31.02	31.23	31.71	32.61	36.07	38.64	40.81	45.92	52.56	2
3	19.84	20.89	21.61	21.91	22.13	22.53	22.87	23.33	23.54	23.82	24.27	25.20	25.62	26.58	27.00	27.67	27.89	29.54	29.65	30.14	30.35	30.83	31.76	31.98	32.47	33.41	36.97	39.61	41.85	47.11	53.95	3
4	20.26	21.33	22.06	22.39	22.61	23.00	23.37	23.84	24.05	24.35	24.82	25.78	26.18	27.18	27.63	28.30	28.55	30.23	30.35	30.87	31.09	31.57	32.52	32.76	33.26	34.23	37.90	40.62	42.92	48.35	55.39	4
5	20.69	21.78	22.55	22.87	23.09	23.53	23.89	24.38	24.60	24.89	25.39	26.36	26.80	27.82	28.27	28.97	29.21	30.96	31.08	31.62	31.83	32.32	33.32	33.56	34.09	35.08	38.84	41.65	44.02	49.61	56.86	5
6	21.12	22.26	23.03	23.38	23.62	24.03	24.44	24.93	25.14	25.47	25.97	26.98	27.41	28.46	28.93	29.66	29.91	31.71	31.82	32.36	32.60	33.12	34.14	34.38	34.92	35.94	39.83	42.73	45.17	50.93	58.38	6
7	21.58	22.74	23.56	23.89	24.14	24.59	24.98	25.50	25.72	26.04	26.56	27.60	28.05	29.14	29.63	30.36	30.63	32.47	32.60	33.16	33.39	33.92	34.98	35.23	35.79	36.84	40.84	43.82	46.34	52.26	59.96	7
8	22.03	23.24	24.07	24.44	24.68	25.12	25.56	26.07	26.30	26.65	27.17	28.24	28.72	29.84	30.33	31.09	31.36	33.26	33.38	33.98	34.22	34.77	35.85	36.12	36.68	37.76	41.88	44.95	47.54	53.64	61.57	8
9	22.53	23.76	24.62	24.98	25.23	25.71	26.12	26.68	26.91	27.26	27.81	28.91	29.39	30.55	31.06	31.84	32.12	34.08	34.21	34.81	35.06	35.62	36.74	37.00	37.59	38.71	42.95	46.11	48.79	55.08	63.23	9
10	23.01	24.28	25.17	25.56	25.81	26.29	26.73	27.29	27.54	27.89	28.45	29.60	30.09	31.28	31.80	32.61	32.91	34.91	35.05	35.67	35.93	36.51	37.66	37.93	38.53	39.69	44.06	47.32	50.07	56.54	64.95	10
11	23.53	24.83	25.74	26.13	26.40	26.89	27.34	27.92	28.18	28.55	29.13	30.29	30.82	32.04	32.57	33.41	33.71	35.79	35.92	36.55	36.83	37.41	38.60	38.89	39.50	40.70	45.20	48.54	51.40	58.05	66.72	11
12	23.82	25.15	26.08	26.49	26.76	27.26	27.73	28.31	28.57	28.94	29.54	30.72	31.24	32.49	33.05	33.88	34.19	36.30	36.44	37.08	37.36	37.97	39.17	39.46	40.09	41.30	45.89	49.30	52.18	58.96	67.78	12
13	24.14	25.50	26.43	26.84	27.11	27.63	28.10	28.71	28.96	29.34	29.94	31.15	31.68	32.96	33.50	34.37	34.68	36.83	36.97	37.64	37.91	38.52	39.76	40.04	40.70	41.91	46.58	50.05	53.00	59.88	68.85	13
14	24.46	25.83	26.79	27.19	27.49	28.01	28.49	29.09	29.36	29.76	30.36	31.59	32.13	33.42	33.99	34.87	35.18	37.36	37.51	38.19	38.46	39.09	40.35	40.64	41.29	42.54	47.30	50.82	53.80	60.83	69.95	14
15	24.77	26.17	27.14	27.58	27.86	28.38	28.87	29.50	29.77	30.16	30.78	32.05	32.58	33.90	34.47	35.36	35.69	37.91	38.06	38.75	39.03	39.68	40.94	41.24	41.91	43.18	48.01	51.60	54.64	61.79	71.06	15
16	25.09	26.54	27.52	27.94	28.23	28.79	29.26	29.91	30.18	30.59	31.21	32.49	33.06	34.38	34.97	35.88	36.21	38.46	38.63	39.32	39.61	40.25	41.55	41.86	42.53	43.83	48.74	52.39	55.49	62.76	72.21	16
17	25.44	26.89	27.89	28.33	28.63	29.17	29.68	30.32	30.61	31.02	31.66	32.96	33.51	34.88	35.48	36.40	36.73	39.03	39.19	39.89	40.20	40.85	42.17	42.48	43.17	44.49	49.49	53.20	56.35	63.75	73.36	17
18	25.63	27.11	28.12	28.55	28.85	29.40	29.91	30.56	30.85	31.27	31.91	33.23	33.78	35.17	35.77	36.71	37.03	39.36	39.52	40.23	40.54	41.20	42.53	42.85	43.54	44.88	49.93	53.67	56.85	64.32	74.03	18
19	25.82	27.31	28.33	28.77	29.08	29.64	30.15	30.80	31.10	31.51	32.17	33.50	34.07	35.46	36.06	37.01	37.34	39.70	39.85	40.56	40.88	41.54	42.90	43.22	43.92	45.27	50.37	54.15	57.36	64.91	74.72	19
20	26.02	27.53	28.56	29.01	29.31	29.87	30.39	31.05	31.35	31.77	32.43	33.78	34.34	35.75	36.37	37.32	37.66	40.03	40.19	40.91	41.23	41.90	43.27	43.58	44.30	45.65	50.81	54.63	57.87	65.49	75.40	20
21	26.22	27.74	28.78	29.23	29.55	30.11	30.64	31.30	31.60	32.02	32.70	34.05	34.63	36.04	36.67	37.64	37.97	40.37	40.53	41.26	41.58	42.26	43.64	43.96	44.68	46.05	51.25	55.11	58.39	66.09	76.09	21
22 & beyond	26.41	27.95	29.01	29.46	29.77	30.35	30.88	31.56	31.85	32.29	32.96	34.33	34.91	36.35	36.97	37.95	38.29	40.72	40.88	41.61	41.94	42.61	44.01	44.34	45.06	46.45	51.70	55.60	58.91	66.69	76.80	22 & beyond

