



The Agreement Between
The Board of Education
of
Calvert County
and
The Calvert Association of
Supervisors and Administrators
July 1, 2025 – June 30, 2029

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Article 1 General Provisions

1.1 Recognition. In view of the certification by the Board of Education of Calvert County, Maryland, hereinafter referred to as the “Board,” the Calvert Association of Administrators and Supervisors (CASA/MSEA/NEA), hereinafter referred to as the “Association,” is recognized as the exclusive representative of the certificated administrators and supervisors unit of the school system in accordance with Education Article, Title 6, Subtitle 4, of the Annotated Code of Maryland.

The bargaining unit shall include all administrators and supervisors, except for positions that do not require certification as defined in the Education, Certification and Experience section of the job description for positions posted after June 30, 2025, personnel including Human Resources administrators and supervisors and with executive director, chief, or superintendent in their titles, and employees who act in a negotiating capacity by serving on the CCPS Negotiations Table Team.

It is understood that if a unit member is a member of the CCPS Negotiations Table Team, the said member shall continue to receive all pay, benefits and working conditions in this agreement and benefits offered by the Association. It is understood that while in this position the said member shall not be eligible to participate in Association business, except for social activities, without the permission of the Superintendent and shall not share confidential information with the Association.

1.2 Definition of Terms.

- a. The term “Member,” as it appears in this agreement, shall include all professional employees who hold MSDE certification in the area of administration/supervision and in a position eligible for membership in the unit represented by the Association.
- b. The term “Superintendent,” as it appears in this agreement, shall refer to the Superintendent of Schools for the Board of Education of Calvert County, Maryland.
- c. The term “Contract Year” shall refer to July 1 through June 30 for all members.
- d. The term “Days”, unless otherwise specified, is defined to mean working days.

1.3 Article Ratification. The items of this agreement not requiring fiscal support, when duly ratified by the Association and the Board will be valid and binding during the term of this agreement. The items which require fiscal support shall be valid and binding to the extent that sufficient funds are guaranteed and/or made available by fiscal authorities to fully implement said items.

- 1.4 Reduced Funding.** If categories which contain requests for funds to support items in this agreement are reduced by fiscal authorities, further negotiations on these items shall begin after the action by the Board of Education and conclude not later than June 15 for the subsequent fiscal year.
- 1.5 Severability.** If any provision of this agreement or any application of the agreement to any party to this agreement shall be found contrary to law, then such provisions or application shall not be deemed valid and subsisting except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.
- 1.6 Succeeding Year.** Negotiations for a succeeding agreement shall begin no later than November 15, of the last school year of the contract with the goal of completing negotiations by February 1 of that year.
- 1.7 Impasse Procedure.** The public school laws of Maryland shall be followed if the parties reach impasse in negotiations.
- 1.8 Personal Freedom.** The personal life of an employee is not within the appropriate concern or attention of the Board except as it may prevent the employee from properly performing his/her assigned functions during the workday or interfere with the operation of the school building or central office.

Article 2 Board's Rights

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

ARTICLE 3 Association's Rights and Privileges

- 3.1 Board of Education Meetings.** A representative chosen by the Association may attend any and all open meetings of the Board of Education for the purpose of keeping all members informed of school business. The Association may present proposals/comments to the Board by requesting the Superintendent include the Association on the agenda.
- 3.2 School Calendar Committee.** The Association will have a representative who shall serve on the calendar committee.
- 3.3 Monthly Discussions.** The Association President shall have the opportunity to meet with the Superintendent as needed to discuss relevant issues.
- 3.4 Interschool Communications.** Use of the interschool mail facility is authorized to distribute official Association material. The Association shall have access to and use of the electronic mail delivery system to communicate with members.
- 3.5 A&S Job Descriptions.** The Association will be notified in writing or via email as job descriptions are developed or updated prior to posting so the Association may provide feedback and recommendations in the development of administrative and supervisory job descriptions. The Superintendent or designee reserves the right to determine all final job descriptions.
- 3.6 Association Leave.** A total of 105 hours of association leave outside of the negotiations process will be available to unit members for organizational business at the discretion of the Association President each fiscal year. Additional Association Leave for negotiations will be determined as part of the ground rules document. CASA shall be allowed to carry over up to 10 hours of unused Association Leave from one year to the next.
- 3.7 Membership List.** CCPS shall provide the Association with an electronically searchable file that includes all eligible members in the system by September 15. Such information is not to be used for commercial purposes. This list shall be provided quarterly to the Association on or about the last day of January, April, and July.
- 3.8 Right to Communicate.** CCPS will notify the Association within ten days of the appointment of a position within the bargaining unit. The Association will provide

CCPS with a membership packet to be included in the employee's onboarding documents.

