

# **MASTER AGREEMENT**

*Between the*

**BOARD OF EDUCATION OF HOWARD COUNTY**

*And the*

**HOWARD COUNTY ASSOCIATION OF SUPERVISORS  
AND ADMINISTRATORS - NON-CERTIFICATED  
SUPERVISORY**

**BEGINNING July 1, 2025**

**And**

**ENDING June 30, 2026**



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# ARTICLE 1

## EXCLUSIVE RECOGNITION

- A. The Howard County Board of Education recognizes the Howard County Association of Supervisors and Administrators (Association) as the exclusive collective bargaining representative for all non-certificated supervisory professional employees and leadership interns with regard to all matters associated with salary, wages, hours, and other working conditions. Positions covered under this agreement, including those that are confidential and suspended, will be listed in Appendix B. Members that are classified as confidential, will be inactive.

Within ninety (90) days of ratification of this agreement, the Association and Board will revisit bargaining unit composition to evaluate non-certificated supervisory staff currently assigned to AMT.

- B. The Association recognizes the right and full authority of the Board and Superintendent to direct, supervise, and manage school system affairs in accordance with existing and future state and federal laws and regulations in the proper discharge of their respective duties and responsibilities. Any granted right or authority which has not been officially abridged, delegated, or modified by the Master Agreement shall be retained by the Board or Superintendent, respectively.

Failure to exercise a right expressly or broadly reserved to the Board or Superintendent by the appropriate state and federal authorities shall not be considered a waiver at that time nor at any time in the future.

- C. For the purpose of this Agreement, the term “supervisor” when used hereafter shall refer to all non-certificated supervisory positions that are not part of the Administrative, Management and Technical group and is represented by the Howard County Association of Supervisors and Administrators. The term “Association” shall refer to the Howard County Association of Supervisors and Administrators; the term “Board” shall refer to the Howard County Board of Education.
- D. The written Agreement developed as part of the negotiation process shall apply to all non-certificated supervisory professional employees.

## ARTICLE 2

### ASSOCIATION RIGHTS

- A. There will be no reprisals of any kind taken against any supervisor or group of supervisors solely by reason of their membership in the Association or for participation in any of its lawful activities.
- B. The Superintendent shall be available upon reasonable request but at a minimum quarterly to meet with representatives of the Association; both sides will provide agenda items for the meeting.
- C. The Association shall continue to be permitted to use school buildings without cost at reasonable times, as determined by the school administrator, for meetings provided the use of the building shall not result in any additional cost to the Board. The principal of the building in question will be contacted in advance to arrange the time and place of all such meetings. The content of such meetings shall be limited to the representation responsibilities of the Association under Title 6, Subtitle 4 of the Education Article of Maryland statute.
- D. The Association may utilize the inter-school courier (PONY) service and the Howard County Public Schools' email system for the distribution of membership material, provided that such use does not interfere with the operation of the school system. Copies of all materials will be given to the Superintendent/designee twenty-four (24) hours prior to distribution.

This article does not preclude the Association from using the HCPSS email system for general communication with its membership.

However, the Association agrees not to use the inter-school courier or HCPSS' email system for the following:

- a) Advocacy or action on the part of employees which is contrary to policies, regulations and directives of the Board or its staff;
  - b) Political materials or endorsements;
  - c) Advertising materials for business establishments or brand name materials not contained in official Association publications
- E. The Board shall provide the Association a list of unit members upon request and no more than four times a year. Additionally, the Board shall provide the Association a list of eligible members, as a result of promotions and new hires, within 14 days of the appointment. The list will provide name, classification, location, and salary information.

Human Resources will provide a letter from the Association informing new supervisors that HCASA is the exclusive representative of such employees.

- F. If negotiations are scheduled during the duty day, up to a maximum of four (4) supervisors may be released from their regular duties for the time required to participate in joint negotiation sessions without loss of pay. This is in addition to any Executive Board members who are members of the negotiating team.
- G. On or before September 1, the Association will provide the Superintendent/designee with a list of duly authorized representatives of the HCASA non-certificated unit. Duly authorized representatives of the Association shall be permitted to transact official HCASA business on school property or other sites at reasonable times provided that this shall not interfere with or interrupt normal school operations or prevent Board employees from performing their professional responsibilities. The site administrator or department supervisor shall make the determination regarding interference. The Association representative will check in at the front office of the school/office upon their arrival.
- H. Duly authorized representatives of HCASA shall be permitted to utilize up to a total of 20 school days of Association leave to transact official business with a limit of ten (10) days for any one such representative. Prior to such absence, the HCASA representative should notify their supervisor in writing. The supervisor will determine whether the use of such leave would unreasonably adversely impact the program of operation at the site, and may deny the release, if they so determine.
- I. Members of the Superintendent's leadership team will be available to meet with Association leadership monthly to discuss and collaborate on items of importance to all parties; each party may add items to the agenda.
- J. The Association may request and shall be granted a place on the agenda of Board meetings for brief reports and announcements.
- K. The association may appoint up to three (3) representatives to be part of any committee or group established to change or revise evaluation systems of supervisors.
- L. Up to Twenty (20) hard copies of this Agreement will be distributed by the Board to the Association at no cost to the Association. The Board will provide electronic access to copies of this Agreement to all presently employed and new permanently appointed or assigned administrators. The cost of reproduction of twenty-one (21) or more hard copies of the Agreement shall be shared equally by the Board and the Association.

### ARTICLE 3

#### NEGOTIATION PROCEDURE

- A. On or before January 31, representatives of the Board and the Association shall exchange written proposals regarding the contents of a new Agreement. This timeline may be waived upon mutual agreement of both parties.
- B. Neither party shall have any control over selection of consultants or representatives of the other party.
- C. Negotiation sessions shall be closed meetings and held as frequently as necessary.
- D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation, in accordance with Section 6-408 of the Annotated Code of Maryland. During the term of this Agreement, neither party will be required to negotiate with respect to any matters whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- E. Cause for Impasse: If agreement has not been reached, or at the request of either party, the provisions for handling an impasse as provided by Education Article, 6-408(e) of the Annotated Code of Maryland, shall apply.
- F. The Association and Board may mutually enter into Memorandum of Understanding regarding issues not covered by this Agreement.

### ARTICLE 4

#### EMPLOYEE DISCIPLINE

- A. No supervisor will be disciplined or reprimanded without cause provided that it is recognized that transfers and reassignments do not constitute disciplinary action.
- B. In the event an immediate supervisor discusses an allegation of misconduct or other personnel concern, exclusive of an evaluation detailed in Article VII with the bargaining unit member, written notice of the general topic(s) of discussion shall be provided in advance of such a meeting.

- C. Following the provision of due process per the established Board policy on Employee Conduct and Discipline, Association representatives(s) shall be entitled to accompany and represent a supervisor at any interview, meeting or hearing, where the purpose of which is to investigate whether the supervisor engaged in misconduct warranting disciplinary action or where disciplinary action may be taken.

Before the Superintendent/designee issues the disciplinary action, the supervisor will be provided at least one (1) working day advance notice in writing of the meeting.

1. The supervisor will be advised that disciplinary action is being considered.
2. The supervisor will be advised of his or her right to have Association representation at the meeting.

Except in cases when the urgency of the situation dictates otherwise, the meeting may be delayed up to two (2) additional work days in order to assure representation for the supervisor.

- D. A supervisor placed on administrative leave will be informed in writing of the specific allegation(s) made against them resulting in the decision to place them on administrative leave at the time the leave begins, unless said allegations are criminal in nature.
- E. A supervisor placed on administrative leave will be informed in writing of the specific allegation(s) made against them resulting in the decision to place them on administrative leave at the time the leave begins, unless said allegations are criminal in nature.
- F. Prior to receiving discipline supervisors will be afforded full due process rights and protections as enumerated in the Education Article of the Annotated Code of Maryland, Section 4-205, et. seq. and per the established Board Policy on Employee Conduct and Discipline.
- G. As part of due process, a supervisor shall receive notice of the concern(s)/allegation(s) with copies of supporting documentation in accordance with applicable privacy laws, and be provided an opportunity to respond and/or provide a written rebuttal. Discipline will be provided to the supervisor in person. The supervisor may provide a statement to be attached to all copies of disciplinary letters, including the copy contained in the supervisors' HCPSS personnel file.
- H. When a supervisor is being recommended for demotion, suspension, or dismissal, the Association will be notified.