CAESS FY 2028 -- Table FY28-A

This table reflects \$0.50 per hour more than FY 2027 Table FY27-B

(Effective 7.1.2027 for pays 1-12)

Index	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Index
1	19.56	20.54	21.21	21.50	21.71	22.08	22.41	22.84	23.04	23.30	23.73	24.60	24.99	25.90	26.30	26.92	27.15	28.68	28.79	29.27	29.46	29.90	30.78	30.99	31.46	32.34	35.70	38.19	40.30	45.27	51.70	1
2	19.96	20.97	21.65	21.97	22.16	22.53	22.89	23.32	23.52	23.81	24.25	25.15	25.53	26.48	26.88	27.53	27.76	29.35	29.45	29.94	30.15	30.61	31.52	31.73	32.21	33.11	36.57	39.14	41.31	46.42	53.06	2
3	20.34	21.39	22.11	22.41	22.63	23.03	23.37	23.83	24.04	24.32	24.77	25.70	26.12	27.08	27.50	28.17	28.39	30.04	30.15	30.64	30.85	31.33	32.26	32.48	32.97	33.91	37.47	40.11	42.35	47.61	54.45	3
4	20.76	21.83	22.56	22.89	23.11	23.50	23.87	24.34	24.55	24.85	25.32	26.28	26.68	27.68	28.13	28.80	29.05	30.73	30.85	31.37	31.59	32.07	33.02	33.26	33.76	34.73	38.40	41.12	43.42	48.85	55.89	4
5	21.19	22.28	23.05	23.37	23.59	24.03	24.39	24.88	25.10	25.39	25.89	26.86	27.30	28.32	28.77	29.47	29.71	31.46	31.58	32.12	32.33	32.82	33.82	34.06	34.59	35.58	39.34	42.15	44.52	50.11	57.36	5
6	21.62	22.76	23.53	23.88	24.12	24.53	24.94	25.43	25.64	25.97	26.47	27.48	27.91	28.96	29.43	30.16	30.41	32.21	32.32	32.86	33.10	33.62	34.64	34.88	35.42	36.44	40.33	43.23	45.67	51.43	58.88	6
7	22.08	23.24	24.06	24.39	24.64	25.09	25.48	26.00	26.22	26.54	27.06	28.10	28.55	29.64	30.13	30.86	31.13	32.97	33.10	33.66	33.89	34.42	35.48	35.73	36.29	37.34	41.34	44.32	46.84	52.76	60.46	7
8	22.53	23.74	24.57	24.94	25.18	25.62	26.06	26.57	26.80	27.15	27.67	28.74	29.22	30.34	30.83	31.59	31.86	33.76	33.88	34.48	34.72	35.27	36.35	36.62	37.18	38.26	42.38	45.45	48.04	54.14	62.07	8
9	23.03	24.26	25.12	25.48	25.73	26.21	26.62	27.18	27.41	27.76	28.31	29.41	29.89	31.05	31.56	32.34	32.62	34.58	34.71	35.31	35.56	36.12	37.24	37.50	38.09	39.21	43.45	46.61	49.29	55.58	63.73	9
10	23.51	24.78	25.67	26.06	26.31	26.79	27.23	27.79	28.04	28.39	28.95	30.10	30.59	31.78	32.30	33.11	33.41	35.41	35.55	36.17	36.43	37.01	38.16	38.43	39.03	40.19	44.56	47.82	50.57	57.04	65.45	10
11	24.03	25.33	26.24	26.63	26.90	27.39	27.84	28.42	28.68	29.05	29.63	30.79	31.32	32.54	33.07	33.91	34.21	36.29	36.42	37.05	37.33	37.91	39.10	39.39	40.00	41.20	45.70	49.04	51.90	58.55	67.22	11
