



July 1, 2024  
through  
June 30, 2028

Agreement Between the Education Association of St. Mary's County  
and the Board of Education of St. Mary's County  
for Certificated Professionals

*Collaboration*



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# ARTICLE 1 RECOGNITION

## 1.1. PREAMBLE

The Board of Education of St. Mary's County (hereafter referred to as the Board) and the Education Association of St. Mary's County (EASMC) recognize that the development of a quality educational program for the children of the county is a joint responsibility which can be best achieved by agreement that both parties work toward common goals. The Board and the Association enter into this Agreement with mutual dedication, recognizing that the experience, creativity and judgment of both parties are necessary to meet the educational needs of the community. We mutually pledge to follow this Agreement with patience, understanding, and good will.

## 1.2. DEFINITIONS

The following list of terms will be used frequently in the Agreement and whenever they are used will refer to the definitions described below unless otherwise stipulated.

- a. Agreement. The CBA between the Board and EASMC, an affiliate of the Maryland State Education Association (MSEA) and the National Education Association (NEA).
- b. Bargaining Unit. This unit shall include all certificated employees who are not designated by the Board as confidential, management, or supervisory employees as defined by the Annotated Code of Maryland, "Education Article", Title 6, Subtitle 5. Appendix A of the CBA lists the known position in place at the time of execution of this CBA.
- c. Board. The Board of Education of St. Mary's County.
- d. CBA. Collective Bargaining Agreement.
- e. Confidential Employee. An individual whose employment with the Board requires knowledge of the Board's posture in negotiations.
- f. EASMC or Association. The Education Association of St. Mary's County (EASMC), an affiliate of the MSEA and the NEA.
- g. Employee. A unit member employed by the Board on a regular basis either full-time or at least half-time.
  1. Full-time. An employee who works 50% or more of the normal work week for their classification.
  2. Part-time. An employee who works less than 50% of the normal work week for their classification.
  3. Probationary. An employee who is employed to fill a full-time or part-time position for a trial period.



- h. Exempt Employee. Any unit member who is not entitled to the minimum wage or overtime pay protections of the Fair Labor Standards Act (FLSA).
- i. Intoxicated. Affected temporarily with diminished physical and mental control by means of alcoholic liquor, a drug, or another substance.
- j. Management Employee. And individual whose employment responsibilities with the Board require mainly executive and managerial functions.
- k. Negotiations Law. Section 6-401 et seq. of the Education Article of the Maryland Code (1978).
- l. Noncertificated Employee. An employee of the Board who is not required as a condition of employment to be “certificated” as defined by the Code of Maryland Regulations (COMAR), “Title 13A – State Board of Education,” Subtitle 12 – Certification.
- m. Nonexempt Employee. Nonexempt Employee – Any unit member who is entitled to the minimum wage and overtime pay protections of the FLSA.
- n. Per Diem Rate. An employee’s per diem rate is their annual salary including step, longevity, and stipends for the given year divided by the total number of paid days stipulated in Article V for that employee’s current job assignment plus paid holidays designated in the annual St. Mary’s County Public Schools (SMCPS) operational calendar. Eligible stipends will be those that are specifically identified in this agreement as earnable income for the purposes of pension. The per diem rate may be prorated if less than a full duty day is worked.
- o. SMCPS. St. Mary’s County Public Schools (SMCPS) and its administration.
- p. Substitute. An individual who is hired as a temporary employee to fill in temporarily for a full-time or part-time employee who is absent or on extended leave. A substitute is not benefitted, does not earn leave as identified in the negotiated agreement, and is not eligible for enrollment in Maryland State Retirement. This position is not a member of the bargaining unit.
- q. Superintendent. The Superintendent of the St. Mary’s County Public Schools or designee.
- r. Temporary Employees. Employees who are employed to work for a period not to exceed nine months. Temporary employees shall be advised of the temporary nature of their employment at the time of hire.
- s. Unit Member. Certificated employees of the Board and registered nurses, pupil personnel workers, psychologists, occupational therapists, physical therapists, speech language pathologists, audiologists, Jr. Reserve Officers’ Training Corps (JROTC) instructors, and any other employees specified in Education Article of the Maryland Code who are employed on a regular basis full-time or part-time (at least half-time) except those who are deemed confidential employees.

- t. Work Day. Any day the unit member is scheduled to be on duty.

### **1.3. DESIGNATION**

#### **1.3.1. Board**

EASMC recognizes the Board as the agency charged with the legal responsibility for the successful operation of SMCPs. This responsibility shall include the determination and administration of school policy, the operation and management of the schools, and the direction of employees, subject only to the provisions of its negotiated agreements and state and federal laws.

#### **1.3.2. EASMC**

Except for the employee groups listed below, the Board recognizes the Association as the exclusive negotiating agent for all certificated employees (except for those delegated evaluative authority by the superintendent) and other EASMC unit members of the SMCPs system, with regard to all matters relating to salary, wages, hours, and other working conditions. The Superintendent and those persons designated by the Board to act as its representatives in negotiations pursuant to the Negotiations Law are excluded. The Association recognizes its responsibility to represent fully and equally without discrimination all the members of the unit in the administration of this agreement.

- a. Substitutes
- b. Temporary employees
- c. Confidential employees

### **1.4. NEGOTIATIONS**

The Board and EASMC are mutually committed to a non-adversarial, consensus building negotiations process. As partners in SMCPs, we believe that respect and trust are essential in achieving our common goal of fulfilling the promise in every child. Upon mutual agreement, this Agreement may be modified in whole or in part by an instrument in writing duly executed by both parties.

#### **1.4.1. Start Date for Negotiations of Successor Agreement**

Negotiations for successor agreement shall begin no later than October 15 unless it is mutually agreed to start on a different date.

#### **1.4.2. Impasse**

In the event of impasse in negotiations, the Board and the Association will pursue resolution before the Maryland Public School Labor Relations Board in accordance with Section 6-408 of the education Article of the Annotated Code of Maryland.

#### 1.4.3. Employee Access to Agreement

The Board shall post online a copy of this Agreement. The Board shall give new employees a link to this agreement along with a welcome folder provided to the Board by EASMC. The cost of providing any hard copies of this Agreement will be shared equally by the Board and the Association.

#### 1.4.4. Severability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law by a court of competent jurisdiction, such provision or application will not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions and applications will continue in full force and effect.

#### 1.4.5. Funding

This Agreement is contingent upon the Board of Education receiving or identifying sufficient revenue to fund the fiscal items. In the event that this Agreement is not fully funded, the parties shall continue negotiations. If, at the conclusion of negotiations, the initial Agreement was not fully funded due to a lack of funding, and if during the contract period additional non-restricted funds are identified or available, they shall be used, to the extent possible, to fully fund the priorities by the parties in the initial agreement. In addition, both parties will continue to work collaboratively in pursuit of additional funding.

### **1.5. REALIGNMENT OF AGREEMENT**

During the 2023-2024 bargaining season, this agreement was realigned to be more user-friendly. Representative changes include changing from Roman to Arabic numerals, naming and renaming some sections, reordering some sections, and moving some content to other sections. Absent other textual content revisions, none of these structural changes is intended to change the meaning, intention when originally bargained, or past practice of any language existing on June 30, 2024. If any text is later found to have been unintentionally omitted or added during this realignment, both parties agree that the unintentionally changed text will be immediately returned to the most appropriate article. Intentional changes are those presented as a strikeout or addition, discussed, and agreed to by both parties during collective bargaining.

## **ARTICLE 2 GRIEVANCE AND ARBITRATION**

### **2.1. STATEMENT OF INTENT**

It is the intention of both the Board and the Association to develop a process that results in the resolution of grievances that arise from the CBA at the level within the system where the issue originates. Both parties endorse and encourage frank and open discussion of grievances and the use of a variety of non-adversarial, problem-solving techniques including, but not limited to, mediation, interest-based exploration of interests and options for solution and other means as appropriate. Employees shall be free to utilize the grievance procedure without prejudice to their employment status.

### **2.2. DEFINITIONS**

2.2.1. Grievant - A grievant is a unit member of EASMC or is EASMC.

2.2.2. Grievance - A grievance is any claim by a grievant that there has been a violation, misinterpretation, or misapplication of the terms of this agreement.

2.2.3. Work Day - For purposes of this article, a work day is defined as a day when the employee is scheduled to work.

2.2.4. Time Limits

- a. All the time limits herein shall consist of work days. The number of days indicated at each step should be considered a maximum and every effort should be made to expedite the process.
- b. The time limits in any step of this procedure may be extended or reduced in any specific instance by mutual written agreement between the aggrieved party and/or their representative, and the Superintendent.