## ARTICLE 5

### GRIEVANCE PROCEDURE

- A. General – The Superintendent of Schools/ designee are interested in providing an orderly method for dealing with employee grievances. Any grievance which the supervisor cannot resolve in an informal manner with their immediate supervisor may be submitted through the grievance procedure. A grievance is any allegation by a supervisor that there has been a violation or misapplication of the Agreement in effect for the employee's group. Attendance by a supervisor at a grievance meeting held during duty hours shall constitute an authorized absence without loss of pay.

The supervisor is entitled to Association representation at any time step of the grievance process, including appeals.

- B. Procedures - Step 1 – The supervisor must submit a written statement regarding the alleged grievance to his/her immediate supervisor within twenty (20) working days following the date of the occurrence (of the alleged grievance). The supervisor's written statement must include:
- Name (and signature)
  - Job assignment (and location)
  - Description of grievance (including section of Agreement allegedly violated)
  - Remedy sought

The immediate supervisor shall schedule a meeting with the supervisor within ten (10) working days after receiving the written statement from the supervisor. The immediate supervisor shall respond to the supervisor in writing within ten (10) working days as to his/her disposition of the grievance. If the supervisor does not satisfy it within ten (10) working days from the meeting, the grievance may proceed to Step 2.

Step 2 – Within ten (10) working days of receipt of the supervisor's response (Step 1), the supervisor may appeal the immediate supervisor's decision to the Superintendent/designee. The Superintendent/designee shall arrange for a meeting with the supervisor within ten (10) working days after receipt of the grievance. The Superintendent/designee shall provide a written decision to the supervisor within ten (10) working days after completion of the meeting.

Step 3 - If the supervisor is not satisfied with the disposition of a grievance at Step Two, the Association may vote within 30 days of the Step Two decision to submit the grievance to binding arbitration under the Federal Mediation and Conciliation Service (FMCS). The parties agree to accept the mediator's recommendation as final and binding upon them. Any costs will be shared by the parties.



Prior to the commencement of arbitration, the Association and Board may collectively elect to engage in mediation through the FMCS to resolve the grievance. If mediation does not resolve the grievance the arbitration may proceed.

C. Miscellaneous

1. Failure by the board at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step.
2. The time limits in any step of this procedure may be extended or reduced in any specific instance by mutual agreement between the aggrieved party and the Superintendent/designee.
3. If the grievance affects a group of supervisors, involving two (2) or more supervisors, the grievants may submit such grievance in writing to the Superintendent/designee directly, and the processing of such grievance shall commence at Step 2.
4. Both parties agree that grievance proceedings will be kept confidential at all levels.
5. Documents, communications, and records initiated during and related to the processing of a grievance shall be filed in a separate grievance file.
6. A grievance may be withdrawn at any level without prejudice or record.
7. No reprisals of any kind shall be taken against the unit member(s) involved in the grievance procedure.

## ARTICLE 6

### PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of a supervisor shall be the concern of and warrant review and appropriate action of the Board only:
  1. As it may prevent the supervisor from performing their assigned functions during designated office hours;
  2. As it may be in violation of local, state, national or common law; or
  3. As it may be in violation of Board policy.
- B. Each supervisor will be entitled to full rights of citizenship, and no religious or political activities of any such supervisor or the lack thereof will be grounds for any discipline or discrimination with respect to the professional employment of such person provided they do not affect their performance.

## ARTICLE 7

### EVALUATION

- A. Supervisors shall have the right, upon request, to review the contents of their personnel file, in the presence of a human resources representative, and to receive copies at Board expense of any documents contained therein. A supervisor shall be entitled to have a representative(s) accompany them during such review.
- B. No material derogatory to a supervisor's conduct, service, character, or personality will be placed in their personnel file unless the Superintendent/designee has substantiated the allegation and the supervisor has had an opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. They will also have the right to submit a written answer to such material and their answer will be reviewed by the appropriate Superintendent/designee and attached to the file copy.
- C. Supervisors shall be given a copy of any evaluation report prepared by their evaluators by July 30. No such report will be submitted to the Office of Human Resources, placed in the supervisor's personnel file or otherwise acted upon without a prior conference with the supervisor, if requested.

The evaluation document shall include a statement that the supervisor's signature on said document does not indicate agreement with the evaluation.
- D. Any written complaints regarding a supervisor made to any member of the school or school system administration by any parent, student or other person, which are used in any manner in the evaluation process shall be promptly investigated, if necessary, and called to their attention if the complaint is investigated. The name of the complainant will be provided to the supervisor unless prohibited by law and/or Board policy.
- E. Any derogatory material or information not previously made known to and discussed with the supervisor shall not be deemed valid in the evaluation of said supervisor.

## ARTICLE 8

### PROMOTIONS AND TRANSFERS

- A. Promotions – All vacancies in positions covered by this Agreement shall be advertised throughout the school system and shall set forth the application procedures and the deadline date for submission of the application. All applicants will receive consideration.

B. Voluntary Transfers – a voluntary request by a school-based supervisor for a change in assignment.

1. School-based Supervisors who desire to transfer to another building for the ensuing year may file a written statement by April 1 of such desire with the Superintendent or their designee, who shall notify the immediate supervisor of such request.
2. A school-based applicant for transfer shall assume that they will continue in their present position until such time as they are notified, in writing, that their transfer has been granted; said notification shall be from the Superintendent/designee.
3. Voluntary transfers for school-based supervisors for the ensuing year will not be processed after August 1, except for extenuating reasons.
4. If a school-based supervisor's request for a voluntary transfer has been granted, the Board will be under no obligation to consider a subsequent request for transfer by said school-based supervisor for one (1) year from the effective date of transfer, except under extenuating circumstances.

C. Involuntary Transfers- a change in a supervisor's assignment for reason(s) determined by the Superintendent/designee.

1. The Superintendent may involuntarily transfer supervisors as the needs of the school system requires.
2. A supervisor who is involuntarily transferred for other than performance and/or disciplinary reasons to a lower position on the salary scale shall receive their current salary for a one (1) year period.
3. A supervisor who is assigned to an "acting" position on a lower pay scale shall suffer no loss of salary.

D. General Promotion and Transfer Information

1. A supervisor temporarily filling a vacancy at a higher grade by written appointment of the Superintendent for more than ten (10) consecutive workdays shall be named "acting" and receive prorated compensation and leave for that position retroactive to the first day of the assignment.
2. A supervisor who is promoted to a higher-level position within the bargaining unit shall be placed on a salary step that provides an increase of no less than 4% over their current (annualized) salary unless such salary exceeds the top step of the new position.
3. Upon request, a supervisor not chosen for a position for which they were interviewed will receive feedback from Human Resources' staff or the chairperson of the interview committee as to why they were not chosen for the position.

## ARTICLE 9

### ASSIGNMENT AND REASSIGNMENT

- A. All supervisors will be given electronic access to their salary schedules, building assignments, sick leave, annual leave, and personal leave accumulated for the forthcoming year no later than July 30, except in cases of emergency.
- B. Reassignment – a change in assignment during the school year.
  - 1. Notice of reassignment shall be given to the supervisor when possible at least five (5) work days prior to the date of change.
  - 2. Reassignment will be made only after a meeting between the supervisor involved and the appropriate supervisor, at which time the supervisor will be notified in writing, upon request, of the reason or reasons. In the event that a supervisor objects to the reassignment at this meeting, upon their request, the Superintendent or their representative will meet with them.