12	24.32	25.65	26.58	26.99	27.26	27.76	28.23	28.81	29.07	29.44	30.04	31.22	31.74	32.99	33.55	34.38	34.69	36.80	36.94	37.58	37.86	38.47	39.67	39.96	40.59	41.80	46.39	49.80	52.68	59.46	68.28	12
13	24.64	26.00	26.93	27.34	27.61	28.13	28.60	29.21	29.46	29.84	30.44	31.65	32.18	33.46	34.00	34.87	35.18	37.33	37.47	38.14	38.41	39.02	40.26	40.54	41.20	42.41	47.08	50.55	53.50	60.38	69.35	13
14	24.96	26.33	27.29	27.69	27.99	28.51	28.99	29.59	29.86	30.26	30.86	32.09	32.63	33.92	34.49	35.37	35.68	37.86	38.01	38.69	38.96	39.59	40.85	41.14	41.79	43.04	47.80	51.32	54.30	61.33	70.45	14
15	25.27	26.67	27.64	28.08	28.36	28.88	29.37	30.00	30.27	30.66	31.28	32.55	33.08	34.40	34.97	35.86	36.19	38.41	38.56	39.25	39.53	40.18	41.44	41.74	42.41	43.68	48.51	52.10	55.14	62.29	71.56	15
16	25.59	27.04	28.02	28.44	28.73	29.29	29.76	30.41	30.68	31.09	31.71	32.99	33.56	34.88	35.47	36.38	36.71	38.96	39.13	39.82	40.11	40.75	42.05	42.36	43.03	44.33	49.24	52.89	55.99	63.26	72.71	16
17	25.94	27.39	28.39	28.83	29.13	29.67	30.18	30.82	31.11	31.52	32.16	33.46	34.01	35.38	35.98	36.90	37.23	39.53	39.69	40.39	40.70	41.35	42.67	42.98	43.67	44.99	49.99	53.70	56.85	64.25	73.86	17
18	26.13	27.61	28.62	29.05	29.35	29.90	30.41	31.06	31.35	31.77	32.41	33.73	34.28	35.67	36.27	37.21	37.53	39.86	40.02	40.73	41.04	41.70	43.03	43.35	44.04	45.38	50.43	54.17	57.35	64.82	74.53	18
19	26.32	27.81	28.83	29.27	29.58	30.14	30.65	31.30	31.60	32.01	32.67	34.00	34.57	35.96	36.56	37.51	37.84	40.20	40.35	41.06	41.38	42.04	43.40	43.72	44.42	45.77	50.87	54.65	57.86	65.41	75.22	19
20	26.52	28.03	29.06	29.51	29.81	30.37	30.89	31.55	31.85	32.27	32.93	34.28	34.84	36.25	36.87	37.82	38.16	40.53	40.69	41.41	41.73	42.40	43.77	44.08	44.80	46.15	51.31	55.13	58.37	65.99	75.90	20
21	26.72	28.24	29.28	29.73	30.05	30.61	31.14	31.80	32.10	32.52	33.20	34.55	35.13	36.54	37.17	38.14	38.47	40.87	41.03	41.76	42.08	42.76	44.14	44.46	45.18	46.55	51.75	55.61	58.89	66.59	76.59	21
22 & beyond	26.91	28.45	29.51	29.96	30.27	30.85	31.38	32.06	32.35	32.79	33.46	34.83	35.41	36.85	37.47	38.45	38.79	41.22	41.38	42.11	42.44	43.11	44.51	44.84	45.56	46.95	52.20	56.10	59.41	67.19	77.30	22 & beyond