### **2.3. PROCEDURE**

Nothing contained herein will be construed as limiting the right of any employee who has a concern to discuss the matter informally with the administrator who made the decision on the issue and to have the concern resolved without intervention of EASMC. Such resolutions must be in accordance with the provision of this agreement or upon a mutually agreed upon resolution between EASMC and the Board.

2.3.1. Step 1

The parties acknowledge that it is most desirable for an employee and the administrator who made the decision on the issue being grieved to resolve any problem relating to the terms of the Agreement through free and informal communications. However, if such informal processes fail to satisfy the employee, the problem may be further processed as a grievance provided that the grievance is submitted in writing within 20 days of the alleged grievance.

### 2.3.2. Step 2

The grievant must submit the grievance in writing to the administrator who made the decision on the issue being grieved. The administrator will arrange for a meeting to take place within four days after receipt of the grievance. The grievant and the administrator shall be present for the meeting. EASMC and/or the Board's representative may be present at this step and any step thereafter. The administrator shall provide the grievant with a written answer on the grievance within four days after the meeting.

### 2.3.3. Step 3

If the grievant is not satisfied with the decision rendered by the administrator at Step 2, then they may appeal to the Superintendent within six days of the receipt of the decision of the administrator. The Superintendent shall arrange for a meeting with the grievant to take place within five days of their receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent will have ten days in which to provide their written decision to the grievant.

### 2.3.4. Step 4

If the grievant is not satisfied with the decision of the Superintendent in Step 3, or if the Superintendent fails to render a decision within the prescribed time, the grievance may within 15 days be submitted to arbitration by EASMC under the Voluntary Labor Rules of the American Arbitration Association. The arbitrator shall have no authority to add to, alter, amend or modify any provision of this Agreement or to make any award which will in any way deprive the Board of any of the powers delegated to the Board by law. The award, in writing, of the arbitrator, except as noted in the above statement, shall be final and binding on the aggrieved and the Board.

## **2.4. ARBITRATION**

EASMC and the Board shall bear its own expenses in these arbitration proceedings, except that they shall share equally the fee and other expenses of the arbitrator in connection with the grievance submitted to them.

**ARTICLE 3**  
**ASSOCIATION PRIVILEGES AND RESPONSIBILITIES**

**3.1. PAYROLL DEDUCTIONS**

3.1.1. Payroll Deductions for EASMC Membership

The Board shall deduct membership dues from employees' salaries for the Association, Maryland State Education Association, and the National Education Association as said employees voluntarily authorize such deductions by means of an appropriate written authorization form.

3.1.2. EASMC Membership Information

The Association shall provide the Department of Fiscal Services annually, ten work days prior to the second pay date in October, with a list of employees who have current membership in the Association. For members who join the Association after the second pay in October and authorize payroll deductions for EASMC dues, EASMC will provide the member's name and the total amount of prorated dues to be deducted over the remaining number of pay dates having dues deductions.

3.1.3. EASMC Membership Contract

The Board and the Association agree that any employee who requests dues deduction shall be responsible for full payment of the dues authorized for the current school year. An employee whose contract is terminated during the school year shall have deducted from their final salary payment in an amount equal to their remaining dues authorization. The authorization form shall include a statement to this effect, and it shall be the responsibility of the Association to make the employee aware of this provision before they complete the form. In the event the employee's final salary payment shall be an amount not sufficient to meet the remaining dues, the responsibility for collection of such monies shall rest entirely upon the Association.

3.1.4. EASMC Membership Dues Installments

Deductions shall be withheld in 21 equal consecutive installments beginning with the second pay period in October. The Board will transmit the dues deducted to the Association within five work days after each pay date.

3.1.5. Other Allowable Payroll Deductions

Payroll deduction shall be made available at the request of the individual employee providing a minimum enrollment of 15 employees as certified by the Superintendent.

- a. Group Insurance Plans
- b. United States Savings Bonds
- c. Credit Unions
- d. Any Other Deductions Authorized by the Superintendent

### 3.1.6. Pre-tax Payroll Deductions

Pre-tax payroll deductions for available 403(b) or other approved plans shall be made available at the written request of the individual employee. Any selected 403(b) vendor shall offer no less than twenty investment options. EASMC shall participate and have input in any plan or vendor changes.

### 3.1.7. Indemnification for EASMC Payroll Deductions

The Association shall indemnify and save the Board harmless against any and all claims, demands, suits, or any other forms of liability that shall rise out of or by reason of action taken or not taken by the Board for the purposes of complying with any of the provisions of this article, or in reliance on any list, notice or assignment furnished under any such provisions.

### 3.1.8. EASMC Membership Termination

Any employee who desires to terminate EASMC membership and/or dues deductions must contact EASMC directly.

## **3.2. INFORMATION SHARING**

### 3.2.1. Exchange of Meeting Information

The Association will be provided access to a copy of the official Board meeting agenda prior to the meeting and a copy of the Board minutes after their approval by the Board. The Superintendent will be provided access to a copy of the Association minutes after their approval by the Association.

### 3.2.2. New Employee Information

The Board will provide the Association with an electronic copy of the current Directory of School Officials, Site Administrators and Teachers in St. Mary's County as such material is prepared by the staff. The Association will provide the Superintendent with an electronic copy of the active Association membership.

### 3.2.3. Employee Leave of Absence Notification

Within 15 calendar days following the approval of a leave of absence, the Department of Human Resources shall notify the Association of the name of the Association member(s) taking the leave(s) and the length of the leave(s).

### 3.2.4. Employee Termination Notification

The Department of Human Resources will provide the Association with a list of all employees terminating their employment no later than September 1, of any school year.

### 3.2.5. Bargaining Unit Data

Each month the Board will provide an electronic transmission of bargaining unit data to MSEA including names, identification numbers, assigned sites, salaries (range, step), certifications, and positions/titles.

### 3.3. **BULLETIN BOARDS**

As designated by the site administrator, a portion of the existing bulletin board space in faculty lounges shall be reserved for the purpose of displaying Association notices, circulars, and other materials of interest to employees.

### 3.4. **NEW EMPLOYEES**

#### 3.4.1. New Employee Information

The Superintendent shall provide EASMC with the names and work locations of new employees as soon as reasonably possible after their dates of hire.

#### 3.4.2. New Employee Orientation

Participation by EASMC in new personnel orientation (including any additional ad hoc orientation sessions) is valued and encouraged. The Association will be provided time, as specified by the Board, not less than 30 consecutive minutes during the personnel orientation program (not included in the designated lunch period) for newly employed personnel for Association orientation as well as space as designated by the Board to disseminate information relative to the Association.

#### 3.4.3. New Employee Joint Training/Orientation Session

The Association will also collaborate with the Board to provide a joint training/orientation session on the negotiated agreement. The designated Association and Board representatives will come to advance agreement on the agenda, message, and presentation details.

#### 3.4.4. EASMC Information in Hiring Packet

The Association will have the right to have placed in the SMCPS hiring packet (whether hard copy, electronic, or both) for all new unit members (1) a letter prepared by the Association that welcomes the new employees and informs said employees that the Association is recognized as the exclusive negotiating representative for all unit members employed by the Board and (2) an EASMC membership application.

### 3.5. **RELEASE-TIME PRESIDENT**

The Association president will be released full-time to attend to the responsibilities of the position.



### 3.5.1. Fiscal Responsibilities

The Association will pay all salary costs and the Board will provide fringe benefits at the rate of the position that the released Association president held in the school system when assuming released Association president responsibilities. Leave, when taken, will be reported to the Superintendent. The position of a full-time release president will be treated as a Grant position with regard to longevity for step increases and retirement. In the event the Association cannot provide the salary for a full-time president, the provisions of Article XIV G in the 2001 agreement shall apply.

### 3.5.2. Release-time President Vacancy

If the Association's full-time release President becomes unable to serve due to a serious illness or other serious personal matter, another EASMC Board of Director member may be released full-time to attend to the responsibilities of the position in the President's stead. The Association will consider the impact on SMCPs students in choosing a replacement. The Association will pay all salary costs and the Board will provide fringe benefits of the chosen Board of Director member instead of the President. The Association President will then return to an employee status on leave, FMLA, or disability, as appropriate.

### 3.5.3. Other Association Leave for Members

For any time not covered by Articles 3.5 or 12.3.4.9, a request must be made by the Association President, in advance in writing, to the Superintendent. When a substitute must be provided by the Board, the Association will pay the cost to the Board.

## **3.6. ACCESS TO EMPLOYEES**

EASMC representatives shall have access to all work locations, and they may meet with employees, provided there is no interference with the work of the employees, as determined by the appropriate supervisor. Upon arrival at the work location, the representative shall check in using the electronic check-in system required for all visitors prior to the visit.