Article 4 Association/Board Relations

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

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

Article 5 Contract Year

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

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

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

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

An administrator may be eligible to telework on non-student days and up to three (3) student days for the purpose of completing a specified work product(s) as approved in advance by the employee's immediate supervisor. The employee who is teleworking may be required to report to the school or department if determined by the immediate supervisor. Telework must be in increments of half or whole days. The total number of telework days per year shall not exceed five (5) days per year. In the case of an emergency affecting the district, the Superintendent may approve additional teleworking days beyond the five (5) day annual maximum. Emergency shall refer to a condition or situation as determined by the Superintendent which could not have been anticipated under normal circumstances.

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

Article 6 Grievance Procedures

6.1 Purpose. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise regarding this negotiated agreement. Both parties agree that these proceedings will be kept confidential and not be a matter of public record. Nothing contained herein will be construed as limiting the right of any Association member having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance addressed without the involvement of the Association.

6.2 Definitions.

- a. "Grievance" is a claim by the Association or a member of the Association of an alleged violation, misinterpretation, or misapplication of provisions of the Negotiated Agreement.
- b. "Days" shall mean working days.

6.3 Procedure. Within twenty (20) days following occurrence of the act or condition which is the basis of the complaint, a member may file a grievance with his/her immediate supervisor, or such grievance shall be deemed to be waived. Grievances shall not be amended during the grievance process without the agreement of both parties.

The Association will provide CCPS with sufficient information to investigate the alleged violation, including, when necessary and appropriate, names and places at the time the grievance is filed.

Step 1. The immediate supervisor shall have twenty (20) days to give a written decision after receipt of the grievance. Failure to respond within the time limitations established shall enable the grievant to proceed to Step 2.

Step 2. The grievant may appeal by written notice to the Superintendent within ten (10) days after the Step 1 response. The Superintendent shall have ten (10) days to give a written decision after receipt of the grievance. Failure to respond within the time limitations established shall enable the grievant to proceed to Step 3.

Step 3: 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 the Association by serving written notice on Calvert County Public Schools (CCPS) within twenty (20) days

after the Superintendent's answer at Step 2 of the said grievance procedure. If the Association 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.

6.4 Other Provisions

- a. Selection of Arbitrator:** If the Association and CCPS are unable to agree upon the selection of an arbitrator within seven (7) days after the Association's 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 the Association informs CCPS 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.
- b. Jurisdiction of Arbitration:** The jurisdiction and authority of the arbitrator of the grievance and his/her opinion and award shall be confined to the provision or provisions of this Agreement as issued between the Association and CCPS. 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 CCPS and the Association. 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, the Association and CCPS.
- c. Arbitration Expenses:** The Association and CCPS 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/her.
- d. Release Time:** Release time shall be provided for all participants in arbitration hearings, including the grievant, association representatives, and a reasonable

number of witnesses. The intent of this item is to ensure that release time is kept to the minimum amount necessary.

- e. Association Representation:** All employees shall have the right to Association 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 the Association.
- f.** No reprisals shall be invoked against any Association member for processing a grievance or participating in the grievance procedure.
- g.** All forms, responses, and referenced attachments dealing with a grievance will be filed separately from the personnel files of the grievant.

Article 7 Assignments and Transfers

7.1 Notification. Each member shall be given written notification of his/her salary status, position, and tentative assignment for the forthcoming school year by August 15, annually or within one month of the ratification of an agreement if an agreement is not ratified by August 15.

7.2 Voluntary Transfer. When a member is transferred or reassigned at his/her request to another position, the member will begin receiving the salary of the new assignment on the effective date of the transfer or reassignment. An employee may make a written request for a voluntary transfer to the Superintendent no later than the end of March.

When a member serves in a 12-month position through the end of a school year (June 30) and then is transferred or reassigned to another position for the following school year, the effective date of the transfer or reassignment shall be the first duty day of that assignment.

7.3 Involuntary Transfer. An involuntary transfer is a transfer for cause. Cause is defined as documented poor performance or misconduct. When a member is involuntarily transferred to a position with a lower salary, the member will begin receiving the salary of the new assignment on the effective date of the transfer. The member will be given the reason(s) for the transfer in writing.

7.4 Administrative Transfer.

- a. Any member transferred to a lower paying position prior to July 1, 2008 will retain his/her current salary scale.
- b. Any member transferred to a lower paying position on or after July 1, 2008 shall:
 - i. retain his/her current salary scale for three years,
 - ii. at the start of the fourth year, be paid at the annual salary step and grade in effect on the last day of the third year (to include COLA), and
 - iii. continue to be paid at the annual salary step and grade in effect on the last day of the third year (to include COLA) until his/her salary on the new grade exceeds this guaranteed salary, at which time the unit member will be placed on the new salary scale.