CAESS FY 2028 -- Table FY28-B

This table reflects \$0.50 per hour more than FY 2028 Table FY28-B

(Effective 7.1.2027 for pays 13-24)

Index	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Index
1	20.06	21.04	21.71	22.00	22.21	22.58	22.91	23.34	23.54	23.80	24.23	25.10	25.49	26.40	26.80	27.42	27.65	29.18	29.29	29.77	29.96	30.40	31.28	31.49	31.96	32.84	36.20	38.69	40.80	45.77	52.20	1
2	20.46	21.47	22.15	22.47	22.66	23.03	23.39	23.82	24.02	24.31	24.75	25.65	26.03	26.98	27.38	28.03	28.26	29.85	29.95	30.44	30.65	31.11	32.02	32.23	32.71	33.61	37.07	39.64	41.81	46.92	53.56	2
3	20.84	21.89	22.61	22.91	23.13	23.53	23.87	24.33	24.54	24.82	25.27	26.20	26.62	27.58	28.00	28.67	28.89	30.54	30.65	31.14	31.35	31.83	32.76	32.98	33.47	34.41	37.97	40.61	42.85	48.11	54.95	3
4	21.26	22.33	23.06	23.39	23.61	24.00	24.37	24.84	25.05	25.35	25.82	26.78	27.18	28.18	28.63	29.30	29.55	31.23	31.35	31.87	32.09	32.57	33.52	33.76	34.26	35.23	38.90	41.62	43.92	49.35	56.39	4
5	21.69	22.78	23.55	23.87	24.09	24.53	24.89	25.38	25.60	25.89	26.39	27.36	27.80	28.82	29.27	29.97	30.21	31.96	32.08	32.62	32.83	33.32	34.32	34.56	35.09	36.08	39.84	42.65	45.02	50.61	57.86	5
6	22.12	23.26	24.03	24.38	24.62	25.03	25.44	25.93	26.14	26.47	26.97	27.98	28.41	29.46	29.93	30.66	30.91	32.71	32.82	33.36	33.60	34.12	35.14	35.38	35.92	36.94	40.83	43.73	46.17	51.93	59.38	6
7	22.58	23.74	24.56	24.89	25.14	25.59	25.98	26.50	26.72	27.04	27.56	28.60	29.05	30.14	30.63	31.36	31.63	33.47	33.60	34.16	34.39	34.92	35.98	36.23	36.79	37.84	41.84	44.82	47.34	53.26	60.96	7
8	23.03	24.24	25.07	25.44	25.68	26.12	26.56	27.07	27.30	27.65	28.17	29.24	29.72	30.84	31.33	32.09	32.36	34.26	34.38	34.98	35.22	35.77	36.85	37.12	37.68	38.76	42.88	45.95	48.54	54.64	62.57	8
9	23.53	24.76	25.62	25.98	26.23	26.71	27.12	27.68	27.91	28.26	28.81	29.91	30.39	31.55	32.06	32.84	33.12	35.08	35.21	35.81	36.06	36.62	37.74	38.00	38.59	39.71	43.95	47.11	49.79	56.08	64.23	9
10	24.01	25.28	26.17	26.56	26.81	27.29	27.73	28.29	28.54	28.89	29.45	30.60	31.09	32.28	32.80	33.61	33.91	35.91	36.05	36.67	36.93	37.51	38.66	38.93	39.53	40.69	45.06	48.32	51.07	57.54	65.95	10
11	24.53	25.83	26.74	27.13	27.40	27.89	28.34	28.92	29.18	29.55	30.13	31.29	31.82	33.04	33.57	34.41	34.71	36.79	36.92	37.55	37.83	38.41	39.60	39.89	40.50	41.70	46.20	49.54	52.40	59.05	67.72	11
12	24.82	26.15	27.08	27.49	27.76	28.26	28.73	29.31	29.57	29.94	30.54	31.72	32.24	33.49	34.05	34.88	35.19	37.30	37.44	38.08	38.36	38.97	40.17	40.46	41.09	42.30	46.89	50.30	53.18	59.96	68.78	12