## ARTICLE 4 NOTIFICATION OF ASSIGNMENT

### 4.1. WRITTEN NOTICE OF ASSIGNMENT

Employees under contract will be provided written notice of their placement on the salary scale, salary, and assignment for the forthcoming school year as soon after June 1 as possible but not later than July 1. Changes in assignments for the next school year, or those made after the initial assignment has been accepted, will be made by the Board only after employees are invited to express their preferences. Careful consideration will be given to these preferences. In the event that these changes in assignment are necessary after the end of the school year, all employees affected will be promptly notified of such changes. Employees employed after July 1 of any school year will be advised in writing of their placement on the salary scale, salary, and site assignments for the ensuing school year. The Board will strive to assign teachers in their fields of preparation.

### 4.2. CHANGES IN ASSIGNMENT

#### 4.2.1. Notification Meeting and Discussion

Changes in assignment will be made only after a meeting between the employee involved and the appropriate administrator where the considerations for selections will be discussed.

#### 4.2.2. Written Notification

If the decision stands following the employee/administrator meeting, the final assignment and considerations shall be summarized in writing.

#### 4.2.3. Notification Timelines

- a. In order to secure adequate time for personal and professional preparation for instruction, all school-based employees shall also receive written notice of their class and/or subject assignments, building assignments, and room assignments for the forthcoming year as soon as the information is available, but no later than August 1 if possible.
- b. Certificated employees who are reassigned after July 15, and who so request, shall be released from their SMCPS contracts without prejudice up until August 5.
- c. After August 1, the proper administrator will meet with the certificated employee and the considerations for assignment will be discussed. If the decision stands following the employee/administrator meeting, then the final assignment and considerations shall be summarized in writing.

#### 4.2.4. Volunteerism

In order to promote collaboration and commitment, changes in assignment of school-based employees will be voluntary to the extent possible. Volunteers shall be sought for possible changes prior to changes in grade assignment within an elementary school and prior to subject/grade assignment within a secondary school. The fact that an employee volunteers for an assignment shall not be a guarantee that the employee will be selected.

#### 4.2.5. Decision-making Factors and Considerations

- a. In changes of assignments and reassignments of school-based employees, factors such as certification, experience, and subject matter expertise will be considered. First consideration for reassignments within a school will be given to qualified candidates who have expressed an interest in writing. If the employee who requested the new assignment is not selected, then they may request to meet with the administrator where the considerations for selections will be discussed.
- b. Reasonable effort shall be made to assign teachers to subjects or grades or other classes:
  1. within the scope of their teaching certificates or their major or minor fields of study, and
  2. based on their experience.

#### 4.2.6. Right to Return

School-based employees being involuntarily transferred or reassigned have the right to request to return to the school from which they were transferred if a position for which they are qualified opens prior to the first duty day for employees.

#### 4.2.7. First Right to Other Vacancies

The employee being involuntarily transferred shall be considered insofar as possible for known vacancies for the following school year before these positions are made available for new applicants.

### **4.3. MULTIPLE-SITE ASSIGNMENTS**

In arranging schedules for school-based employees who are assigned to more than one school, an effort will be made to limit the amount of inter-school travel. Unit members shall be notified of a change in their schedules as soon as practical. Employees who are not assigned to Central Office and who are supporting more than one site shall select, with input from their supervisor, which of their assigned sites will serve as a home site for the purposes of mail, paychecks, storage, staff meetings, and other forms of communication from outside their school.

#### **4.4. MAINTENANCE OF PROFESSIONAL STATUS**

It is the responsibility of each employee to maintain their certification, licensure, and/or professional status. Each certificated employee will be notified at least one year in advance of the expiration date of their certificate/license.

#### **4.5. RE-HIRE OF RETIRED TEACHERS**

The Board may re-hire retired teachers for teaching positions. Said re-hired retired teachers will be hired on a nontenured one-year renewable basis, shall be placed on the teachers' salary scale at the last step held prior to retirement, and shall be entitled to the same contractual protections, sick leave, personal leave, and health care benefits provided to other unit members under this Agreement. Re-hired retired teachers from outside SMCPS will use the placement table in Appendix G.

## **ARTICLE 5 WORKING CONDITIONS**

### **5.1. SCHOOL-BASED EMPLOYEES**

#### 5.1.1. Class Size Goals

The Board and the Association remain committed to the Board's goals for class size established as of July 1 each year.

#### 5.1.2. Planning

##### **5.1.2.1. Elementary Planning**

The Board will provide all elementary school teachers a minimum of 225 minutes per week within the students' day for planning. In all elementary schools, the minimum time shall be scheduled for each teacher in blocks of not less than 30 minutes (when possible) per day and shall be free from student responsibility within that time during the student day. Effort will be made to provide equitable distribution of this planning time throughout the week in keeping with the desires of the staff of individual schools.

##### **5.1.2.2. Secondary Planning**

Secondary teachers will normally be provided with a minimum of five planning periods per week.

##### **5.1.2.3. Teacher-selected Planning Activities**

Teacher planning time shall be devoted to professional activities such as planning the instructional program; conferring, collaborating, or meeting with students, parents, colleagues, and administrators; reviewing and analyzing student data; studying and researching; monitoring records; and any other professional endeavors. In accordance with these items, teachers will be responsible for determining the use of their planning time. However, principals and teachers are expected to work together to develop schedules that fully honor the negotiated agreement and allow for collaborative planning activities.

##### **5.1.2.4. Class Preparation**

Secondary principals shall make a good faith effort to assign teachers in a manner that minimizes the number of class preparations to the extent possible. A course that is taught both online (virtually) and in-person shall count as two distinct courses and thus two preparations.

- a. Four or More Class Preparations. If a teacher's assignment requires four or more different class preparations, then prior to issuing the assignment, the home site principal will meet with the teacher to (1) explain the factors requiring the rigorous assignment, (2) review the variables impacting workload including class sizes/levels, and (3) discuss reasonable accommodations to mitigate any above average planning and preparation responsibilities. In cases of multiple-site assignments, the principals shall share responsibility for explaining the reasons and providing accommodations.

The principal(s) shall summarize the meeting via an email to the employee.

- b. Special Education Regional & Specialized Program Teachers. Special education teachers assigned to regional and specialized program such as Pre-school Special Education (PSSE), Learning Adjustment Program (LAP), Supporting Academics and Independent Living (SAIL), Teaching Independence and Developmental Skills to Early Elementary Students (TIDES), and Community Promoting Academic and Social Success (COMPASS), may submit a written request via email to their site administrator to request substitute coverage. The written request must include justification for the request. Site administrators, in collaboration with the Director of Special Education, will consider the request and justification provided, and when possible and when deemed appropriate, allocate a substitute to support the teacher in fulfilling their planning and IEP responsibilities.

#### 5.1.3. School Improvement Team

The nonsupervisory employees of each school shall elect one EASMC member to the School Improvement Team (SIT). Each SIT will be provided with ten substitute days per year for SIT activities.

#### 5.1.4. Itinerant Teachers

In order to organize and plan for class and material transitions unique to their floating assignments, teachers without their own rooms shall not be assigned additional duties within the duty day before or after school.

#### 5.1.5. Calendar Time for Professional Responsibilities

SMCPS recognizes the significant workload of bargaining unit members and commits to working with the Calendar Committee to make some time available each month (when possible, similar to the 2009-2010 school system operational calendar) for the performance of professional responsibilities (without students) during the duty day.

#### 5.1.6. Crisis Prevention Institute Training

All site-based employees desiring Crisis Prevention Institute (CPI) training designed to teach educators techniques to diffuse potentially violent situations before they escalate, may request the training through their site administrator. Training completion does not mandate participation on the school crisis team.

#### 5.1.7. Annual Online Training

Prior to September 30, ninety (90) minutes will be designated for employees to complete the system-required online compliance training and negotiated wellness initiatives. This time will be designated on days other than the scheduled classroom pre-service day. The online compliance training will be available by August 1 for convenience; there is no obligation for employees to complete the online training outside of the duty day.

### 5.1.8. Substitutes

#### 5.1.8.1. **Securing Substitutes**

The Board shall provide a substitute if a regular teacher is absent for one or more half days. Unit members shall not be held responsible for securing their own substitutes; however, teachers will utilize the Board's computerized absence reporting system to report the day or days they will be absent.

#### 5.1.8.2. **Collaboration on New Substitute Systems**

SMCPS will include EASMC in evaluating a new substitute system before purchase and implementation.

#### 5.1.8.3. **Voluntary Substitute Teaching**

In the event that the Board is unable to secure a substitute teacher, it may request that unit members volunteer for such work. Unit members volunteering for substitute work when requested shall be compensated at the rate of \$30.00 per each regular class period (up to 50 minutes). This includes class periods when students from other classes are merged into the volunteering teacher's class.

### 5.1.9. Joint Responsibility for Student Disciplinary Procedures

#### 5.1.9.1. **Collaborative Process Development**

The site administrator shall invite all members of the faculty and administration to collaborate in the development of appropriate student disciplinary practices or procedures.