7.5 Reduction in Force

- a. A reduction in force (RIF) occurs due to budgetary constraints and brings about the elimination of one or more specific positions within the CASA bargaining unit.
- b. When a (RIF) is necessary, the Superintendent will, to the extent feasible, reassign the unit member to lower ranking position within the CASA bargaining unit, prior to such member being transferred to a position with the CEA bargaining unit.
- c. In making determinations on individuals to be rified, the Superintendent will take into consideration the total length of service since the most recent date of hire in any position for which CASA has been designated as the exclusive representative. Consideration will also be given to area of certification (including subject field and grade level qualifications), overall experience, and/or specialized training.
- d. The employee will be placed in a dean position. If no such vacancy exists or the employee elects not to serve as dean, then he/she will be assigned to a classroom teaching position in his/her area(s) of certification. Additionally, the employee will be placed on the step of the appropriate CEA salary scale that is not less than the employee's per diem rate of pay when the RIF occurred. Once reassigned, the language of the CEA Agreement will be controlling. If recalled to an administrative position, the employee will be placed on the CASA scale and step that he/she would have received had he/she remained in his/her administrative position. If an offer to recall is extended to an employee and he/she declines to return to the proposed administrative assignment, the employee waives any further entitlement to recall and must make arrangements with the Human Resources Department to liquidate or convert all of his/her remaining annual leave.
- e. The employee will have the option to convert unused annual leave to sick leave, use annual leave on non-student days, or bank said leave for the duration of the period to be recalled to an administrative position. Upon expiration of the recall period, the employee will have the option to convert all unused annual leave to sick leave or to be paid for unused annual leave up to a maximum of 53 days with any remaining unused annual leave days beyond this maximum converted to sick leave. The sale of days will be paid at the employee's per diem rate at the time the RIF occurred.
- f. The employee will be assigned to work 190 days each year.

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

Article 8 Promotions

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

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

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

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

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

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

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

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

Principal: Administrators as determined by the Superintendent or designee will be invited to participate in the interviews. Based on the results of the interview process,

selected applicants will be recommended to the Superintendent for consideration in filling current vacancies. The committee will be convened by the Director of Human Resources or designee.

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

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

- 8.6 Superintendent's Recommendation to the Board.** The Superintendent or designee will confer with the direct supervisor for advisement of the needs of the building or department prior to making a final recommendation(s) for appointment to the members of the Board of Education for consideration.
- 8.7 Consideration.** Current CCPS administrators who apply and who meet the qualifications for the advertised position and were interviewed will be notified of their status prior to any related systemwide hiring announcement.

Article 9 Employee Evaluation

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

9.2 Performance.

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

The Evaluator will:

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

The Evaluatee will:

- vi. Develop a Performance Improvement Plan that will target the area(s) that were rated as “developing/needs improvement” or “ineffective” in a particular area on the most recent evaluation; the performance improvement plan shall address the area(s).
- vii. Provide evidence of effort toward the desired change. Evidence may include strategies being implemented in the evaluatee’s area of responsibility or artifacts that demonstrate progress toward specific goals.
- viii. Participate in professional improvement/remediation activities outlined in the Performance Improvement Plan.

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

Administrators receiving an overall effective or highly effective rating in their overall evaluation will be removed from probationary status.

If upon completion of the year any new administrator employed by CCPS at the time of their promotion receive an overall developing or ineffective rating, the employee will be transferred to a lower paying position or placed in an available teaching position within the teachers’ bargaining unit for the following year.

New administrators hired from outside CCPS who receive an overall developing or ineffective rating may be terminated from the school system.

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

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

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

Article 10 Discipline

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

Article 11 Temporary Leaves of Absence

11.1 Annual Leave. Annual leave must be planned to give the best practical continuous coverage of the schools and the departments of the Central Office. Consequently, members will not be granted more than twenty (20) consecutive days of annual leave. In addition, members will be granted no more than twenty (20) days of annual leave in the two months just prior to their actual date of retirement. An employee who wishes to use annual leave shall communicate this request for approval in advance to the immediate supervisor.

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

- Upon hire – 21 days
- 1st day of 14th year – 22 days
- 1st day of 20th year – 23 days
- 1st day of 26th year - 25 days

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

11.2 Bereavement Leave.

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

Members are eligible for the following bereavement leave:

- a. Not more than five (5) working days of absence with pay shall be allowed for each death in the immediate family, including child, stepchild, parent, father-in-law, mother-in-law, grandchild, stepparent, brother, sister, husband, wife, or any person who has lived regularly in the household of the employee.
- b. Not more than two (2) working days of absence with pay shall be allowed for the death of a grandparent, son-in-law, daughter-in-law, aunt, uncle, niece or nephew.
- c. Not more than one (1) working day of absence with pay shall be allowed for the death of a great-grandparent, brother-in-law or sister-in-law.

