



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 certificated and non-certificated HCEA bargaining units. The County Board and Association will be referred to collectively as "Parties."

This MOU will address the following:

1. Compensation for coverage of students due for double bus runs
2. Compensation for dividing students due to unfilled positions or teacher absences (general classroom sprinkling)
3. Compensation for special education and related service providers due to a vacancy
4. ESP 6.6 Personnel Employment – Placement on Salary Scale

TERMS

1. Compensation for Coverage of Students Due to Double Bus Runs

With the current bus driver shortage for the 2022-2023 school year, several schools will have double bus runs that will result in students arriving at school early and leaving school late.

For the times that require supervision beyond contractual work hours, school administrators will solicit staff volunteers. Volunteers will be paid \$22.00 per hour to supervise students who have been dropped off early or are waiting for a late pick-up due to the double bus runs.

FURTHER,

The pay rate of \$22.00 per hour is payable in 30-minute increments (rounded up).

- If someone works 10 minutes beyond their contract hours in a day, they get paid for 30 minutes (\$11.00)
- If someone works 31 minutes beyond their contract hours in a day, they get paid for 60 minutes (\$22.00)

For any portion of the time that falls during typical contractual work hours, there is no additional pay.

2. Compensation for Dividing of Students due to Unfilled Positions or Teacher Absences (Sprinkling)

In the event that students from one classroom must be divided into another classroom due to an absence or open vacancy for two (2) or more consecutive days, the classroom teacher(s) that receive the disbursed students will be paid a daily stipend of \$55.00 starting on the second day if both of the following conditions are met:

1. The addition of a student or students goes above the upper limit established for the classroom outlined in the staffing guidelines set by the HCPSS for the current school year, and
2. The students are disbursed for two (2) or more consecutive days. Compensation will begin on day two (2) and is not retroactive to day one (1).

FURTHER,

This will have no bearing on the current practice of sprinkling in grade 1 and grade 2 classes for related arts.

FURTHER,

Dividing students among other teachers should continue to be used as a “last resort” when no other substitute options exist.

3. Compensation for Special Education Teachers and Related Service Providers due to a Vacancy

The HCPSS recognizes the impact that a teacher vacancy can have on our teachers who provide special education services, as well as on the students who receive these services. To address the impact felt by special education teachers and related service providers, the Department of Special Education (DSE) will engage in the following when there is a staffing vacancy that extends 16 or more consecutive 2 days in a quarterly reporting period to improve efficiency, increase student supports/resources, and mitigate the impact created by the vacancy:

1. DSE Administration will engage with the school leaders (e.g., principal, assistant principal, instructional team lead, etc.),
2. DSE Administration will review the schedules and caseloads of the program, and
3. DSE will utilize contracted services when possible.

FURTHER,

If DSE is unable to provide coverage and/or supports, special education teachers and/or related service providers will be compensated in a quarterly reporting period if the vacancy is sixteen (16) or more consecutive duty days.

FURTHER,

When compensation is deemed appropriate, DSE programs with 1-5 budgeted full-time equivalents (FTE) that are impacted due to a staffing shortage will receive a \$5,000 stipend to be divided equally. This will be paid for the quarterly reporting period.

FURTHER,

When compensation is deemed appropriate, DSE programs with six (6) or more budgeted FTEs and impacted by a vacancy shortage that extends sixteen (16) or more consecutive duty days will each receive \$1,000 per team member for the quarterly reporting period.

FURTHER,

The Instructional Team Lead of the program will receive an additional \$250 per quarterly report period.

FURTHER,

A vacancy will include an unfilled position and a position where an individual is on a long-term extended absence.

FURTHER,

This pay will be applied retroactively to the first marking period of the 2022-23 school year.

4. ESP Article 6: Personnel Employment – Placement on Salary Scale

In an effort to remain competitive and recruit the best talent, Article 6.6 of the non-certificated master agreement will be revised for the 2022-2023 school year.

FURTHER,

It has been mutually agreed that the following language will replace the current language within the master agreement that was effectuated between Parties on July 1, 2022, and will apply to individuals in the HCEA non-certificated unit, hired between July 1, 2022 to June 30, 2023.

FURTHER,

Individuals that may have been impacted on or after July 1, 2022, regarding salary placement will need to notify the Office of Human Resources no later than December 31, 2022, for a review of their 2022-2023 school year salary placement.

FURTHER,

The HCPSS will have apply the following language when placing individuals that are newly hired, promoted, or rehired within the HCEA non-certificated unit.

6. 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.
 - 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:

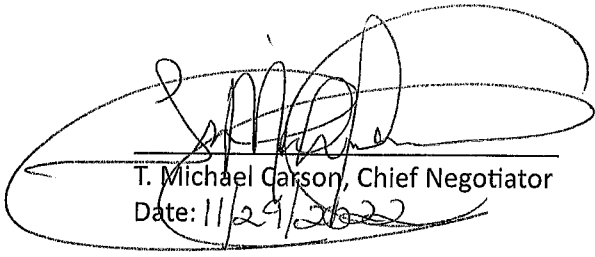
Hires with previous Howard County Public Schools System experience returning within three (3) years of the departure from HCPSS will be given one (1) year of salary credit for every two (2) years of previous unrelated HCPSS experience earned up to a maximum of ten (10) years of service credit. This is in addition to related non-HCPSS experience used to determine salary placement.

C. Promotions or Transfers:

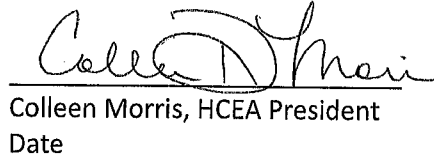
1. HCPSS employees who are employed with the Howard County Public School System with years of service not obtained within the ESP unit will be granted service credit not to exceed ten (10) years for the purpose of placement on the salary schedule.
2. A non-probationary employee currently on the ESP hourly 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.
3. 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.
4. 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 hourly salary will be annualized to determine which grade their hourly position most closely equates to on the annual salary scale. Then, the employee will receive a 4% promotional increase per salary grade of increase to reach the promoted position's assigned grade on the salary scale.or
 - b. The step they would be placed on if they were hired as new employees.
5. HCPSS employees who are promoted on the annual salary scale to another position on the annual salary scale will be placed at the higher of the two (2):
 - a. receive a 4% promotional increase per salary gradeor
 - b. The step they would be placed on if they were hired as new employees.

It is mutually agreed that the terms and conditions for the terms outlined in this MOU will terminate at the conclusion of the 2022-2023 school year. To extend this MOU and/or any terms must be mutually agreed upon by the Parties.

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



T. Michael Carson, Chief Negotiator
Date: 11/29/2022



Colleen Morris, HCEA President
Date