#### 5.1.9.2. **Notification of Practices**

It shall be the site administrator's responsibility to inform, in writing, the faculty and staff of the school disciplinary practices as soon as possible.

### 5.1.10. School Startup Classroom Preparation and Planning Time

All certificated school-based employees shall have at least the equivalent of 1.5 employee work days of self-directed time at the start of the new school year to adequately plan and prepare for the arrival of students. One (1) day shall be allocated to staff and indicated on the school system operational calendar for classroom preparation and individual planning and must be scheduled prior to the last teacher duty day before students arrive for the new school year. The other ½ day shall be allocated on the last day before students arrive. Certificated school-based employees shall not have any required meetings or orientations after the midpoint of the normal employee workday, except in the case of an emergency.

## **5.2. ALL EMPLOYEES**

### **5.2.1. Travel Reimbursement**

For prior approved official school system business, including travel to administrative meetings at the SMCPS Central Office, authorized employees in the unit shall be reimbursed for use of their private vehicles at the IRS rate. Tolls and parking fees will be paid provided validated receipts are submitted.

### **5.2.2. Work Hours**

#### **5.2.2.1. Duty-free Lunch**

Every unit member shall be provided with a duty-free lunch period each work day. The period shall extend for at least thirty minutes. When attending in-service events off-site where lunch is not provided or available on location, employees may take up to a 60-minute duty-free lunch as long as it does not negatively impact the delivery of the in-service event. Employees may discreetly access snacks and fluids as necessary to support their well-being outside of scheduled breaks.

#### **5.2.2.2. Duty Day**

The normal duty day will be seven hours plus a 30-minute unpaid duty-free lunch for all employees. For school-based personnel, the normal school day shall be seven hours plus a 30-minute unpaid duty-free lunch except for the following "reasonable academic activities" traditionally carried on after normal school hours.

- a. Incomplete regular teacher responsibilities (e.g., instructional planning, preparation, and grading).
- b. One faculty meeting per month. Employees should make a good faith attempt to attend the full meeting and if unable to do so, will provide advance notice to the site supervisor when possible.
- c. One open house type of event of no more than two hours in duration beyond the duty day. Employees should make a good faith attempt to attend the full event and if unable to do so, will provide advance notice to the site supervisor when possible.



### **5.2.2.3. Acquired Hours**

In the event that SMCPs desires an employee to work beyond the duty day to perform additional tasks for which they are not otherwise being paid or that are not routine expectations of their position the employee's immediate supervisor may in advance and in writing (approved SMCPs form) offer the employee acquired hours. If accepted and subsequently worked, the supervisor will document the acquired hours earned (and subsequently acquired hours used) via the payroll system. Employees may use acquired time for approved leave. Acquired hours cannot be accumulated beyond 28 hours, cannot be used on the one system-wide professional development day between the first day 10-month employees report and the first student day of each year, and are not eligible for monetary compensation. SMCPs will work with immediate supervisors to support the use of previously earned acquired hours when a substitute is not required.

### **5.2.2.4. Staff/Faculty Meetings**

Except in cases of emergency, staff/faculty meetings will not be regularly scheduled after the duty day on Fridays or on the day before a holiday.

### **5.2.2.5. Flexible Scheduling**

With advanced permission from their direct supervisor, Infant and Toddler Team employees (including teachers and therapists) who are required to conduct home or daycare visits beyond the traditional duty day may flex their schedules on the same day as the visit in order to maintain the contractual seven hours per day.

### **5.2.2.6. Compressed Summer Schedule**

SMCPs may implement a compressed summer schedule of up to five weeks when regular school is closed for students, excluding the week of the July 4 holiday. After seeking and considering input from EASMC, the Board will announce the following summer's schedule no later than March 1st of each year so that employees can plan accordingly. The compressed summer schedule shall cease, and related language be removed and/or considered moot should other impacted bargaining units agree to the same. The duty day of all 11- and 12-month employees scheduled to work in any resulting compressed summer schedule weeks will be extended by 25% of their normal work hours on Monday through Thursday, and employees will be off on Friday, excluding the week of the July 4 holiday. The normal core work day should be maintained. The schedule for implementing the additional 25% duty day will be mutually determined around the core work day by the employee and their supervisor on a case-by-case basis. Affected employees may use personal/annual leave for the 25% extension following the normal leave approval procedures defined in Article VIII. If leave is taken on any work day, it will be assessed at 1.25% of the work hours of a normal duty day.

### 5.2.3. Evaluating Employees for Intoxication

The use of prescription medication for a qualifying medical condition shall be treated in accordance with applicable laws, policies, and regulations.

- a. Administrator Training. Employees may be evaluated for drugs and/or alcohol. Site-based administrators and supervisors are not authorized to initiate a reasonable suspicion test and shall refer all concerns about potential employee intoxication to the Department of Human Resources or Department of Safety and Security for handling. One of the departments shall deploy a Central Office administrator who has completed training on reasonable suspicion. Testing shall be required if the trained Central Office administrator has reason to believe that an employee may be intoxicated (see paragraph 1.2.i) at the work site.
- b. Reasonable Suspicion. Prior to testing, the trained administrator from the Department of Human Resources or the Department of Safety and Security, shall orally outline the evidence that led to the decision to test the employee. The reasonable suspicion shall be documented in writing and given to the employee or representative prior to any investigatory or disciplinary meeting.
- c. Privacy. The employee is entitled to privacy during the testing process.
- d. Rehabilitation. The Board maintains the discretion to consider any employee who tests positive under this provision for rehabilitation through a treatment program approved by the Board in lieu of termination if termination is a potential outcome.

#### **5.2.3.1. Driving Record**

Employees who are required to operate a Board-owned vehicle other than a school bus for their assigned position shall be registered with the State of Maryland's License Monitoring System by the Department of Transportation and will have their driving records reviewed by the Department of Safety and Security to authorize operation of a Board-owned vehicle. Staff identified to operate Board-owned school buses for their assigned position will have their driving records reviewed by the Department of Transportation.

#### **5.2.3.2. Use of Board-owned Vehicles**

Employees who have the option and choose to operate an available Board-owned vehicle other than a school bus for their assigned position shall also be registered with the State of Maryland's License Monitoring System by the Department of Transportation and will have their driving records reviewed by the Department of Safety and Security to authorize operation of a Board-owned vehicle. Employees who have the option and choose not to operate an available Board-owned vehicle for their assigned duties will not be eligible for mileage reimbursement for use of a personal vehicle.

#### 5.2.4. Telework Under Exceptional Circumstances

##### **5.2.4.1. Superintendent Authorization**

The Superintendent may authorize unit members to telework under exceptional circumstances if the position for which they are currently serving allows for telework. Unit members requesting telework under the Americans with Disabilities Act (ADA) are to contact Human Resources directly and are separate from this language.

##### **5.2.4.2. Telework During Inclement Weather**

Telework during inclement weather for 12-month employees who are considered non-essential can be found in paragraph 12.3.4.10, Emergency School System Closing.

##### **5.2.4.3. Telework Guidelines**

Telework under exceptional circumstances must adhere to the following.

- a. Unit members may not be approved for 100% telework or for an extended period of time.
- b. Telework under exceptional circumstances may be approved for a maximum of three (3) days for a single event.
- c. Employees must request, in advance and in writing to their immediate supervisor, a request to telework indicating the exceptional circumstance leading to the request. The immediate supervisor will respond to the request in writing indicating approval or denial of the request.
- d. If approved for telework, the employee shall enter their telework leave request utilizing the Absence Management system. The supervisor will approve the request in the Absence Management system.
- e. The employee must complete the electronic end-of-day telework report outlining their duties and activities completed during the work day. The supervisor will audit and verify the work the employee completed.

## **ARTICLE 6 DUTY DAYS**

The duty days for employees of the Board shall be as indicated in Appendix A, Schedule of Classifications.

### **6.1. REQUIRED DUTY DAYS**

The Board will require 190 duty days for ten-month employees, 212 duty days for 11-month employees, and 249 duty days for 12-month employees.

### **6.2. WINTER BREAK**

If the Board of Education or the Superintendent closes the school system to all employees during the Winter Break, bargaining unit members who would otherwise be required to work shall be placed on paid Administrative Leave and those days will be counted as duty days.

## **ARTICLE 7 HEALTH AND SAFETY**

The Board shall ensure that all employees have safe and healthy working conditions.

### **7.1. HEALTH AND SAFETY COMMITTEE**

The Health and Safety Committee of each school will include at least one EASMC representative to be elected by the unit members at each school. The Board will publish a membership list of the Health and Safety Committee of each site by September 15 of each year, with a copy of such membership list to EASMC.