- d. If the deceased is an ex-spouse and/or ex-in-law and there are children between the parties, two (2) days leave may be allowed. One day must be used on the day of the funeral.
- e. Should an employee be required to travel out-of-state for funeral or other bereavement related matters, other available leave may be used to extend the time allotted. This use of leave shall not be denied.
- f. Should an employee be named executor of an estate for those relatives listed above, he/she may elect to use one (1) of the bereavement leave days in performance of this responsibility. The employee may use any other leave time accumulated for this matter. This leave shall not, within reasonable limits, be denied.
- g. Bereavement leave does not need to be taken in consecutive workdays.
- h. If the employee has exhausted all accrued leave, then upon written request, the Superintendent may authorize additional leave days.
- i. Not more than three (3) workdays of absence with pay shall be allowed for pregnancy loss due to miscarriage or termination of pregnancy for medical reasons.

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

A member who is asked to appear as a witness for the Board with or without a subpoena, shall be granted paid leave for the 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.

11.4 Parental Leave.

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

administrator and the Board mutually agree to a shorter period of time, or unless otherwise provided by law.

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

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

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

11.6 Sabbatical Leave.

- a. The number of full year sabbatical leaves with pay (subject to sub-paragraph (c) below) available for administrators during any one school year shall be one (1). Request for a sabbatical leave of absence shall be made to the Superintendent by February 15.
- b. The administrator shall have completed at least five (5) consecutive full school years in active service as a regularly appointed teacher and/or administrator in the Calvert County Public Schools in order to be eligible to receive a sabbatical leave.

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

to the Superintendent's Office within thirty (30) days of the member's return to duty.

- i. The administrator on sabbatical leave shall submit transcripts or other evidence of completion to the Director of Human Resources within thirty (30) days of the member's return to duty.
- j. A sabbatical leave for travel will only be considered when the travel is in conjunction with an organized program of study or research. Application for leave shall include, in general terms, an itinerary of the proposed objectives of the study or research of which the travel is a part. Upon completion of the leave and within thirty (30) days of the member's return to duty, a detailed itinerary and written report, of not less than 1,500 words, shall be submitted to the Superintendent's office, setting forth the member's reactions to the travel and a statement of the benefit to the schools, and the students of Calvert County. A description of travel will not satisfy this requirement.
- k. The administrator on leave shall be afforded the opportunity to continue payments toward retirement and all other payroll deductions provided for in this agreement.

11.7 Sick Leave.

- a. Each administrator shall be allowed minimum sick leave at the rate of one (1) work day per month, the annual total of which shall be available at the beginning of the school year. The maximum number of sick leave days which may be accumulated shall be unlimited.
- b. The Board shall advance sick leave days which will be charged against subsequent accrual, provided the number of sick days advanced will not exceed the total annual allotment of sick leave days. An administrator who has a deficit in sick leave for two (2) consecutive years shall not be advanced sick leave. An administrator, upon termination of service with the Board, who has any sick leave indebtedness shall have the amount of such indebtedness deducted from the final salary check(s).
- c. The Superintendent may require a Health Care provider's certificate of illness from the administrator's personal physician(s) and/or the examining physician(s) of the Board of Education as recommended by the administrator's direct supervisor.

- d. Sick leave may be used for personal illness, illness in the immediate family, or dental and medical appointments which cannot be made outside of working hours.
- e. Administrators transferring into the Calvert County Public School System shall be allowed to transfer from other Maryland public school systems up to a maximum of 180 unused accumulated sick leave days.
- f. Previously accumulated sick leave prior to any leave of absence will be restored to all employees returning from approved leaves of absence.
- g. Administrators shall, at their request, be allowed to use sick leave for absence due to a certified medical condition connected with or resulting from pregnancy. With a doctor's certification, the administrator must return to work unless she resigns or requests a leave of absence.
- h. Administrators shall be notified of accumulated sick leave on each regular salary pay voucher.
- i. One month prior to effective retirement date of an administrator, he/she may transfer any accumulated sick leave from another Maryland county that is verifiable and is above and beyond the amount allowable in item (e) above.
- j. An employee sick leave transfer process will be available for all employees who have exhausted all of their accrued sick, annual, and personal leave who personally and/or has a spouse, child, or parent who experience a medically documented incapacitating or catastrophic illness, injury, or quarantine.
 - 1. The maximum number of days that an individual may receive from transfer may not exceed a total of 70 in each school year.
 - 2. Sick leave may be donated in whole days only, with a minimum donation of one day, but it may be used in increments as normal sick leave.
 - 3. The contributing employee must have at least 15 days of accrued sick leave following the transfer.
 - 4. Donated sick leave will be credited to the recipient's sick leave balance as soon as practicable upon approval by Human Resources and will be reflected on the recipient's paycheck stub in accordance with payroll deadlines. The leave will be available for the recipient to use as he/she would use his/her normal sick leave.

5. Unused transferred sick leave will be rolled over into the employee's sick leave balance beginning the new fiscal year.

11.8 Workers' Compensation

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

11.9 Extended Administrator Absences. In the event of an extended administrator absence, the Superintendent or designee will determine what action is needed. If an acting administrative assignment is deemed necessary, the administrator placed in acting position will be paid the salary differential retroactive to the effective date of the appointment.