## ARTICLE 10

### PROTECTION OF SUPERVISORS

- A. Any supervisor threatened with physical abuse or who is physically abused in connection with their employment shall immediately report the incident in writing to their immediate supervisor. Incidents involving verbal abuse shall be reported in a similar manner. The supervisor may request a conference with the Superintendent/designee to discuss such an incident or the corrective action taken.
- B. The parties agree that they shall give support to the discipline procedures and policies of the Board and the items related to student discipline in this Agreement. The supervisor and immediate supervisor recognize a mutual responsibility for the enforcement of such policies. It is also agreed that such policies will be enforced in compliance with anti-discrimination policies and laws.
- C. Whenever a supervisor is absent from the workplace as a result of compensable personal injury occurring in the course of their employment, they will be paid their full salary for a period not to exceed 90 days with no loss of fringe benefits, and no part of such absence will be charged to their annual or accumulated sick leave. The parties acknowledge that payment of workers' compensation leave under this section fully satisfies the Board's obligation to pay temporary total disability benefits under workers' compensation law, so no duplication of benefits may occur. If a workers' compensation award is made which does cover time lost during the aforementioned 90 day period, the employee will not be entitled to that award, and shall endorse it over to the Board. The intent of this provisory is to ensure that HCPSS covers the additional one-third (1/3) of an employee's Temporary Total Disability (TTD) award up to 90 days.\*

\*The 90 days need not be consecutive.

If during the 90 day period the employee was granted leave from the sick bank, and it is subsequently determined that the employee was absent as a result of a compensable personal injury, the Board shall restore any used sick bank leave occurring during the aforementioned 90 day period. An employee shall not be permitted to use time granted by the HCASA Sick Leave Bank during the period they are being paid temporary disability under the workers' compensation law.

The Board will reimburse administrators for the cost of medical, surgical, or hospital services (as covered under workers' compensation insurance) incurred as the result of any injury sustained in the course of their employment.

- D. Supervisors will carry out their responsibilities related to the safety and welfare of staff and students during any emergency. The Board will provide emergency preparedness training on an annual basis to supervisors either online or in person.
- E. In the case of an assault on a supervisor, by a student or a nonstudent, on school property, causing damage or loss to their personal property—such as clothing—the Board shall make an equitable financial adjustment with the supervisor for personal property losses not otherwise covered by insurance or restitution.
- F. The Board shall provide, at the supervisor's request, legal counsel to defend the supervisor in an action arising out of an assault on a supervisor in the course of the supervisor's professional duties. The supervisor will be protected by the Board liability coverage and will be provided the legal assistance for their defense and will be fully indemnified against any monetary judgement or fine levied against them by a court or administrative body in accordance with Board insurance provisions and state law.
- G. In any suit or claim brought against an supervisor as a result of intervention in any fight or physical struggle which takes place in any school building, on school grounds, or at any approved school activity or function where the supervisor is acting in their capacity between or among students or any other persons, the Board shall provide legal counsel for the unit member and shall save them harmless from any award or decree against them in accordance with state law.
- H. Supervisors shall not be required to discuss student problems with parents on sites other than school system property without being accompanied by their supervisor, if requested by the Supervisor.

## ARTICLE 11

### LIMIT OF DUTIES

- A. Supervisors will carry out such duties that are deemed necessary for the proper operation and function of the school system provided that every effort will be made by the Board to provide assistance to perform nonprofessional assignments.
- B. Supervisors will not be required to drive pupils to activities.
- C. The Board and Association agree to develop a workgroup for the 2024-2025 school year to evaluate the process of transporting employees suspected of being under the influence of any substance.

## ARTICLE 12

### REIMBURSEMENT

- A. Supervisors who may be required to use their own automobiles in the performance of their duties shall be reimbursed for all work-related travel in excess of their normal daily commute to their home/office in accordance with IRS regulations and the HCPSS Employee Expense Reimbursement Manual. The Board will share the process for reimbursement with all HCASA members each July.
- B. Supervisors earning graduate or undergraduate college credit or approved staff development courses taken for credit toward certification or professional development shall be reimbursed for tuition costs by the Board. The rate of reimbursement is up to a rate of \$350 per graduate credit and at rate of up to \$155 per undergraduate credit, for a maximum of 24 credit hours while in a position represented by the bargaining unit.

Supervisors may use available graduate credit reimbursement for certification purposes when such fees are not eligible for reimbursement by local/state and/or other sources.

If the cost of such tuition is less than the specified fiscal year amount per credit, the Board shall reimburse supervisors for the full cost of said tuition. Documentation must be submitted within sixty (60) days of the end of the course. Reimbursement shall be made only upon written request by the supervisor who shall provide an official grade report or official transcript indicating a grade of "B" or better along with proof of cost and proof of payment.

If directed by the Superintendent/designee to obtain additional certification endorsements, the Board will provide additional reimbursement for tuition at the rate set forth in paragraph C after the reimbursement provisions of that paragraph have been exhausted.

- C. The Board will allocate professional development/learning funds to pay the expenses of supervisors to attend approved professional meetings, join approved professional education organizations, take professional graduate courses (for those who have exhausted Reimbursement under Article XII, Section B) and /or participate in licensed professional coaching. The Board will allocate a total of \$50,000 annually. The supervisor will also receive salary during this time. These days shall not be deducted from sick, annual or personal leave.

## ARTICLE 13

### LEAVE

#### A. Sick Leave- 12-month supervisors

1. Supervisors shall earn and be credited sick leave at the rate of one (1) day per month, the annual total of which shall be available after the first day of duty.
2. All supervisors may use their accumulated sick leave as of the first day of the duty year, even though they have not been able to report for duty on that day, provided the supervisor presents evidence of personal illness to Human Resources.
3. Supervisors must request and use sick leave beginning with one (1) full hour increment and then in half (0.5) hour increments.
4. Supervisors shall, at their request, be allowed to use sick leave for an absence due to disability connected with or resulting from pregnancy. Under this provision, such disability shall be treated as a temporary disability under all Board policies, and the supervisor must return to work as soon as physically able, unless the supervisor resigns or requests a leave of absence.
5. Leave for disabilities caused by personal illness or contributed to by pregnancy, miscarriage, childbirth and recovery there from, shall be treated as a temporary disability for all job-related purposes. Accumulated sick leave shall be available for use during such periods of the disability as certified by a physician/caregiver. Appropriate medical statements to verify need and appropriate leave requests forms must be completed and sent to the Office of Human Resources.
6. The total unused portion of the annual sick leave allowance shall be permitted to accumulate to an unlimited amount.
7. Supervisors who vacate their position and who have used more sick leave than earned shall be required to reimburse the Board and/or have their pay adjusted for the appropriate number of days.
8. Previously accumulated sick leave days will be restored to all supervisors who return to the Board within five (5) years of their last day worked. Supervisors who transferred sick leave days to another local education association or used their sick leave in relation to retirement will not be eligible to have their sick leave restored.
9. The employee's supervisor will address the inappropriate use of leave. The employee's supervisor is encouraged to consult with Employee and Labor Relations for guidance.
10. Supervisors who require a workplace accommodation should contact the Coordinator for the Americans with Disabilities Act (ADA) and submit the appropriate paperwork within fifteen (15) days unless there are extenuating circumstances or contact Human Resources for available leave options.
11. Supervisors using sick leave that exceeds six (6) or more consecutive days are to contact

Human Resources.