### **7.2. HEALTH AND SAFETY INSPECTIONS**

When, in the judgment of the faculty or Health and Safety Committee, any room, building or area presents a health or safety hazard, duly qualified personnel shall be contacted by the site administrator and asked to make a timely inspection. Any member of the committee shall have the right to convene a meeting.

### **7.3. UNDESIREABLE CONDITIONS**

When a room, building or area because of its condition is judged by an employee to create a condition undesirable for teaching or supervising children (below 65 or above 80 degrees F), the employee should file a report with the Site Administrator, who shall ensure prompt reporting to authorized qualified personnel. The Site Administrator shall inform all affected employees of the reported problem and provide a status update as soon as practicable.

### **7.4. UNSUITABLE CONDITIONS**

When a room, building or area because of its condition is judged by authorized qualified personnel to create a health or safety hazard, or a condition unsuitable for teaching or supervising children, the place shall be closed to students and employees, if thus recommended by the qualified person, until such hazard can be corrected. Employees shall not be required to work in spaces below 60 degrees F, above 85 degrees F, or with unhealthy humidity as determined by the authorized qualified personnel, unless the regular responsibilities of their position require working in such conditions.

### **7.5. IMPROVISED EXPLOSIVE OR OTHER LIFE-THREATENING DEVICES**

#### **7.5.1. Search and Handling**

Unit members shall not be required to handle or search for any object suspected of being an improvised explosive device (IED) or similar device, that could be life threatening. In the interest of student and staff well-being, unit members may volunteer to assist in such a search, but in no way shall be subject to reprisal for choosing not to participate.

### 7.5.2. Return to Buildings

Employees will not be expected to return to buildings when IED threats have occurred until a decision has been made by the site administrator in consultation with the Superintendent's office and the responding law enforcement agency, if appropriate.

### **7.6. SITE SECURITY LIGHTING**

Work site security lighting at the location where staff members exit the building shall not be scheduled to go off until after the last employee is scheduled to leave.

### **7.7. SMCPs VEHICLE SAFETY FEATURES**

SMCPs vehicles to be used by employees shall be equipped with state and federally mandated safety features that were required in the year in which the vehicle was manufactured (unless the federal or state government requires a retrofit).

### **7.8. STAFF ACCESS TO RESTROOMS**

The Board shall provide restrooms reserved for staff use only in each school to allow staff access to restroom facilities not utilized by students. Employees who require a bathroom break during times when they are not scheduled for lunch or planning should contact the main office to secure coverage for the staff member to utilize the restroom.

## **ARTICLE 8 INSURANCE**

### **8.1. HEALTH CARE BENEFITS**

The Board will offer health care benefits to include: Hospitalization, Major Medical, Dental, Prescription, and Vision Care. Employees who are on paid leave shall be eligible for their normal health care premium split detailed below. See Article 12.4.2.4 for insurance guidelines while on FMLA.

#### **8.1.1. Choice of Health Care Plans**

##### **8.1.1.1. Active Employees**

Eligible employees (defined as active employees assigned to regularly work at least 18.75 hours per week) will have a choice of plans: “BlueChoice” Health Maintenance Organization (HMO) Plan with Deductible, “BlueChoice” HMO Plan, “BlueChoice” Triple Option Plan with Deductible, or “BlueChoice” Triple Option Plan.

##### **8.1.1.2. Retirees**

Retirees not eligible for Medicare will have a choice of plans: “BlueChoice” HMO Plan with Deductible, “BlueChoice” HMO Plan, “BlueChoice” Triple Option Plan with Deductible, or “BlueChoice” Triple Option Plan. The Board will support the group health care benefits for those employees retiring thereafter, provided retiring employees who have participated in the health care benefits program have been employed by SMCPs for ten or more years. Disability retirees (once approved by the Maryland State Retirement Agency) shall be granted a waiver of the ten-year SMCPs service requirement and qualify for the same health care premium split as for retirees with 10 years of SMCPs service and may maintain SMCPs health insurance up to a maximum period equal to their length of active employment with SMCPs. Within three years after retirement, retirees may participate in one of the offered health care plans and may include the same family members on their plans as active employees. Following the retiree’s death, those family members last listed on the retiree’s health care plan may choose to continue or rejoin the plan, if eligible within the three-year period outlined below at the negotiated premium split for retirees. The payment will be based on the total years of service to SMCPs as follows.

#### **8.1.2. Specifications**

The benefit package offered by the Board is summarized below including the following changes. All other specifications not changed herein shall remain pursuant to the current insurance contract.

#### **8.1.2.1. Co-pay for Emergency Room Services**

- a. “BlueChoice” HMO with Deductible - \$75
- b. “BlueChoice” HMO - \$75
- c. “BlueChoice” Triple Option Plan with Deductible - \$75
- d. “BlueChoice” Triple Option Plan - \$75

#### **8.1.2.2. Prescription Coverage**

Prescription coverage is implemented based upon the formulary 2 list with the following co-pays.

- a. \$10/\$15 Non-maintenance Co-pay
- b. \$10/\$15 Maintenance Co-pay for Mail Order or if purchased at CVS (90-day supply)
- c. \$20/\$30 Maintenance Co-pay if Purchased at any Retail Pharmacy Other Than CVS (90-day supply)

#### **8.1.2.3. Audiology**

Audiology\_services and hearing aids will be included in all health care plans.

#### **8.1.2.4. Survivor Benefits**

Following the death of an active employee who has worked for the Board for at least ten years, those family members last listed on the employee’s health care plan may continue on the active employee’s health care plan for a period not to exceed 90 days after the date of death of the active employee. Thereafter, the family members may elect to continue or rejoin the work day plan within three years of the date of the death of the active employee, at the negotiated premium split for retirees.

#### **8.1.3. Premium Splits**

The Board will deduct health insurance premiums on a pre-tax basis. The Board shall offer employees Flexible Spending Accounts (FSAs); these deductions are on a pre-tax basis.

#### **8.1.3.1. Active Employees**

For each employee employed not less than 18.75 hours per week who is enrolled in any of the above listed plans the Board shall pay the amount of the premium cost of the individual and dependents' group health care benefits as outlined below.



Active Employee/Board Health Care Premium Split

Health Care Plan	Board % Contribution for Active Employees Based on Hours Worked	
	≥ 30 Hours	≥ 18.75 to < 30 Hours
“BlueChoice” HMO Plan with Deductible	90.0%	45.0%
“BlueChoice” HMO Plan	85.0%	42.5%
“BlueChoice” Triple Option Plan with Deductible	80.0%	40.0%
“BlueChoice” Triple Option Plan	75.0%	37.5%

**8.1.3.2. Retirees**

Retiree/Board Health Care Premium Split

Health Care Plan	Board % Contribution for Retirees Based on Years of Service to SMCPS		
	10 to ≤ 19 Years	20 to ≤ 29 Years	≥ 30 Years
“BlueChoice” HMO Plan with Deductible	75%	80%	85%
“BlueChoice” HMO Plan	70%	75%	80%
“BlueChoice” Triple Option Plan with Deductible	65%	70%	75%
“BlueChoice” Triple Option Plan	60%	65%	70%

**8.2. EMPLOYEE WELLNESS PROGRAM (BLUE REWARDS)**

SMCPS provides a participation-based program offered to active employees and retirees enrolled in the SMCPS health care program, if the following four criteria are completed by March 1st each year.

- a. Step 1. Select a Patient-Centered Medical Home (PCMH) or PCMH Plus Primary Care Physician (ages 2+)
- b. Step 2. Agree to receive wellness communications electronically (ages 18+)

- c. Step 3. Complete an online health assessment (ages 18+)
- d. Step 4. Visit selected PCMH or PCMH Plus Primary Care Physician and complete a health evaluation (ages 2+)

SMCPS in collaboration with EASMC will offer support in completion of items b and c above during professional days prior to students returning to school, and on an as-needed basis thereafter.

After all four steps are completed by the participating employee and spouse (if applicable) by March 1st each year, as a reward for participation, the participating employee will receive either (1) a BlueRewards Visa card issued by CareFirst for use on SMCPS Carefirst health care plan copays, deductibles, coinsurance, and prescriptions for medical, dental, and vision, (2) an SMCPS insurance premium credit, or (3) a combination of both types of participation rewards, depending on the type of coverage held by the employee as specified in the table below.

Type of Coverage	Reward
Employee	\$100 Credit on Visa Card
Employee/Spouse	\$200 Credit on Visa Card
Parent/Child	\$100 Credit on Visa Card \$50 Insurance Premium Credit
Family	\$200 Credit on Visa Card \$150 Insurance Premium Credit

### 8.3. TERM LIFE INSURANCE

For employees employed for 30 or more hours per week, the Board shall pay 90% of the premium cost for term life insurance. For employees employed fewer than 30 hours but not less than 18.75 hours per week, the Board shall pay 45% of the premium cost for term life insurance. Term life insurance shall equal the employee’s annual salary to the next highest thousand up to a maximum amount of \$250,000. An employee may also elect supplemental life insurance to increase the value of their term life insurance policy in increments of \$10,000, up to five times the amount of their annual contracted salary, with a maximum of \$1,250,000. (If the value exceeds two times their annual salary, evidence of insurability may be required.) Employees shall be responsible for 100% of this additional premium cost for supplemental life insurance.