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

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

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

- CCPS Healthcare Provider-Sponsored Event \$100.00

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

11.12 Employees pursuing their National Board Certification (NBC) may request up to one (1) professional leave day to complete the content assessment component of the NBC to be used on the day of the assessment. Employees must submit evidence of assessment registration date and time when submitting the professional leave request.

11.13 The Board is committed to providing a safe school environment for employees, students, and authorized visitors. The Board recognizes that principals and assistant principals play an integral role in maintaining a safe school environment and shall work with principals and assistant principals to implement best practices to facilitate a safe school environment within the limits of applicable laws and regulations, inclusive of Education Articles 6-111 and 7-307.

Article 12 Inclement Weather

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

Employees who are required to work when buildings are being used as emergency shelters shall be compensated at their current regular hourly rate of pay. Work hours will be recorded and submitted on CCPS timesheets to the superintendent or his/her designee.

Article 13 Professional Development

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

Article 14 Travel Reimbursement

- 14.1 Rate.** Administrators will be reimbursed at the Internal Revenue Service (IRS) mileage reimbursement rate per mile for miles driven in connection with their employment pursuant to CCPS Policy #5600 and its related procedures. In determining the amount of reimbursable travel during a scheduled workday, the round-trip distance from home to assigned duty station is not reimbursable.
- 14.2 Exceptions.** All requests for travel reimbursement not outlined above will be considered on an individual basis. The Superintendent's determination regarding these requests will be final.
- 14.3 Deadline.** Vouchers for approved reimbursable travel will be submitted by the 15th of every month for the prior month.

Article 15 Tuition Reimbursement

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

Article 16 Insurances/Fringe Benefits

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

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

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

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

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

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

Years of Service	Health Insurance Subsidy	Years of Service	Health Insurance Subsidy
1	0.0%	16	75%
2	0.0%	17	75%
3	0.0%	18	75%
4	0.0%	19	75%
5	0.0%	20	75%

6	0.0%	21	75%
7	0.0%	22	75%
8	0.0%	23	75%
9	0.0%	24	75%
10	50%	25	75%
.11	55%	26	75%
12	60%	27	75%
13	65%	28	75%
14	70%	29	75%
15	75%	30	75%

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

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

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

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

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

Article 17 Ratification

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

Article 18 Duration

This agreement shall take effect on July 1, 2025 and shall remain in effect through June 30, 2029.

CCPS and CASA will meet to develop implementation requirements for the Time to Care Act.

CCPS and CASA will form a joint committee to address any finalized guidance provided by the Accountability Implementation Board (AIB) related to the Blueprint for Maryland's Future regarding administrators. Any final decisions impacting the negotiated agreement will be documented in a Memorandum of Understanding.

Article 19 Salary and Compensation

- 19.1 Advanced Degrees.** Any member who has earned a doctorate will receive an additional pensionable stipend of \$5,000 per year. In FY 2029, the additional pensionable stipend will increase to \$6000.00 per year.
- 19.2 Annual Leave Cash In.** For each school year, up to five (5) days in annual leave may be cashed in at a per diem rate. Members shall have the option of taking this benefit as a cash payment or defer the benefit directly as an employee contribution to a 403b or 457 retirement plan established with the school system.
- 19.3 Separation of Employment.** Upon the separation of employment, retirement, or death of an employee, payment will be issued for unused annual leave up to a maximum of 53 days. Any annual leave remaining beyond the specified maximum at time of separation will immediately be converted to sick leave. Upon an official July 1 retirement from Calvert County Public Schools and the Maryland State Retirement Agency, payment will be issued for unused annual leave up to a maximum of 63 days.
- 19.4 Fitness Program.** Members will be reimbursed up to \$300 per fiscal year for an exercise or health program and/or exercise gym membership or health club membership upon submission of a valid receipt. In the case of utilizing the options offered under the CCPS Wellness Program, payment and reimbursement will be handled via payroll deduction.
- 19.5 Death Benefit.** If an administrator dies while in service, his/her estate shall receive that member's eligible unused annual leave payment.
- 19.6 Placement on the Scale**
- a. Appointment of Non-Administrative Candidates
An appointee with no prior administrative experience will be placed on scale as follows:

Step 1: Be placed on or returned to level 2 of the Teacher Career Ladder at the appropriate Interval.

Step 2: The appointee salary determined in Step 1 will be multiplied by ten (10) percent for 12-month positions and five (5) percent for 11-month positions.
 - b. Appointment of Current CCPS Administrative Candidates

Candidates appointed to a similar titled position (AP to AP or Principal to Principal) on a higher scale: The appointee will move laterally to the scale of the new position. If there is a step negotiated for the year, the appointee will receive the step negotiated.

Candidates appointed to a higher scale with a different position title will be placed on the scale as follows:

Step 1: If a step is negotiated, the appointee will move one step on their current scale.