B. Sick Leave-10- and 11-month supervisors

1. 10- and 11- month supervisors shall earn and be credited an annual amount up to seven (7) days of sick leave.
2. All supervisors may use their accumulated sick leave as of the first day of the duty year, even though they have not been able to report for duty on that day, provided the supervisor presents evidence of personal illness to Human Resources.
3. Supervisors must request and use sick leave beginning with half (0.5) hour increments.
4. Supervisors shall, at their request, be allowed to used sick leave for an absence due to disability connected with or resulting from pregnancy. Under this provision, such disability shall be treated as a temporary disability under all Board policies, and the supervisor must return to work as soon as physically able, unless the supervisor resigns or requests a leave of absence.
5. Leave for disabilities caused by personal illness or contributed to by pregnancy, miscarriage, childbirth and recovery there from, shall be treated as a temporary disability for all job-related purposes. Accumulated sick leave shall be available for use during such periods of the disability as certified by a physician/caregiver. Appropriate medical statements to verify need and appropriate leave requests forms must be completed and sent to the Office of Human Resources.
6. The total unused portion of the annual sick leave allowance shall be permitted to accumulate to an unlimited amount.
7. Supervisors who vacate their position and who have used more sick leave than earned shall be required to reimburse the Board and/or have their pay adjusted for the appropriate number of days.
8. Upon employment with HCPSS supervisors will be permitted to transfer sick leave from another Maryland Local Education Association in accordance with procedures established by Human Resources. Previously accumulated sick leave days will be restored to all supervisors who return to the Board within five (5) years of their last day worked. Supervisors who transferred their leave to another local education association or used their sick leave in relation to retirement will not be eligible to have their sick leave restored.
9. The employee's supervisor will address the inappropriate use of leave. The employee's supervisor is encouraged to consult with Employee and Labor Relations for guidance.
10. Supervisors who require a workplace accommodation should contact the Coordinator for the Americans with Disabilities Act (ADA) and submit the appropriate paperwork within fifteen (15) days unless there are extenuating circumstances or contact Human Resources for available leave options.
11. Supervisors using sick leave that exceeds six (6) or more consecutive days should contact Human Resources.

C. Annual Leave

Annual leave must be planned to give the best practical continuous coverage of schools and departments. All twelve-month supervisors will receive 24 days of annual leave. Supervisors must request and use annual leave beginning with one (1) full hour increment and then in half (0.5) hour increments.



Unused annual leave may be accumulated up to a maximum of 50 days per school year. Each year, annual leave in excess of 50 days that is not used or forwarded shall be automatically transferred to a supervisor's accumulated sick leave.

Supervisors should attempt to use all annual leave before the effective date of employment termination; however, a lump sum settlement shall be made at the current salary rate of any unused annual leave, but not to exceed the maximum established by Board Policy - Administrative Leave for Administrative Personnel and Implementation Procedures. In the event of supervisor's death, such amount shall be paid to the supervisor's estate or designated beneficiary.

Over the course of their service period within the unit, eligible unit members may convert up to five (5) days of annual leave to be deposited into the supervisor's 403(b)/457 plan. The following conditions must be met in order to convert annual leave, the supervisor:

- must have 1 year of experience in the bargaining unit,
- must have a balance of 266 hours (38 days) for 7-hour supervisors or 304 hours (38 days) for 8-hour supervisors of annual leave, and
- must submit requests between April 1 and June 30<sup>th</sup>.

At the time of separation, the total of "converted" annual leave days (maximum of 5) and lump settlement of unused annual leave days shall not exceed fifty (50) days.

#### D. Bereavement Leave

A supervisor shall be granted five (5) consecutive duty days of absence without the loss of salary for a death in the immediate family. Immediate family shall include child, parent, sibling, spouse parent-in-law, child-in-law, sibling-in-law, grandparent, grandchild, step-child, step-parent, step-sibling, grandparent of spouse, biological parent of the supervisor's child, or of anyone who has lived regularly in the household of the supervisor for at least two (2) years within the last five (5) years.

Upon the death of an uncle, aunt, niece or nephew the supervisor will be granted two (2) consecutive duty days of absence at any one time without the loss of salary.

Two days of the allowable bereavement leave may be used within 100 workdays of the relative's death to attend a memorial service. The 100-day time limit may be waived by the Office of Human Resources on a case-by-case basis.

Requests for exceptions to the timeline cited above may be made to the Office of Human Resources

#### E. Leave Without Pay, Personal Illness, or Family Illness

On the Superintendent's recommendation, the Board of Education may grant a leave of absence without pay for up to one year to a supervisor who is ill, or to care for a member of the supervisor's immediate family who is ill. Immediate family includes an supervisor's spouse, child (biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or who is 18 years of age or older and incapable of self-care because

of a mental or physical disability), and parents or someone who has continuously lived in the household for one (1) year immediately prior to their illness.

Supervisors may use sick days and any accrued personal or annual leave if appropriate. Appropriate medical statements to verify need and appropriate leave request forms must be completed and sent to the Office of Human Resources to verify the need.

F. Personal leave-12-month supervisors

1. Supervisors shall accrue up to four (4) days of leave per year, with no loss of pay for personal use.
2. When a supervisor has exhausted all sick leave (earned/accrued) the supervisor may use personal leave in the case of a person or family illness.
3. Unused personal leave days may be accumulated up to five (5) days, with only four (4) days to be used consecutively. Any days in excess of five (5) shall be transferred to annual sick leave.
4. A supervisor must request and use personal leave beginning with half (0.5) hour increments.
5. The supervisor shall not be required to give the reason for taking personal leave but, except in cases of emergency, must notify the appropriate supervisor of their intention 24 hours in advance.
6. Personal leave may not be used solely to extend holidays and/or vacation periods. Personal leave may be granted by Human Resources during these periods provided that the request is made in writing at least ten (10) working days in advance.
7. The employee's supervisor will address the inappropriate use of leave. The employee's supervisor is encouraged to consult with Employee and Labor Relations for guidance.
8. The use of personal leave shall not be used to consistently augment a supervisor's start and dismissal time unless approved as a workplace accommodation by the Coordinator for ADA or Human Resources as an intermittent leave.

G. Personal Leave 10- and 11-month supervisors

1. Up to seven (7) days of leave per year, with no loss of pay, shall be accrued ~~earned~~ by each 10- and 11-month supervisor for personal leave.
2. When supervisor has exhausted all sick leave (earned/accrued) the ~~employee~~ supervisor may use personal leave in the case of a personal or family illness.
3. Unused personal leave days may be accumulated up to ten (10) days and any days in excess of ten (10) shall be transferred to sick leave. No more than six (6) days can be used consecutively.
4. A supervisor must request and use personal leave beginning with half (0.5) hour increments.
5. The supervisor shall not be required to give the reason for taking personal leave but, except in cases of emergency, must notify the appropriate supervisor of their intention 24 hours in advance.
6. Personal leave may not be used solely to extend holidays and/or vacation periods. Personal leave may be granted by Human Resources during these periods provided that the request is made in writing at least ten (10) working days in advance.

7. The employee's supervisor will address the inappropriate use of leave. The employee's supervisor is encouraged to consult with Employee and Labor Relations for guidance.
8. The use of personal leave shall not be used to consistently augment a supervisor's start and dismissal time unless approved as a workplace accommodation by the Coordinator for ADA or Human Resources as an intermittent leave.

#### H. Legal Proceedings

A supervisor shall be granted leave with no loss of pay for appearances in any legal proceedings connected with their employment with the school system and for court subpoena when the supervisor is called as a witness, provided such appearances are not related to:

1. any suit or litigation brought by the supervisor against the Board, or its employees, or
2. any criminal charges brought against the supervisor or
3. any non-work related civil or administrative proceedings wherein the supervisor or a member of the supervisor's immediate family is a party to the proceedings.

A supervisor called for jury duty shall notify their supervisor of their plans for such service as early as possible and shall receive full pay and fringe benefits in addition to remuneration for jury duty. The supervisor may be required to submit a certificate of attendance.

#### I. Military Service

Requests for leave for military service should be submitted to the Office of Human Resources and will be approved in compliance with The Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA").

Eligible supervisors will also receive up to 15 days of paid leave per year for military training.

#### J. Study Leave

A supervisor may be granted a leave of absence without pay for up to one (1) year for study. Additional leave may be granted at the discretion of the Board.

#### K. Adoption Leave

Supervisors may request a leave of absence to adopt a child. Adoption leave will commence prior to the adoption to fulfill the requirements of the adoption, at the birth of the child, or upon receiving custody of the child. Except in cases of emergency, such notice shall be given at least thirty (30) days prior to the day on which the leave is to begin.

A supervisor granted adoption leave may elect to use any accrued annual leave and/or personal leave before entering leave without pay status. Any additional leave must be granted by the Superintendent/designee. Appropriate medical statements/adoption documents to verify need and appropriate leave request forms must be completed and sent to the Office of Human Resources.