### 8.4. LONG-TERM DISABILITY

The Board agrees to make the requisite payroll deductions to enable the Association to administer, without premium cost to the Board, a long-term disability plan.

## **8.5. JOINT HEALTH CARE AND WELLNESS COMMITTEE**

### **8.5.1. Committee Members and Mission**

The specifications of the Health Insurance Plan(s) for employees of the Board will be reviewed as needed each year by a Joint Health Care and Wellness Committee, composed of an equal number of representatives appointed by SMASA, EASMC ESP, EASMC Certificated, and the Board. Any modifications to the health insurance benefit recommended by the joint committee will be forwarded to the SMASA, EASMC ESP, EASMC Certificated, and Board Bargaining Teams, as well as to the Superintendent and the SMASA and EASMC Presidents/Designees for consideration and possible inclusion in the follow-on negotiated agreement. EASMC agrees that the SMASA President may appoint to the Joint Health Care and Wellness Committee a number of representatives not to exceed the number appointed for either EASMC ESP, EASMC Certificated, SMASA, or the Board.

### **8.5.2. Annual Meeting**

The Joint Health Care and Wellness Committee shall meet at least once per year to plan and schedule activities specifically designed to increase employee wellness.

### **8.5.3. Annual Distribution of Wellness Program**

The Board shall provide each site-based Wellness Coordinator with a copy of the Wellness Program's schedule of services and activities throughout each school year.

### **8.5.4. Survey Data**

The combined results of the online health assessment survey data shall be shared with the Joint Health Care and Wellness Committee to design and recommend wellness programs utilizing wellness grant dollars provided by the SMCPs health care provider.

## **ARTICLE 9 SALARY**

### **9.1. SALARY INSTALLMENTS AND ESCROW**

All employees who work their full contractual year will be paid in 26 installments during the year. The annual salary of employees who work less than their full contractual year and whose effective start date is prior to March 1, will be prorated and paid according to the number of available remaining installments. No summer escrow money will be held or paid for employees starting on or after March 1 or who are not 12-month employees.

### **9.2. RATE CHANGES**

#### **9.2.1. Educational Advancement**

Employees who earn credits that result in a pay increase shall receive that adjustment in salary effective the first day of the month following receipt of official credit documentation.

#### **9.2.2. Change in Certification**

Employees who obtain certification that will result in a pay change shall receive that adjustment effective with the effective date of the MSDE certification.

#### **9.2.3. New Salary Scale in Another Bargaining Unit**

Employees moving to a position in another unit outside of the EASMC certificated unit shall be placed on the salary scale as identified in that unit's negotiated agreement. See Appendix G for information about employee placement on the salary scale.

### **9.3. ERRORS IN PAY**

If underpayments or overpayments made by SMCPS are discovered, SMCPS shall refund to the employee the balance of the actual amounts due or shall seek repayment from the employee of any amount paid in excess of the actual amount due and owed the employee, retroactive two fiscal years, not including the current school year.

Prior to initiation of recovery of overpayments, SMCPS shall provide the employee with written notice and an opportunity to meet, at which time the employee can share any extenuating circumstances that may permit adjustment of the repayment options noted below.

Options available for repayment shall be by:

- a. Lump-sum cash repayment;
- b. Adjustment of the corrected current salary or miscellaneous payroll deduction in a lump sum or in installments over a term not to exceed the term in which the erroneous payments were made;

- c. Reduction in accrued annual leave by an amount of time at the then current correct salary level equal in value to the total of the amount to be repaid; or
- d. Any combination thereof.

**9.4. SALARY FOR 11-MONTH EMPLOYEES**

The salary for 11-month employees who volunteer for assignment in the 11-month position shall be equal to 110% of the salary for which those employees would qualify if employed in a ten-month position.

**9.5. STEP AND SALARY SCALE ADVANCEMENT**

Eligible unit members shall receive the regular step progression as set forth in the salary scales as defined below. If, during the term of this agreement, legislation is signed into law that requires compensation greater than that negotiated herein, then the parties will open negotiations for the specific and sole purpose of meeting that legislative requirement.

9.5.1 Blueprint for Maryland Schools

**9.5.1.1 Blueprint Schools**

For the purposes of appropriate placement on the respective salary scales, “Blueprint” schools include Great Mills High School, George Washington Carver Elementary School, and Spring Ridge Middle School, and other schools as determined by the Board.

**9.5.1.2 Specialists’ Salary Scale**

The following positions will be placed on the negotiated specialists’ salary schedule effective July 1, 2024.

Audiologist	Physical Therapist
Behavior Specialist	Pupil Personnel Worker
Board-certified Behavior Analyst (BCBA)	Registered Nurse
Coordinator (Certificated Bargaining Unit)	School Psychologist
JROTC Instructor	Social Worker
Occupational Therapist	Speech-language Pathologist
Orientation and Mobility Specialist	

**9.5.1.3 Career Ladder**

- a. The following positions will be placed on the negotiated career ladder effective July 1, 2024.
  - Activities or Instructional Resource Teacher (title subject to change)
  - Media Specialist
  - School Counselor
  - Teacher

- b. Level 2 of the career ladder will include a maximum of \$6,750 in tuition reimbursement for pursuing a Master's Degree.
- c. Level 2 of the career ladder will include up to \$2,000 for anyone pursuing NBC. A \$500 stipend will be paid upon successful completion of each NBC component.

9.5.2 School Year 2024-2025 (FY2025)

- a. All employees who begin work on or before March 1, 2024, will receive their normal step progression on the FY24 salary scale.
- b. Employees will be placed on the new career ladder/salary scale at the next immediate step where the dollar amount is higher than the dollar amount once they have advanced one step on the prior FY24 salary scale. Any "classroom teacher" who is currently receiving a \$3,000 stipend for National Board Certification under National Board for Professional Teaching Standards (NBPTS) will have the \$3,000 stipend included in their base salary prior to being moved to the new career ladder/salary scale. (\*Classroom teacher, in this instance only, is defined in the Blueprint for Maryland's Future legislation.)
- c. Any outstanding credits (official transcripts or SMCPS CPD credit forms) must be submitted no later than June 30, 2024, to be used for placement on the career ladder/salary scale beginning in FY25. Any spring course must begin before May 1, 2024, and conclude before June 30, 2024.

9.5.3 School Year 2025-2026 (FY2026)

- a. All employees who begin work on or before March 1, 2025, will receive their normal step progression.
- b. The Certificated Specialist Salary Scale and Level 1 of the Certificated Career Ladder shall be adjusted by 2%.

9.5.4 School Year 2026-2027 (FY2027)

- a. All employees who begin work on or before March 1, 2026, will receive their normal step progression.
- b. The Certificated Specialist Salary Scale and Level 1 of the Certificated Career Ladder shall be adjusted by 2%.

9.5.5 School Year 2027-2028 (FY2028)

- a. All employees who begin work on or before March 1, 2027, will receive their normal step progression.
- b. The Certificated Specialist Salary Scale and Level 1 of the Certificated Career Ladder shall be adjusted by 2%.

## 9.6. WORKSHOP PAY

Bargaining unit employees assigned to evening school, summer school, or both, shall be paid at the hourly workshop rate below.

School Year	Rate Per Hour
2024-2025	\$40
2025-2026	\$40
2026-2027	\$40
2027-2028	\$45

## 9.7. STIPEND ASSIGNMENTS

Stipend assignments are those assignments that require additional responsibilities during and/or beyond the employee's duty day and that do not require the direct leadership and responsibility for students. A bargaining unit member who has obtained the following certifications or designations will receive a stipend for each school year in which their certificate/designation remains in good standing. This stipend will be prorated and payable with regular payroll distributions and will not be included for retirement calculation purposes.

The approved stipend payments are listed in Appendix E, Schedule of Stipends, which is updated annually based on changes recommended by the EPED/Stipend Study Committee and approved by the Superintendent. Below is some clarifying information on particular stipends. A description of expectations for each stipend is available from the Department of Human Resources.

### 9.7.1. Site Administrator Substitute

Elementary schools without assigned Attendant Principals shall designate one Teacher-in-Charge to substitute for the principal in their absence. All eligible site employees (Administrator I endorsement preferred) will be invited annually to express interest for the position in writing to the site administrator and will be considered with a focus on building SMCPS administrative capacity. The Teacher-in-Charge shall not be required to substitute for more than five (5) consecutive days.