13	25.14	26.50	27.43	27.84	28.11	28.63	29.10	29.71	29.96	30.34	30.94	32.15	32.68	33.96	34.50	35.37	35.68	37.83	37.97	38.64	38.91	39.52	40.76	41.04	41.70	42.91	47.58	51.05	54.00	60.88	69.85	13
14	25.46	26.83	27.79	28.19	28.49	29.01	29.49	30.09	30.36	30.76	31.36	32.59	33.13	34.42	34.99	35.87	36.18	38.36	38.51	39.19	39.46	40.09	41.35	41.64	42.29	43.54	48.30	51.82	54.80	61.83	70.95	14
15	25.77	27.17	28.14	28.58	28.86	29.38	29.87	30.50	30.77	31.16	31.78	33.05	33.58	34.90	35.47	36.36	36.69	38.91	39.06	39.75	40.03	40.68	41.94	42.24	42.91	44.18	49.01	52.60	55.64	62.79	72.06	15
16	26.09	27.54	28.52	28.94	29.23	29.79	30.26	30.91	31.18	31.59	32.21	33.49	34.06	35.38	35.97	36.88	37.21	39.46	39.63	40.32	40.61	41.25	42.55	42.86	43.53	44.83	49.74	53.39	56.49	63.76	73.21	16
17	26.44	27.89	28.89	29.33	29.63	30.17	30.68	31.32	31.61	32.02	32.66	33.96	34.51	35.88	36.48	37.40	37.73	40.03	40.19	40.89	41.20	41.85	43.17	43.48	44.17	45.49	50.49	54.20	57.35	64.75	74.36	17
18	26.63	28.11	29.12	29.55	29.85	30.40	30.91	31.56	31.85	32.27	32.91	34.23	34.78	36.17	36.77	37.71	38.03	40.36	40.52	41.23	41.54	42.20	43.53	43.85	44.54	45.88	50.93	54.67	57.85	65.32	75.03	18
19	26.82	28.31	29.33	29.77	30.08	30.64	31.15	31.80	32.10	32.51	33.17	34.50	35.07	36.46	37.06	38.01	38.34	40.70	40.85	41.56	41.88	42.54	43.90	44.22	44.92	46.27	51.37	55.15	58.36	65.91	75.72	19
20	27.02	28.53	29.56	30.01	30.31	30.87	31.39	32.05	32.35	32.77	33.43	34.78	35.34	36.75	37.37	38.32	38.66	41.03	41.19	41.91	42.23	42.90	44.27	44.58	45.30	46.65	51.81	55.63	58.87	66.49	76.40	20
21	27.22	28.74	29.78	30.23	30.55	31.11	31.64	32.30	32.60	33.02	33.70	35.05	35.63	37.04	37.67	38.64	38.97	41.37	41.53	42.26	42.58	43.26	44.64	44.96	45.68	47.05	52.25	56.11	59.39	67.09	77.09	21
22 & beyond	27.41	28.95	30.01	30.46	30.77	31.35	31.88	32.56	32.85	33.29	33.96	35.33	35.91	37.35	37.97	38.95	39.29	41.72	41.88	42.61	42.94	43.61	45.01	45.34	46.06	47.45	52.70	56.60	59.91	67.69	77.80	22 & beyond

IN WITNESS HEREOF, the parties hereunto set their hand and seal this 13th day of June, 2024.

BOARD OF EDUCATION OF CALVERT COUNTY



Antoine S. White, President



Inez N. Claggett, Vice-President



Dawn C. Balinski, Member



Lisa M. Grenis, Member

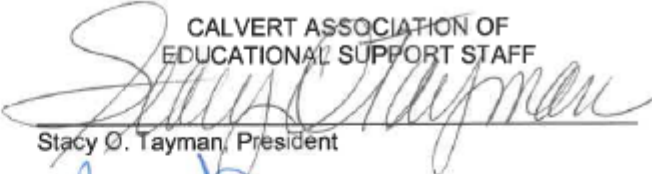


Jana L. Smith-Post, Member



Dr. Andraé Townsel, Secretary-Treasurer &
Superintendent of Schools

CALVERT ASSOCIATION OF
EDUCATIONAL SUPPORT STAFF



Stacy O. Tayman, President



Ryan L. Jett, Bargaining Team Member



Michelle M. Parrott, Bargaining Team Member



Dean M. Jones, Bargaining Team Member



Robert P. Connerton, Uniserv Director