L. Child Rearing Leave

Supervisors, at their request, shall normally be granted a leave of absence for child-rearing leave for children up to age 13. Child-Rearing Leave shall be without pay for a period not to exceed three consecutive years per child. Applications for such leave shall be made thirty (30) calendar days prior to the effective date. Any such request not covered by FMLA must be planned to conclude at the end of the school year.

M. Political Leave

The Board may grant a leave of absence without pay to any supervisor to campaign for public office or to campaign for a candidate for public office. Leave will be granted for a minimum of one (1) semester.

N. Other Leave

Other leaves may be granted at the discretion of the Board of Education.

M. Extended Leaves

The following are generally applicable to all extended leaves unless elsewhere excluded in this agreement:

1. Upon return from leave granted, a supervisor shall be restored to their former position or to an equivalent position when available with no loss in pay and with job duties substantially similar to their former position. The supervisor will be placed on the salary schedule at the level that is either equal to or one step above the step they were on when they started the leave. The decision regarding whether it is the same step, or one step above will be based upon when in the fiscal year the leave began and when in the fiscal year it concludes.

If the former position or an equivalent position is not available, the supervisor may be granted an extended leave of absence without pay by Human Resources until such vacancy is available.

2. Other benefits to which a supervisor was entitled will be restored to them upon their return.
3. All requests for extended leaves of absence, extensions, or renewals of such leaves will be made in writing, and the Superintendent/designee will make a written response to all such requests.
4. Leaves taken under K and L of this section shall be planned to commence and terminate at the beginning of the fall semester. Said leaves shall be requested no later than July 15.
5. Nothing contained herein shall prevent a supervisor on leave without pay from being a substitute or performing other tasks as a non-fulltime temporary assignment for Board while on such leave. While on leave, the supervisor is still under contract with the Board, therefore

they cannot accept other employment.

6. Supervisors whose leave expires between March 1 and June 30 must notify the Office of Human Resources by March 1st, in writing, regarding their intention to return from the expired leave. Failure to notify the Board will result in the supervisor forfeiting their right to be placed into a position for the following school year, however, at the Board's discretion they may still consider such placement if requested by the supervisor after the deadline. Supervisors who fail to notify Human Resources of their intentions or return after their approved leave expires may be referred for a due process meeting.
7. No more than three consecutive years of long term leave pursuant to Section K of this Article or leave pursuant to Section K in combination with Sections L, and N will be permitted. At least one full academic year must be worked.
8. Any supervisor whose illness extends beyond the period covered by his/her accumulated sick leave and any additional sick leave granted to them by the Board may be granted a further leave without pay for such time as is necessary for complete recovery from such illness not to exceed a period of one academic year.
9. The employee's supervisor will address the inappropriate use of leave. The employee's supervisor is encouraged to consult with Employee and Labor Relations for guidance.

## ARTICLE 14

### WORKING HOURS AND WORKING CONDITIONS

#### A. Working Hours

1. Supervisors shall have consistent and regular starting and dismissals times. This does not include supervisors that are designated as emergency personnel and/or supervise emergency personnel from responding to emergency situations outside of their typical duty day.
2. Depending on their position and in consultation with the Association, a supervisor may be assigned a routine schedule that consists of an alternate start and dismissal time.
3. Regarding delayed openings and/or early dismissal days; the workday of supervisors will begin and end in accordance with any applicable policies and/or administrative directives of the Board and/or Superintendent/designee. On a day when a supervisor is scheduled to telework and there is a delayed opening and/or an early dismissal, the supervisor will work their regular hours without the impact of the delayed opening and/or early dismissal.
4. Food and Nutrition Service Satellite Managers' and Food and Nutrition Services Preparation Managers' standard duty day will be established by the Superintendent/designee prior to the beginning of each school year. This schedule will constitute a minimum of hours to be worked by each supervisor that year and shall not be reduced without mutual agreement of the supervisor and their manager. This will not

- preclude the ability of each supervisor to work more than the minimum agreed upon hours each day/year as determined by management and will not exceed a normal schedule of eight (8) hours a day including a thirty (30) minute duty-free, unpaid lunch period. The supervisor's yearly scheduled hours will include a provision for three (3) snow days.
5. Cluster Nurses typically shall work 7.5 hours including a thirty (30) minute duty-free, unpaid lunch period. The reporting and dismissal time at each work location shall be established by the Superintendent/designee.
  6. Health Supervisors typically shall work 7.5 hours including a thirty (30) minute duty-free, unpaid lunch period.
  7. Fleet Services Managers, Managers-Ground Services and Assistant Managers-Grounds Services shall typically work a standard 8.5 hours including a thirty (30) minute duty-free, unpaid lunch period. The reporting and dismissal time at each work location shall be established by the Superintendent /designee.
  8. All other non-certificated supervisors covered under this unity, not outlined in 4-7 above shall typically work 8 hours including a 60 minute duty-free, unpaid lunch period. The reporting and dismissal time at each work location shall be established by the Superintendent/designee.
  9. The HCPSS is responsible for maintaining timekeeping records in compliance with all laws. This information is for attendance, security, payroll, and safety purposes. The information obtained will not be used as the sole basis for disciplinary or evaluative action.
  10. When an hourly supervisor works beyond their normal workday with the knowledge of their supervisor, they shall be paid at their regular rate of pay.
  11. An hourly supervisors working over forty (40) hours in a scheduled work week shall be paid at the appropriate overtime rate required by the Fair Labor Standards Act and Maryland Wage and Hour Laws. For purposes of overtime, the work week is 12:00 am on Thursday through 11:59 pm on Wednesday and only shall include hours worked.

#### B. Working Conditions

1. Unless provided free publicly, no supervisor shall bear the cost for all medical examinations and tests required for employment with the Board.
2. The Board will make every effort to ensure that well maintained and appropriate offices and office areas are provided.
3. Annually, the Board shall furnish up to \$250 for approved uniforms and/or approved shoes to each permanent Food and Nutrition Service Manager. Annually, the Board shall furnish or reimburse up to \$100 for approved shoes, weather gear, and/or uniforms to supervisors expected to perform outdoor work in their job function (i.e., Logistics Center, Grounds, Custodial Services, etc.).
4. The Board and the Association recognize the benefits that teleworking provides under certain circumstances. Supervisors will have the opportunity to request to telework in alignment with school system procedures. Requests to telework or work remotely to recover from an illness, temporary disability, or other medical condition shall require approval from Human Resources.

In the event schools are closed due to inclement weather when the central office is open, unit members may choose one of the following options:

- a. Report to work in accordance with announced administrative directives;
  - b. Use personal or annual leave without prior approval;
  - c. Request permission from their supervisor to telework or work remotely if appropriate resources and technology to complete sufficient and appropriate work at an alternative site are available. If permission is granted the supervisor may telework for that day.
  - d. Use other appropriate leave not related to the weather emergency in accordance with provision in this Agreement.
5. At the beginning of each school year the Superintendent/designee shall determine the job titles classified as “emergency employees.” All persons within those job classifications shall be considered as “emergency employees” unless specifically exempted on an individual basis.
  6. For the 2024-2025 school year the Board and Association will develop a workgroup to examine the process for requiring supervisors to report for emergencies and inclement weather.

## ARTICLE 15

### Nurses

- A. On days of early school closings, Cluster Nurses may be dismissed 30 minutes after the students’ dismissal time. The building administrator may extend the dismissal time under extenuating circumstances.
- B. On delayed openings, Cluster Nurses may report twenty minutes before the scheduled student starting time on said day.
- C. The duty year for 10- month Cluster nurses shall be 204 workdays including paid holidays.
- D. Cluster Nurses shall work 7 ½ hours including a thirty (30) minute duty free, unpaid lunch period. Nurses are not required to work extracurricular activities or events after their duty day. If there is a need for a nurse after the duty day for a student, in accordance with their Individualized Education Program (IEP or 504), a nurse will be assigned voluntarily to care for that student and receive compensation at their per diem rate for the hours worked and if applicable, the appropriate overtime rate for hours worked over 40 in the work week.
- E. Cluster Nurses may not be required to work beyond the contract day during the parent-teacher conference window. However, if nurses volunteer to work evening conferences (one or two evenings), they will receive an equal amount of time off (hour for hour) during the conference window. Cluster Nurses’ participation in evening conferences requires the approval of the principal.