### 9.7.2. Department Chairpersons and Team Leaders

Department chairpersons and team leaders shall be paid a stipend based on the following levels of responsibility. All teachers whose class assignments fall under more than one team or department will be counted for each team and/or department.

- a. High school and middle school department chairpersons; middle school team leaders; elementary school primary (grades pre-K through 2), and intermediate (grades 3 through 5) level and special education department chairpersons working with three to five staff members (certificated and paraprofessional) exclusive of the chairperson.
- b. Department chairpersons and middle school team leaders working with six to ten staff members (certificated and paraprofessional) exclusive of the chairperson.

- c. Department chairpersons working with 11 or more staff members (certificated and paraprofessional) exclusive of the chairperson.

### 9.7.3. Mentors

Mentors to new teachers will be assigned on a voluntary basis. Mentors shall be located at the same site as their mentee, to be most effective. In rare cases where a mentor is unavailable at a designated mentee's work site, the assigned mentor shall be eligible for mileage reimbursement for travel to other than their own home site to mentor assigned mentees. Administrative leave approved in advance shall be available for the required observation of mentees located at sites other than the mentor's home site. No teacher will be expected to perform mentor responsibilities unless they have a signed agreement issued from the Superintendent.

### 9.7.4. School Crisis Team

Employees who have completed CPI training, volunteer to serve on the school crisis team, and are subsequently accepted and detailed in writing to be a member of the school crisis team shall be paid an annual stipend.

### 9.7.5 Ph.D. or Ed.D. Study

An employee who has received a Ph.D. or an Ed.D. may receive an additional professional stipend up to a maximum of three years for completing a study or problem of practice approved by the Superintendent.

## **9.8. EDUCATIONAL ALLOWANCES**

Educational allowances are payments for attainment of specified additional educational, training, and/or credentials.

### 9.8.1. National Certifications and Special Designations

A bargaining unit member who has obtained the following certifications or designations will receive an educational allowance for each school year in which their certificate/designation remains in good standing. This education allowance will be prorated and payable with regular payroll distributions and will not be included for retirement calculation purposes. Any state funds shall be paid in a lump sum to eligible employees pending grant funding.

- a. Speech and Language Therapists - National Certificate of Clinical Competency (CCC) - \$3,000
- b. Nurses - Nationally Certified School Nurse (NCSN) - \$3,000
- c. Audiologists - Fellow of American Academy of Audiology (FAAA) - \$3,000
- d. School Psychologists - National Association of School Psychologists (NASP) Certification - \$1,500



- e. Behavior Analysts - Behavior Analyst Certification Board (BACB) Board Certified Behavior Analyst (BCBA) - \$1,000

## **9.9. OTHER REQUIRED LICENSES AND CERTIFICATES**

Employees holding a license or certificate required for their employment, other than a license provided by the Maryland State Department of Education (MSDE), shall receive reimbursement for the payment of the required license or certification fee, or for the fee paid for renewal of said required license or certification, or for the cost of programs and/or courses required for continuation of licensing, approved in advance. The total reimbursement shall not exceed \$500 per year. Beginning July 1, 2023, the Board shall pay the certification fee directly to MSDE for any certificated staff member currently under contract with the Board of Education at the time of the employee's certification renewal date.

## **9.10. PROFESSIONAL LEARNING COMMUNITIES**

A professional learning community (PLC) is a team of people who choose to regularly collaborate toward continued improvement in meeting learner needs through a shared curricular-focused vision. PLCs are employee-driven rather than administratively directed, and are intended to support creative initiatives and visions that are not part of current expectations for staff (e.g., data review meetings, team planning, etc.).

### **9.10.1. PLC Mission**

Staff may propose a voluntary PLC in writing to the site administrator or appropriate supervisor, and seek resources to support that PLC. The request shall include the following.

- a. Specific mission of the PLC determined at the site level by consensus of the PLC members within the boundaries of the School Improvement Plan (SIP) and the applicable Professional Development Planner (PDP).
- b. Proposed PLC members.
- c. Proposed meeting times within the duty day or requested resources for alternate times (substitute coverage, acquired hours, or workshop pay), frequency, and estimated duration.
- d. List of requested resources.

The site administrator or supervisor shall respond in writing with approval and available resources, denial with explanation, or additional questions/suggestions.

### **9.10.2. PLC Leader Selection and Pay**

If the PLC proposal is approved by the site administrator or supervisor, for each month that the PLC is active, the PLC leader, selected by consensus of the PLC members with input from the site administrator, will receive one hour of pay each month at the established workshop hourly rate to perform extra PLC tasks required of the PLC team leader.

## 9.11. INCENTIVE FOR ADVANCED NOTIFICATION OF RETIREMENT

The Board and EASMC mutually agree that early notification by employees of their intent to retire will increase the opportunity for successful employee assignments, reassignments, and transfers, and will decrease the risk of reductions in force due to budgetary constraints. Annually on or about February 15, the Board and EASMC will meet to discuss the availability of funds for the purpose of offering an incentive for advanced notification of retirement. The availability and total amount of funds will be determined by the Superintendent. Annually, if funds are available, the Board and EASMC will open negotiations for Item 9.12 only to reach agreement on the terms of the incentive.

## 9.12. SECONDARY COUNSELORS

To meet the needs of students, secondary counselors are needed during the summer break for student scheduling, family advisement, and other tasks necessary to successfully start a new school year.

Middle and high school counselors who volunteer to work in the summer beyond their current ten-month assignments will be compensated at their per diem rates for each 7-hour day worked in accordance with the table below. This allocation per counselor is based on the number of counselors assigned to each school. Each eligible counselor who volunteers to work these extra days shall coordinate the schedule of additional summer duty days with the other participating counselors at the assigned site and submit the draft schedule to the site administrator for final approval prior to June 15 for the following school year. These work days will be subject to all of the same working conditions prescribed in the negotiated agreement for every other work day and will be added to gross salary and included in the retirement calculation.

School	Maximum Extra Duty Days per School Counselor
High Schools	13 (or equivalent of 91 hours)
Dr. James A. Forrest Career Technology Center	10 (or equivalent of 70 hours)
Middle Schools	5 (or equivalent of 35 hours)

## 9.13. PERFORMING ARTS TEACHERS

In order to meet the needs of students and families, some performing arts teachers are needed to support additional assignments outside of the traditional number of work hours and duty days for ten-month certificated employees.

### 9.13.1. Pay for Extra Assignments

Performing arts teachers who agree to work beyond their current ten-month assignments and contracted duty day will be compensated at their per diem rates for each day or prorated day worked in accordance with a mutually agreed upon table of extra assignments. This compensation may replace extra-pay-for-extra-duty (EPED) positions that require a certificated teacher.

### 9.13.2. Table of Extra Assignments

- a. The table of extra assignments shall be limited to two site-based concerts after the duty day per year per school (fall/winter and spring) for each teacher.
- b. The hours reflected in the final table of extra assignments must be allocated by assignment category and apply to all teachers in the given assignment category (e.g., multi-site elementary school instrumental music teachers, high school chorus teachers, etc.).
- c. The final proposed table of extra assignments, including the additional allocation of hours, must be reviewed, and approved by the EASMC Chief Negotiator and the Board of Education annually.
- d. The total duty days reflected in each teacher's schedule of voluntary assignments, will not exceed the maximum extra duty days/hours reflected in the final approved table of extra assignments.
- e. Annually, the joint study committee will convene or be polled to assess the adequacy of allocations in the existing table of extra assignments. See Article 21.2, Joint Negotiations Study Committees.

### 9.13.3. Work Conditions

Work days will be subject to all of the same working conditions as already prescribed in the negotiated agreement for every other work day except that an additional 30-minute duty-free break will be provided for an evening meal if the traditional duty day is extended by four or more hours. If there are students remaining in class while the performing arts teacher is otherwise assigned to a daytime performing arts program or event, then a substitute will be assigned to cover those classes. Performing arts teachers will use the electronic absence reporting system to request administrative leave and will not be responsible for obtaining or scheduling their own substitutes when required to be out of the classroom to support other assigned performing arts events and activities.

## **9.14. REGISTERED NURSES**

### 9.14.1. Summer Tasks

To meet the health and safety needs of students, registered nurses (RNs) are needed during the summer break to pursue tasks such as the following.

- a. Review and enter student shot records to start school.
- b. Contact parents of children without current immunizations.
- c. Develop and/or revise Emergency Action Plans.
- d. Review and contact parents for physician medication and treatment orders.

- e. Review physicals and lead screening forms for new students.
- f. Contact physicians to clarify orders or seek copies of immunization records.
- g. Enter new student medical information to ensure that all staff are aware of the Emergency Action Plan in place for students with whom they work.
- h. Create Medication/Treatment calendars for students taking medication or receiving medical treatments at school.
- i. Set up the health room.
- j. Obtain appointment dates from parents for immunizations so students can attend the first day of school.

