



This Memorandum of Understanding (hereinafter referred to as "MOU") is made by and between the Howard County Board of Education (the "County Board" or "BOE") and the Howard County Education Association (the "Association" or "HCEA") for employees covered under the HCEA non-certificated unit. The County Board and Association will be referred to collectively as "Parties."

The following language will replace the current contractual language and the previous MOU. It will apply to ESP hired between July 1, 2023 to June 30, 2024.

6. Placement on the salary schedule -

- A. Newly hired employees shall receive credit for related work experience.
 - a. To qualify, the experience must be equivalent to a full-time position or a part-time position that is 20 hours or more a week.
 - b. Effective with employees hired on or after July 1, 2018, credit not to exceed two (2) years for military experience or alternative civilian service required by the selective service system and not to exceed two (2) years for the Peace Corps, VISTA or National Teacher Corps work will be given upon initial employment.

B. Rehires:

Hires with previous Howard County Public Schools System experience returning within three (3) years of the departure from HCPSS will be given one (1) year of salary credit for every two (2) years of previous unrelated HCPSS experience earned up to a maximum of ten (10) years of service credit. This is in addition to related experience used to determine salary placement. Years of salary credit will only be used for the placement on the salary scale and will not constitute service credit towards longevity, stipends, bonuses, etc.

C. Promotions or Transfers:

Employees currently employed with the HCPSS with years of service not obtained within the ESP unit will either be granted service credit not to exceed ten (10) years for the purpose of placement on the salary schedule or have their experience evaluated as if they were a new employee. The higher of the two methods will be used to determine step placement.

- 1. A non-probationary employee currently on the ESP hourly salary scale that is promoted to a position of a higher salary grade on the hourly salary scale will be placed at the higher of the two (2),

- a. The step they would be placed on if they were being hired as a new employee, or
 - b. The employee's current step.
2. An employee promoted within their probationary period to a position with a higher salary grade will be evaluated as a new hire and given salary credit for related experience.
3. An employee promoted from an hourly salary scale to an annual salary scale will be placed at the higher of the two (2):
 - a. The salary and hours will be annualized in accordance with the hours and position the employee is being promoted to. The employee will then have 4% per salary lane on the appropriate salary schedule of the promoted position and placed at the appropriate step.

For example, a 10-month (210 days), 7-hour paid employee going into a 12-month (261 days), 7-hour paid position will have their current 10-month (210 days), salary annualized at 7-hours and 12-months (261 days). If moving from a Grade 10 to a Grade 21, 8% will be added and the employee placed on the closest step on a Grade 21.

or

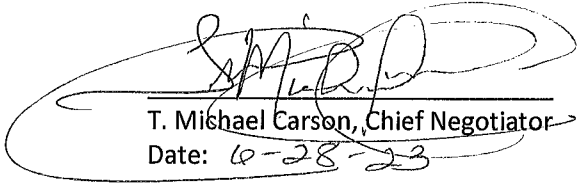
- b. The step they would be placed on if they were hired as new employees.
4. HCPSS employees who are promoted from one position on the Technical Central Office and School-Based scale to another position on that same scale will have the higher of the two methods used to determine step placement:
 - a. A 4% increase per salary lane for each grade between the current position and the position the employee is being promoted into. For example, a promotion from Grade 22 to Grade 25 would yield a 12% increase",

or

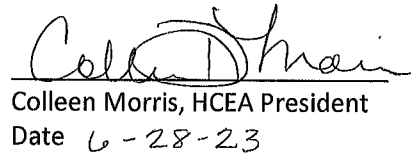
- b. The step the employee would be placed on if they were hired as a new employee.

It is mutually agreed that the terms and conditions for the terms outlined in this MOU will terminate at the conclusion of the 2023-2024 school year. The HCPSS and HCEA agree to revisit the contractual language and MOU during negotiations.

IN WITNESS WHEREOF, the parties hereto have duly executed this MOU on the date set forth herein.



T. Michael Carson, Chief Negotiator
Date: 6-28-23



Colleen Morris, HCEA President
Date 6-28-23