Step 2: The appointee salary determined above will be multiplied by seven (7) percent and then placed on the next higher step on the new scale.

c. Appointment of Non-CCPS Candidates with Administrative Experience

Candidates with administrative experience in a comparable position or a position on a lower scale will be placed on the step of the appropriate scale based on their prior administrative years of experience. If step(s) have not been negotiated, the years of administrative experience will be reduced by an equal number of steps before placement.

Candidates appointed to a position on a higher scale will be first placed using the language above and then follow the language in 19.6b.

d. In determining placement on scale for a member affected by Items 7.2 or 7.3, the member will be placed on the salary scale as follows:

- I. In the case where the member transfers to a teaching position, their years of administrative experience will be applied
- II. Any member voluntarily or involuntarily transferred to a position of lower pay will be placed on the salary schedule in the appropriate grade and on the step commensurate with years of administrative experience not to exceed member's current salary

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

19.8 Employee Claim. A member who through the course of administrative duties experiences proven destruction of personal property by a student shall be eligible for reimbursement with valid receipts up to \$250 per year when not covered by the

member's insurance, workers compensation insurance, or restitution from the individual.

19.9 Administrative Mentors. Members who are hired as mentors for new administrators/supervisors shall be compensated at \$500 per mentee.

19.10 Salary Schedule.

For 2025-2026:

- Placement on the new scale closest to but not less than the current salary and then move one (1) Step on the new scale.

For 2026-2027:

- 2% COLA
- One Step
- Deactivate Step 1 of the Salary Schedule

For 2027-2028:

- 2% COLA pays 1 – 12 and 2% COLA pays 13-24
- One Step

For 2028-2029:

- 1% COLA pays 1 – 12 and 0.5% COLA pays 13-24
- One Step

19.11 Article Ratification. The items of this agreement not requiring fiscal support, when duly ratified by the Association and the Board will be valid and binding during the term of this agreement. The items which require fiscal support shall be valid and binding to the extent that sufficient funds are guaranteed and/or made available by fiscal authorities to fully implement said items. *(copied from Item 1.3)*

19.12 Reduced Funding. If categories which contain requests for funds to support items in this agreement are reduced by fiscal authorities, further negotiations on these items shall begin after the action by the Board of Education and conclude not later than June 15 for the subsequent fiscal year. *(copied from Item 1.4)*

2025 – 2026 Salary Scales

Step	12-Month Positions 2025 - 2026							11-Month Positions 2025 - 2026		
	Coordinator ES and SE AP	MS and CTA AP	HS AP	Supervisor	ES and CCS Principal	Assist Director MS and CTA Principal	Director HS Principal	Coordinator ES and SE AP	MS and CTA AP	HS AP
1	103,929	105,868	111,804	117,046	118,365	123,936	132,126	95,445	97,226	102,677
2	106,527	108,515	114,599	119,972	121,324	127,034	135,429	97,831	99,657	105,244
3	109,190	111,228	117,464	122,971	124,357	130,210	138,815	100,277	102,148	107,875
4	111,920	114,008	120,401	126,046	127,466	133,466	142,285	102,784	104,701	110,572
5	114,718	116,858	123,411	129,197	130,653	136,802	145,842	105,353	107,319	113,337
6	117,586	119,780	126,496	132,427	133,919	140,222	149,488	107,987	110,002	116,170
7	120,526	122,774	129,658	135,737	137,267	143,728	153,226	110,687	112,752	119,074
8	123,539	125,844	132,900	139,131	140,699	147,321	157,056	113,454	115,571	122,051
9	126,627	128,990	136,222	142,609	144,216	151,004	160,983	116,290	118,460	125,102
10	129,793	132,215	139,628	146,174	147,822	154,779	165,007	119,198	121,422	128,230
11	133,038	135,520	143,119	149,829	151,517	158,649	169,132	122,178	124,457	131,436
12	136,364	138,908	146,697	153,574	155,305	162,615	173,361	125,232	127,569	134,722
13	139,773	142,381	150,364	157,414	159,188	166,680	177,695	128,363	130,758	138,089
14	143,267	145,940	154,123	161,349	163,167	170,847	182,137	131,572	134,027	141,542