- F. Cluster Nurses will be required to attend faculty meetings at the discretion of the school-based administrator or the Superintendent/designee. Every reasonable effort shall be made to start faculty meetings on time and to keep meetings as brief as possible. Except in cases of emergency, there shall only be one school-wide faculty meeting per month, which may extend no more than one-half (1/2) hour beyond the regular workday. Every effort will be made to begin the meeting no more than ten (10) minutes after the student dismissal time. Two other faculty meetings per month may be held within the regular workday, one of which may be held before the start of the student day.
- G. Cluster Nurses will be provided lockable desks, file cabinets, and/or a lockable office as space and as the budget permits.
- H. The Board of Education shall furnish up to \$60 to cover the cost of at least 2 lab jackets and/or scrubs and up to \$35 replacement cost for wear and tear each year for each Cluster Nurse. In addition, the Board shall furnish each Cluster Nurse up to \$60 to cover the cost of shoes and up to \$60 replacement cost for wear and tear no more than once every three years thereafter.
- I. With the approval of the Principal/designee, Cluster Nurses may be eligible to telework at appropriate times when students are not in the buildings.
  - 1. to fulfill their professional responsibilities.
  - 2. Upon request a written rationale will be provided by the supervisor to any Cluster Nurse whose request to telework is denied.
- J. In the event that central office and schools are closed for an emergency reason by the Superintendent, Cluster Nurses shall not be required to report to work. No leave of any type shall be required to cover such employee absence, nor shall any loss of pay or benefits be incurred. If employees are requested to work on such days for emergency reasons, they shall be paid time and a half for all hours worked. Cluster Nurses shall not be required to report to school when schools are closed for inclement weather.
- K. The Board of Education will reimburse school Cluster Nurses and Health Supervisors who take the National School Nurse Certification test for the cost of one test if the employee passes the test and receives National School Nurse Certification. Additionally, the cost of renewal every five years will be reimbursed to encourage maintaining certification.
- L. There will be a nurse in every school. When two health room staff are present, they will not take lunch at the same time. For times when there is only one health room staff, a designated individual from the school will monitor the health room.
- M. School-based Cluster Nurses who desire to transfer mid-year when opening becomes available may file a written statement of such desire with the Superintendent's designee, who shall notify the immediate supervisor of such request.



## ARTICLE 16

### Salary Scales

- A. For FY26, effective July 1, 2025, Central Office, Non-Certificated Supervisors will receive a 2.5% Cost of Living Adjustment, and a step.
1. Supervisors holding an earned doctorate degree shall receive an additional salary of \$4,000
  2. Supervisors with 10 (ten) years of bargaining experience (Central Office HCASA-NCA) are eligible for an annual longevity bonus of \$1,000. If an administrator leaves the unit and returns, the supplement will be restored should they have sufficient years of service in unit.

	<b>Central Office Non-Certificated Supervisors FY 26</b>				
	Effective July 1, 2025				
	Grade I	Grade II	Grade III	Grade IV	Grade V
Step					
1	\$98,378	\$104,646	\$110,642	\$116,637	\$122,632
2	\$100,837	\$107,262	\$113,408	\$119,553	\$125,698
3	\$103,359	\$109,944	\$116,243	\$122,542	\$128,840
4	\$105,942	\$112,693	\$119,149	\$125,605	\$132,062
5	\$108,591	\$115,510	\$122,129	\$128,745	\$135,364
6	\$111,305	\$118,398	\$125,181	\$131,964	\$138,748
7	\$114,088	\$121,358	\$128,312	\$135,263	\$142,217
8	\$116,941	\$124,391	\$131,519	\$138,645	\$145,772
9	\$119,865	\$127,501	\$134,807	\$142,111	\$149,417
10	\$122,861	\$130,689	\$138,177	\$145,664	\$153,152
11	\$125,933	\$133,955	\$141,631	\$149,306	\$156,981
12	\$129,080	\$137,304	\$145,172	\$153,039	\$160,906
13	\$132,307	\$140,737	\$148,801	\$156,864	\$164,928
14	\$135,615	\$144,255	\$152,521	\$160,787	\$169,051
15	\$139,004	\$147,861	\$156,334	\$164,807	\$173,277
16	\$142,480	\$151,558	\$160,242	\$168,927	\$177,609
17	\$146,042	\$155,347	\$164,248	\$173,150	\$182,049

**\*\*Employees whose salaries exceed the salary listed in the appropriate column will be redlined at their current salary until the salary scale encompasses their salary.**

As of the effective date of this contract, the following positions can be found in the following grades:

- Grade I – Area Field Representatives
- Grade II – Supervisors, Assistant Managers, and FNS Assistant Supervisors
- Grade III – Managers, FNS Supervisors and Officers
- Grade IV – Coordinators and Assistant Directors
- Grade V – Directors and Controllers

B.

For FY26, effective July 1, 2025, cluster nurses will receive a 2.5% Cost of Living Adjustment and a step.

<b>Nurses FY 26</b>	
	Effective July 1, 2025
	<b>Cluster Nurse Hourly Rate</b>
<b>STEP</b>	
1	\$38.36
2	\$39.63
3	\$40.91
4	\$42.19
5	\$43.46
6	\$44.75
7	\$46.02
8	\$47.30
9	\$48.59
10	\$49.86
11	\$51.16
12	\$52.43
13	\$53.70
14	\$54.99
15	\$56.26
16	\$57.55
17	\$58.82
18	\$60.11
19	\$61.39
20	\$62.66
21	\$63.96

Nurses:

1. Longevity payments for regular service in the Howard County Public School System are as follows:
  - a. \$1.00 per hour for employees who have completed 20 or more years of regular service.
  - b. \$.56 per hour for employees who have completed 15-19 years of regular service.
  - c. \$.25 for employees who have completed 13-14 years of regular service.
  - d. Employees hired before April 1 of a fiscal year will be granted a full year toward longevity. Longevity payments are not cumulative from year to year.
2. Lead cluster nurses and Telemedicine nurses shall receive an additional \$1.55 per hour.
3. Cluster Nurses who qualify for and receive National School Nurse Certification will receive an additional \$1.00 per hour as long as the certification is maintained.
4. Cluster Nurses will receive an additional .30 cents on their hourly rate as compensation to remain in the building during their duty-free lunch period.
5. Supervisors holding an earned doctorate degree shall receive an additional salary of \$4,000.

- C. For FY26, effective July 1, 2025, Food Service Managers will receive a 2.75% Cost of Living Adjustment and a step.

<b>FOOD SERVICE MANAGERS FY26</b>		
Effective July 1, 2025		
GRADE	VI	VII
STEP		
3	\$20.12	\$21.01
4	\$20.83	\$21.74
5	\$21.55	\$22.49
6	\$22.30	\$23.28
7	\$23.09	\$24.11
8	\$23.89	\$24.95
9	\$24.72	\$25.82
10	\$25.60	\$26.73
11	\$26.49	\$27.66
12	\$27.42	\$28.62
13	\$28.38	\$29.62
14	\$29.37	\$30.67
15	\$30.39	\$31.74
16	\$31.45	\$32.85
17	\$32.56	\$34.00
18	\$33.71	\$35.19
19	\$34.88	\$36.41

FNS Managers:

1. **Longevity**
  - a. Food and Nutrition Service Managers with 15-19 years in the Howard County Public School System will receive an additional 46¢ per hour.
  - b. Food and Nutrition Service Managers with 20 or more years in the Howard County Public School System will receive an additional \$1.00 per hour.
  - c. Employees hired before April 1 of a fiscal year will be granted a full year toward longevity. Longevity payments are not cumulative from year to year.
2. **Food Service Incentive Workgroup:** The Board and Association agree to develop a workgroup to review past incentives practices and explore options to reinstitute an incentive system that promotes excellence in food services for recommendations to the Chief Operating Officer for consideration in FY27.