2026 – 2027 Salary Scales

Step	12-month Positions 2026 – 2027 Deactivate Step 1 and 2% COLA							11-month Positions 2026 - 2027		
	Coordinator ES and SE AP	MS and CTA AP	HS AP	Supervisor	ES and CCS Principal	Assist. Director MS and CTA Principal	Director HS Principal	Coordinator ES and SE AP	MS and CTA AP	HS AP
1										
2	108,658	110,685	116,891	122,371	123,750	129,575	138,138	99,788	101,650	107,349
3	111,374	113,453	119,813	125,430	126,844	132,814	141,591	102,282	104,191	110,033
4	114,158	116,288	122,809	128,567	130,015	136,135	145,131	104,839	106,795	112,784
5	117,012	119,195	125,879	131,781	133,266	139,538	148,759	107,460	109,465	115,603
6	119,938	122,176	129,026	135,076	136,597	143,026	152,478	110,147	112,202	118,493
7	122,937	125,229	132,251	138,452	140,012	146,603	156,291	112,901	115,007	121,455
8	126,010	128,361	135,558	141,914	143,513	150,267	160,197	115,723	117,882	124,492
9	129,160	131,570	138,946	145,461	147,100	154,024	164,203	118,616	120,829	127,604
10	132,389	134,859	142,421	149,097	150,778	157,875	168,307	121,582	123,850	130,794
11	135,699	138,230	145,981	152,826	154,547	161,822	172,515	124,621	126,946	134,065
12	139,091	141,686	149,631	156,645	158,411	165,867	176,828	127,737	130,120	137,416
13	142,568	145,229	153,371	160,562	162,372	170,014	181,249	130,930	133,373	140,851
14	146,132	148,859	157,205	164,576	166,430	174,264	185,780	134,203	136,707	144,372

2027 - 2028 Salary Scales

Step	12-month Positions 2027 2028 2% COLA pays 1-12 and 2% COLA pays 13-24							11-month Positions 2027 - 2028		
	Coordinator ES and SE AP	MS and CTA AP	HS AP	Supervisor	ES and CCS Principal	Assist. Director MS and CTA Principal	Director HS Principal	Coordinator ES and SE AP	MS and CTA AP	HS AP
1										
2	110,831	112,899	119,229	124,819	126,225	132,166	140,900	101,783	103,683	109,496
3	113,601	115,722	122,210	127,939	129,381	135,470	144,423	104,328	106,275	112,233
4	116,442	118,614	125,265	131,138	132,616	138,858	148,033	106,936	108,931	115,039
5	119,353	121,579	128,397	134,417	135,931	142,329	151,734	109,610	111,654	117,915
6	122,336	124,619	131,606	137,777	139,329	145,887	155,527	112,350	114,446	120,863
7	125,395	127,734	134,896	141,221	142,813	149,535	159,416	115,159	117,307	123,884
8	128,530	130,928	138,269	144,752	146,383	153,273	163,401	118,038	120,240	126,982
9	131,743	134,201	141,725	148,370	150,042	157,105	167,487	120,988	123,246	130,156
10	135,037	137,556	145,269	152,079	153,794	161,032	171,673	124,013	126,327	133,410
11	138,413	140,995	148,901	155,882	157,638	165,058	175,965	127,114	129,485	136,746
12	141,873	144,520	152,624	159,778	161,579	169,185	180,365	130,292	132,722	140,164
13	145,420	148,133	156,439	163,774	165,619	173,414	184,874	133,549	136,041	143,668
14	149,055	151,836	160,350	167,867	169,759	177,749	189,495	136,887	139,441	147,260

Step	12-month Positions 2027 - 2028 2% COLA pays 1-12 and 2% COLA pays 13-24							11-month Positions 2027 - 2028		
	Coordinator ES and SE AP	MS and CTA AP	HS AP	Supervisor	ES and CCS Principal	Assist. Director MS and CTA Principal	Director HS Principal	Coordinator ES and SE AP	MS and CTA AP	HS AP
1										
2	113,047	115,157	121,613	127,315	128,750	134,809	143,718	103,819	105,756	111,686
3	115,873	118,036	124,654	130,498	131,969	138,180	147,312	106,414	108,400	114,478
4	118,770	120,986	127,771	133,761	135,268	141,635	150,994	109,075	111,110	117,340
5	121,740	124,011	130,965	137,105	138,650	145,175	154,769	111,802	113,887	120,274
6	124,783	127,111	134,239	140,533	142,116	148,805	158,638	114,597	116,735	123,280
7	127,903	130,289	137,594	144,045	145,669	152,525	162,605	117,462	119,653	126,362
8	131,101	133,547	141,035	147,647	149,311	156,338	166,669	120,398	122,645	129,522
9	134,378	136,885	144,560	151,338	153,043	160,247	170,836	123,408	125,711	132,759
10	137,737	140,308	148,174	155,121	156,870	164,253	175,107	126,494	128,854	136,078
11	141,181	143,815	151,879	159,000	160,791	168,360	179,484	129,656	132,075	139,481
12	144,711	147,410	155,676	162,974	164,811	172,568	183,972	132,897	135,377	142,968
13	148,328	151,096	159,567	167,049	168,932	176,882	188,571	136,220	138,762	146,542
14	152,036	154,873	163,557	171,225	173,154	181,304	193,285	139,625	142,230	150,205

2028 – 2029 Salary Scales

Step	12-month Positions 2028 - 2029 1% COLA pays 1-12 and 0.5% COLA pays 13-24							11-month Positions 2028 - 2029		
	Coordinator ES and SE AP	MS and CTA AP	HS AP	Supervisor	ES and CCS Principal	Assist. Director MS and CTA Principal	Director HS Principal	Coordinator ES and SE AP	MS and CTA AP	HS AP
1										
2	114,178	116,309	122,830	128,588	130,037	136,158	145,156	104,857	106,814	112,803
3	117,032	119,216	125,900	131,803	133,288	139,562	148,785	107,478	109,484	115,623
4	119,958	122,196	129,048	135,099	136,621	143,052	152,504	110,166	112,221	118,514
5	122,957	125,251	132,274	138,476	140,037	146,627	156,316	112,920	115,026	121,476
6	126,031	128,383	135,581	141,938	143,537	150,293	160,224	115,743	117,902	124,513
7	129,182	131,592	138,970	145,486	147,126	154,051	164,231	118,637	120,849	127,626
8	132,412	134,882	142,445	149,123	150,804	157,902	168,336	121,602	123,871	130,817
9	135,721	138,254	146,005	152,851	154,574	161,849	172,545	124,642	126,968	134,087
10	139,115	141,711	149,656	156,672	158,439	165,895	176,858	127,758	130,142	137,439
11	142,593	145,253	153,398	160,590	162,399	170,043	181,279	130,953	133,396	140,876
12	146,158	148,884	157,233	164,604	166,459	174,294	185,812	134,226	136,731	144,397
13	149,812	152,607	161,163	168,719	170,621	178,651	190,457	137,582	140,149	148,007
14	153,556	156,421	165,192	172,937	174,886	183,117	195,218	141,021	143,652	151,707

Step	12-month Positions 2028 - 2029 1% COLA pays 1-12 and 0.5% COLA pays 13-24							11-month Positions 2028 - 2029		
	Coordinator ES and SE AP	MS and CTA AP	HS AP	Supervisor	ES and CCS Principal	Assist. Director MS and CTA Principal	Director HS Principal	Coordinator ES and SE AP	MS and CTA AP	HS AP
1										
2	114,749	116,890	123,444	129,231	130,688	136,838	145,881	105,381	107,348	113,367
3	117,617	119,812	126,530	132,462	133,955	140,260	149,529	108,016	110,032	116,201
4	120,558	122,807	129,693	135,774	137,304	143,767	153,266	110,716	112,782	119,106
5	123,572	125,877	132,936	139,168	140,737	147,360	157,098	113,484	115,601	122,084
6	126,661	129,025	136,259	142,648	144,255	151,044	161,025	116,322	118,492	125,136
7	129,828	132,250	139,665	146,213	147,861	154,821	165,052	119,230	121,454	128,264
8	133,074	135,557	143,157	149,869	151,558	158,691	169,177	122,210	124,491	131,471
9	136,400	138,945	146,736	153,615	155,346	162,658	173,408	125,265	127,603	134,757
10	139,810	142,419	150,404	157,456	159,231	166,725	177,742	128,397	130,793	138,126
11	143,306	145,979	154,165	161,393	163,211	170,893	182,185	131,607	134,063	141,580
12	146,888	149,629	158,019	165,427	167,291	175,165	186,741	134,898	137,414	145,119
13	150,561	153,370	161,969	169,563	171,474	179,544	191,409	138,270	140,850	148,747
14	154,324	157,204	166,018	173,802	175,760	184,033	196,194	141,726	144,371	152,466

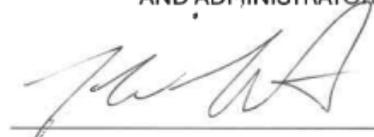
IN WITNESS WHEREOF, the parties hereunto set their hand and seal this February 27, 2025.

BOARD OF EDUCATION OF CALVERT COUNTY

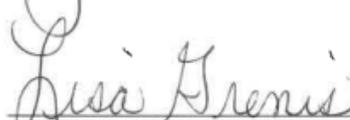
CALVERT ASSOCIATION OF SUPERVISORS
AND ADMINISTRATORS



Jana L. Smith-Post, President



Travis Mister, President



Lisa M. Grenis, Vice-President

Beth Doster, Negotiations Team Member



Melissa M. Goshorn, Member



James Kurtz, Negotiations Team Member

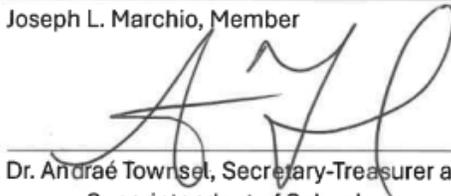


Paul E. Harrison, Member

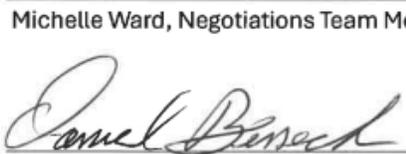
Pam Myrick, Negotiations Team Member

Joseph L. Marchio, Member

Michelle Ward, Negotiations Team Member



Dr. Andrae Townsel, Secretary-Treasurer and
Superintendent of Schools



Dan Besseck, UniServ Director