## ARTICLE 17

### DEDUCTIONS IN SALARY

- A. Payroll deductions will be available at the request of the individual supervisor for:
1. Credit Union
  2. Educators' Financial Group
  3. Hospitalization, Health, Major Medical
  4. MD State Retirement and Pension System
  5. Tax sheltered annuities as established by the Board of Education based on criteria developed by the Board of Education.
  6. United Teachers Association Insurance
  7. United Way (Including Bright Minds Foundation)
  8. Voluntary Benefits
  9. Howard County Administrators' Association dues. HCASA will certify to the Board in writing the current rate of membership dues. The Association will give the board thirty (30) days written notice prior to the effective date of any change in the rate of dues.
- B. The Board agrees to deduct charitable contributions from supervisors' salaries only when the administrator has duly authorized such deduction and has voluntarily determined the amount of such a contribution. No individual quotas will be established. Supervisors shall not be pressured to give to charities.

## ARTICLE 18

### SICK LEAVE BANK

- A. Supervisors on active duty in Howard County are eligible to contribute to a sick leave bank. Contributors will be permitted to apply for leave from the bank to cover regularly scheduled duty days for periods of personal illness, injury, or quarantine which are not only prolonged but are also catastrophic and incapacitating and which are not likely to permanently disable the supervisor.
- B. The contribution on the appropriate form will be authorized by the supervisor and continued from year to year until canceled in writing by the supervisor.
- i. Cancellation, on the proper form, may be elected at any time, and the supervisor shall not be eligible to use the bank as of the effective cancellation date. Sick leave properly authorized for contribution to the bank will not be returned if the administrator effects cancellation.
- C. Annual rates of contribution shall be a maximum of three (3) days per year as determined by the Association and certified to the Superintendent prior to July 1 of each year.

- D. Supervisors must use all accumulated sick leave; if available 15 days of annual leave and all but two (2) personal days before receiving leave from the bank. Supervisors requesting more than five (5) consecutive days from the sick leave bank must have applied for and been granted a leave of absence by the Office of Human Resources before receiving leave from the bank. Application for use of the bank shall be made on the required form and submitted to the approval committee.
- E. A four-member approval committee, comprised of three members appointed by the President of the Association, and one Superintendent appointed representative, shall have the responsibility of receiving requests, verifying the validity of request, recommending approval or denial of the requests, and communicating its decision to the member and the Superintendent/designee. The Committee shall develop its rules of procedure, and submit them to the Superintendent for approval. Approved procedures shall be distributed and posted on the HCPSS website to all enrolled employees annually, not later than October 1.

If an application is denied, the Committee's decision may be appealed to the balanced joint committee of HCASA and HCPSS by submitting a letter to the HCASA President within fifteen (15) calendar days after notification. The decision by the joint committee shall be final and binding.

- F. The Payroll Department shall verify that all accumulated sick; if available 15 days of annual leave and all but two (2) days of personal leave is exhausted. Upon notification of approval by the Committee, Payroll shall credit the affected employee with the number of days granted.
- G. Bank grants will not be automatically carried over from one fiscal year to another. All bank grants will end as of June 30 or the last duty day of the school year. If further sick bank grants are desired, a new request must be submitted and approved in accordance with this Article.
- H. If a supervisor does not use all of the days granted from the bank, the unused sick leave bank days will be returned to the bank.
- I. The Association shall provide the Superintendent with an annual Sick Bank Report by August 31 of each year detailing the beginning balance of the sick bank, additions to the sick bank, deductions from the sick bank, and ending balance of the sick bank as of June 30 of each year.
- J. Upon Board or Superintendent request, the Association will provide access to its sick bank records to the Board or Superintendent/Designee.

## ARTICLE 19

### INSURANCE PROTECTION

The Board shall pay the full cost for group term life insurance protection equal to a supervisor's base salary (to the nearest thousand), with a minimum of ten thousand dollars (\$10,000) to be paid to the administrator's designated beneficiary upon death and, in the event of accidental death, a sum not less than two (2) times that amount.

#### A. Medical, Dental and Vision Insurance

For supervisors with a continuous service date on or before June 30, 2011, the Board shall pay eighty-six percent (86%) of the premium cost of a group medical plan for each employee and covered eligible dependents(s), including same sex domestic partners.

For supervisors with a continuous service date between July 1, 2011, and June 30, 2021, the Board shall pay eighty-five percent (85%) of the premium cost of a group medical plan for each employee and eligible dependent(s), including same-sex domestic partners.

For employees with a continuous service date on or after July 1, 2021, the Board shall pay eighty-four percent (84%) of the premium cost of a group medical plan for each employee and eligible dependent(s), including same-sex domestic partners.

The co-pay for medical specialists will increase by \$5 beginning in plan year 2022.

For reference purposes only - Effective January 1, 2022, the Board will offer a "high-deductible" health plan in addition to HMO and PPO plans.

The selection and removal of health, dental, and/or vision carriers and their respective plans is at the Board's discretion.

The Board will establish a committee, to include representation from all bargaining units, to provide input on the HCPSS health benefits program. See Appendix A Benefits Advisory Committee.

#### B. Medical, Dental, and Vision Program

##### 1. Supervisor Election of Benefits

- a. Each year during open enrollment as established by the Board, each supervisor will be required to make an election regarding participating in benefits.
- b. This election will be irrevocable for the Plan Year.

##### 2. Supervisor Selection of Optional Benefits

- a. If a supervisor elects to participate or becomes eligible to participate in benefits, they must select among the optional benefits offered. These benefits include:
  - 1) Medical Plan(s)
  - 2) Dental Plan(s)
  - 3) Vision Care Plan(s)

- 4) Flexible Spending Accounts, including:
  - Dependent Care Account
  - Health Care Spending Account
- 5) Benefit Dollars (pro-rated for part-time employees).

Information on health, dental, and/or vision plans will be made available to eligible supervisors during the Open Enrollment Period.

- b. The selection of optional benefits is an irrevocable election for the entire Plan Year except the election may be revoked and a new selection of benefits made if the administrator has a change in family status (e.g., marriage, divorce, death of spouse or same-sex domestic partner, or child, birth or adoption of child, or termination of employment of spouse or same sex domestic partner).
- c. Each open enrollment period as established by the Board, supervisors electing or eligible to participate will be given the opportunity to change the benefits they have selected. Each year Supervisors will be informed of any changes in benefits. This will give each employee the chance to review and compare various benefit alternatives in order to make the proper selection during the open enrollment period.
- d. Each Medical Plan alternative will have a specified number of “benefit credits” associated with its selection. These benefit credits may be used to purchase any of the optional insured benefits (Vision and Dental Plans or supervisor contributions for medical coverage) or contribute to the Dependent Care Account or Health Care Spending Account.
- e. Each insured benefit option (Medical, Vision, and Dental Plans) will have a “price tag” or cost to a supervisor if that particular benefit is selected. Benefit credits may be used to purchase or pay the price of each insured’s benefit selected. Amounts contributed to the Dependent Care Account or Health Care Spending Account are optional with employees choosing to contribute any amount within the plan limits. Supervisors may, however, purchase benefits whose total price tags exceed their benefit credits. In this case, the supervisor must make up the difference through supervisor contributions. All contributions to benefits will be on a pretax basis. This means that federal and state income taxes will not be withheld on supervisor contributions, nor will these contributions be included in a supervisor’s gross wages as reported on a W-2 form. FICA tax will not be withheld. Supervisor contributions will be included in the annual salary for retirement and life insurance purposes.
- f. Participants in the Dependent Care Account must meet tax law requirements in order to participate in this plan. Contributions may only be used to reimburse an administrator for expenses actually incurred during the plan year for which they were contributed. Any amounts remaining in the Dependent Assistance Account at the end of the Plan Year will be forfeited.

- g. The Health Care Spending Account will operate similar to the Dependent Care Account. The most important facts are that amounts contributed may only be used to reimburse expenses incurred during the Plan Year for which they were contributed, and amounts remaining at the end of the Plan Year will be forfeited.
- h. Supervisors may elect to receive their unused benefit dollars in cash which will be added to their regular paycheck. If the supervisor elects this option, the payments will be prorated on a per-pay basis. This amount is taxable.
- i. Total supervisor contributions to the Dependent Care Account and/or Health Care Spending Account will all be prorated on a per-pay basis.
- j. Supervisors hired during the Plan Year will make their selection in advance of becoming eligible for benefits. This election will be in effect for the remainder of the Plan Year (except for a qualified life status change creating a special enrollment period for individuals who did not enroll in a group health plan when they were first eligible due to the existence of alternative coverage).
- k. Employees with at least 15 years of cumulative service with HCPSS, are retiring with the Maryland State Retirement Pension System, and are enrolled in one of the school system's medical, prescription, dental, and/or vision plans for at least one full year immediately prior to retirement date, are eligible for a Board contribution towards the cost of retiree coverage in accordance with the HCPSS Benefits Enrollment Guide for Retirees.



## ARTICLE 20

### FINAL AGREEMENT

#### Section 1

##### Duration

Unless otherwise provided herein, the provisions of this Agreement shall be effective as of July 1, 2025 and shall continue in full force and effect through June 30, 2026.

The Board and the Association agree that all negotiable items have been discussed during negotiations leading to this agreement. During the term of this agreement, neither party will be required to negotiate with respect to any matter, whether or not covered by this agreement, and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this agreement.

On or before January 31, the Association and the Board will reopen negotiations for the 2026- 27 school year unless a later date is mutually acceptable to both parties.

#### Section 2

##### Special Provisions

In the case of a national emergency, catastrophic event, epidemic, and /or pandemic, Management or the Association may request to reopen the appropriate revisions to safeguard the health and wellbeing of students and staff.

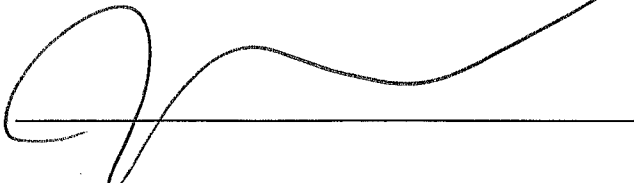

#### Section 3

##### Savings Clause

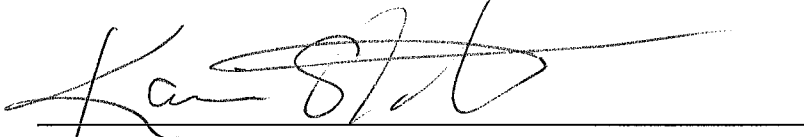
In the event any subject, article, section, or portion of the Agreement shall be held invalid and unenforceable by any court, the Maryland State Board of Education, or high authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and, upon issuance of such a decision, the Board and Association may agree to negotiate a substitute for the invalidated article, section, or portion thereof except as renegotiations are provided for in the Public School Laws of Maryland in the event the Board cannot implement the proposed salary schedules that become effective on July 1, 2025, the Board and Union will meet to renegotiate monetary and language issues.

In witness whereof, the parties hereunto set their hands and seals this 12th day of June 2025.

HOWARD COUNTY BOARD OF EDUCATION By:

  
  
(Superintendent)

HOWARD COUNTY ADMINISTRATORS' ASSOCIATION By:

  
(President)

\_\_\_\_\_  
(First Vice President)

## APPENDIX A

### BENEFITS ADVISORY COMMITTEE

The Board agrees to establish a Benefits Advisory Committee to provide recommendations into maintaining quality and affordable benefits. It is understood that the recommendations of the committee do not constitute negotiations and are only advisory

The focus of the committee shall be to:

- A. Make recommendations on cost containment strategies;
- B. Study, discuss and recommend possible plan design changes and rate setting;
- C. Develop strategies to educate employees regarding benefit plans;
- D. Make recommendations on the insurance fund balance/reserve;
- E. Make recommendations on the HCPSS budget mark for funding employee benefits;
- F. Evaluate insurance vendor bids;
- G. Participate in benefit bid process;
- H. Review monthly reports of claims data s compared to the projection of costs to be aware of the trends.

The Benefits Advisory Committee will be provided with full access, within HIPAA guidelines, to plan utilization and vendor performance, outcome and cost data, including vendor contracts, to facilitate their work towards increasing market transparency and reducing costs.

The Benefits Advisory Committee will meet at least six (6) times per year. The committee will report to the Chief Financial Officer on its work as needed. A copy of their report(s) will be forwarded to the Association/Union president for possible use in negotiations.

The composition of the committee will include up to three (3) representatives appointed by and representing the Board, one (1) representative from each bargaining unit within the Association/Union (e.g., HCEA-Certificated and HCEA-ESP) appointed by the President who is a current employee or the president may appointment himself/herself, one (1) representative from each of the other employee groups appointed by their president or the president may appoint himself/herself, and one (1) person representing the retired employees' association.

The Association/Union representative appointed to the committee shall be released from their duties, if necessary, for meetings of the committee without loss of salary whenever such meetings are held during the duty day.

Once appointed, the Committee will elect a chairperson and vice chairperson from the employee/retiree representatives' group. The committee shall develop operational procedures to assist them in their work, which may include subject matter experts, to support the focus of the committee as indicated above.

## APPENDIX B

### HCASA-NCS POSTIONS

Appeals Officer	Director, Communication and Engagement
Area Field Representative, Food and Nutrition Service	Director, Enterprise Applications
Area Manager	Director, Food and Nutrition Services
Area Manager, Student Transportation	Director, Information Technology Business and Services
Assistant Director of Security, Emergency Preparedness, and Response	Director, Multimedia Communications and School Support
Assistant Manager, Asset Management	Director, Procurement
Assistant Manager, Custodial Equipment	Director, Safety and Security
Assistant Manager, Custodial Services	Food and Nutrition Service Preparation Manager
Assistant Manager, Grounds	Food and Nutrition Service Satellite Manager
Assistant Manager, Materials Management & Logistics	JRT Manager
Assistant Manager, Mechanical Engineering	Manager, Building Maintenance
Assistant Manager, Technology	Manager, Custodial Services
Assistant Manager, Technology Video Services	Manager, Customer Support
Assistant Manager, Telecommunications and Networking	Manager, Fleet Services
Assistant Safety and Security Manager	Manager, Grounds Services
Cluster Nurse 10 Month	Manager, Indoor Environmental Quality
Controller	Manager, Information Technology Business Services
Coordinator of Transportation, Contracted Services	Manager, Information Technology Network and Servers
Coordinator of Transportation, Planning and Technology	Manager, Information Technology Security
Coordinator of Transportation, Specialized Service and Training	Manager, Materials Management and Logistics
Coordinator, Benefits	Manager, Mechanical Engineering
Coordinator, Budget	Manager, Payroll
Coordinator, Data Warehouse and Reporting	Manager, Policy
Coordinator, Department of Academics Budgets	Manager, Print Services
Coordinator, Employee Services	Manager, Purchasing
Coordinator, Enterprise Resource Planning	Manager, Safety and Security Program
Coordinator, Finance	Manager, School Construction
Coordinator, Information Technology Delivery	Manager, School Planning
Coordinator, Payroll	Manager, Transportation Planning
Coordinator, Position Control, Staffing and Employee Credentialing	Manager, Transportation Technology
Coordinator, Recruitment and Hiring	Officer of Safety, Environment, and Risk Management
Coordinator, Research and Program Evaluation	Supervisor, BSAP
Coordinator, Shared Services and Data Integrity	Supervisor, Field Training
Coordinator, Student Information Systems	Supervisor, Food and Nutrition Service
Coordinator, Technology Training and Support	Supervisor, Health Services
Director of Information Technology Infrastructure	Supervisor, Hispanic/Latinx Achievement Program
Director of Student Transportation	Supervisor, Language Access
Director of Student, Family, and Community Engagement	Supervisor, Multilingual Family Services
Director, Athletics and Activities	