9.14.2. Pay for Voluntary Summer Work

RNs who volunteer to work in the summer beyond their current ten-month assignments will be compensated at their per diem rates for each day worked up to a maximum of two days (14 hours). Each eligible RN who volunteers to work these extra days shall coordinate the schedule of additional summer duty days with their site administrator and submit the draft schedule to the Supervisor of Health Services for final approval prior to June 15 for work to be performed after July 1st for the following school year. These work days will be subject to all of the same working conditions prescribed in the negotiated agreement for every other work day and will be added to gross salary and included in the retirement calculation.

**9.15. LONGEVITY INCREMENTS**

A recurring \$800 longevity increment will be added to the gross salary at the 25th, and 30th, and 35th years of SMCPS creditable service. The longevity increment will be included in the employee’s annual assignment letter and will be earnable income for the purposes of pension.

**9.16. REQUIRED NEW CERTIFICATED EMPLOYEE ACTIVITIES**

The following additional salary will be added to the base salary for nontenured certificated employees who are required to attend new teacher orientation, new teacher seminar, and other new teacher mentoring activities held outside of the duty day, or prior to the start of the negotiated school year.

<b>Year of Nontenure</b>	<b>Max Hours/Year Outside of Duty Day</b>	<b>Additional Salary Increase</b>
Year 1	60	\$2,100
Year 2	30	\$1,050
Year 3	30	\$1,050

## **9.17. MENTORS FOR SCHOOL PSYCHOLOGIST INTERNS**

All School Psychologist Interns will be assigned to a Maryland Certified School Psychologist in compliance with the Code of Maryland Regulations 13a.12.03.08. The Maryland Certified School Psychologist serving in this capacity shall receive \$2,250 above their base salary for the mentoring and direct oversight of clinical field experience for up to two interns. No certified School Psychologist will be expected to perform these responsibilities unless they have a signed agreement issued from the Superintendent.

## **9.18. MOBILE PHONE ALLOCATION**

### 9.18.1. Employees Eligible for Annual Mobile Phone Allocation

Designated categories of employees listed in Appendix F will be provided an annual mobile phone allocation to support the use of mobile phones required by SMCPS. Additional positions may be approved by the Superintendent with communication to EASMC

### 9.18.2. Base Allocation

Employees required to utilize a mobile phone for their employment will be provided with a minimal base allocation of \$400.

### 9.18.3. Extra Allocation for Extra Responsibilities

A \$500 mobile phone allocation will be provided to Pupil Personnel Workers and other groups approved by the Superintendent due to increased responsibilities related to extensive, regular, and off-site work with families and community members.

### 9.18.4. Proration

These allocations shall be prorated if less than a full year is worked and will not be included for retirement calculation purposes. Employees who received this allocation previously will continue to receive that allocation until such time as their assignment changes to reflect a change in the allocation.

### 9.18.5. SMCPS Phones

At the discretion of the Superintendent, a dedicated SMCPS-owned mobile phone may be provided to the employee in lieu of the allocation.

## **9.19. MAKEUP HOURS FOR LICENSED SPECIALISTS**

The Board shall determine the need for compensatory services. The Board will attempt to provide make-up hours of services to students without requesting specialists to work beyond their duty day. If specialists are requested to work beyond the duty day to provide make-up services, the employee will be compensated at their per diem rate or earn acquired hours, at the employee's discretion. Per diem payments in this section will not be pensionable.

## **9.20. PUPIL PERSONNEL WORKER SUMMER WORK**

PPWs are important components of a comprehensive plan to support students. Ten-month PPWs can volunteer to work a maximum of two (2) full days in the summer on tasks approved by their supervisor that are beyond their current ten-month assignment and can choose to be compensated at their per diem rate or earn acquired hours, at the employee's discretion. Per diem payments in this section will not be pensionable. Additional hours beyond the two days may be worked on a voluntary basis if approved in advance by the supervisor and may be compensated at the established hourly "workshop" rate or with acquired hours, at the employee's discretion.

## **9.21. WORK PERFORMED OUTSIDE OF CLASSIFICATION**

Employees detailed in writing from the Department of Human Resources to an acting position for more than 10 consecutive work days shall be compensated at the appropriate rate for the position to which they are detailed for the period of detail beyond the 10 days. Employees must be qualified for the position to which they are appointed. The written notification shall be provided prior to starting the assignment, if possible, and include the position title, work location, pay rate for the assignment (after the first 10 days) as listed in the appropriate negotiated agreement (see Appendix G for computation) and estimated time period of the acting assignment. Once an employee thus detailed exceeds the 10 consecutive work days, their pay for the higher classification shall be backdated to the first day worked. If the acting assignment work performed outside of the current bargaining unit requires the employee to work beyond their negotiated duty day, then they shall be compensated with hourly pay, compensatory time, or overtime, per their regular collective bargaining agreement.

Employees substituting (as opposed to interning) as administrators shall maintain confidentiality while conducting observations and evaluations, facilitating SLO conferences, accessing personnel information, and issuing employee discipline. Employees who are acting as administrators must confer with a supervisory member in their chain of command prior to issuing discipline. A supervisory staff member from the Department of Human Resources may assume responsibility for disciplinary action if needed, as determined by the Superintendent.

**ARTICLE 10**  
**EDUCATION ASSISTANCE BENEFITS**

**10.1. TUITION REIMBURSEMENT INCLUSIONS**

Tuition reimbursement to include associated fees will be provided for appropriate courses leading toward (1) initial certification, (2) renewal of Standard Professional Certificate, (3) Advanced Professional Certificate, (4) Master's Degree, (5) continuation of other professional license or certificate required for employment, or (6) any other approved course work.

Appropriate credit will be determined by the current requirements for certificates for administrators, supervisors, and teachers, and by the current professional licensure and/or certification requirements for bargaining unit members. In order to receive tuition reimbursement for credits leading toward an Advanced Professional Certificate or a Master's Degree, the employee shall hold a valid Standard Professional Certificate or professional license/certificate for their present assignment.

**10.2. CONDITIONS FOR TUITION REIMBURSEMENT**

SMCPS is not responsible for courses selected by the employee that do not meet the criteria for certification or reimbursement. While not required, SMCPS encourages employees to verify courses with the Department of Human Resources via the SMCPS tuition reimbursement form. Employees may be reimbursed for tuition under the following conditions.

10.2.1. Appropriate Course

The course/credits taken are appropriate for the position and certification of the individual employee.

10.2.2. First-time Course

The employee has not been previously reimbursed for the same course.

10.2.3. Regionally Accredited Institute

The course/credits are from a regionally accredited college or university (if pursuing college credits).

10.2.4. Submission of All Required Documentation

The following documentation is required to be submitted to the Department of Human Resources within 45 days of the completion of the course (as indicated on the transcript or grade slip). If an extension is needed, the employee must request it in writing within 45 days of the completion of the course. SMCPS will provide reimbursement within 45 days of receipt of the required documentation.

- a. Reimbursement Request Form. A reimbursement request form (pre-approval is not required for tuition reimbursement)

- b. Official Transcript. Official transcript of grade received with a minimum of grade “C”
- c. Proof of Payment. Original receipt or electronic confirmation of payment (if no hard copy receipt is provided) from the college or university.

### **10.3. TUITION REIMBURSEMENT ANNUAL ALLOCATION**

The employee’s tuition reimbursement is allocated each July 1 for the coming year and runs through the following June 30. Tuition reimbursement up to the annual allowable amount will be deducted from the employee's annual allocation based on the date that the credits were earned as indicated on the official transcript or grade slip that must be submitted within 45 days of the credits being earned.

### **10.4. DIRECT PAY AGREEMENTS**

Employees enrolled in courses through Direct Pay agreements for non-SMCPS courses must submit for pre-approval to the Department of Human Resources prior to registration per the memorandum of understanding with each participating Direct Pay school. Pre-approval is not required for SMCPS Direct Pay courses, although the employee will be responsible for completing any paperwork required by the university and for any amount that exceeds their annual tuition allocation.

### **10.5. OPTION FOR ADVANCE APPROVAL**

If the employee wants to confirm the appropriateness of a course prior to registration, advance written approval may be sought via an SMCPS Tuition Reimbursement Request form submitted to the Department of Human Resources. The Superintendent will sign the SMCPS Tuition Reimbursement Request Form, indicating approval or denial, and return the signed form to the employee within ten work days of its receipt in the Department of Human Resources.

### **10.6. REIMBURSEMENT LIMITS**

The reimbursement will not exceed the actual amount the employee paid for tuition and associated fees. Reimbursement for tuition and associated fees shall not exceed the following amounts. In determining whether the annual maximum reimbursement amount has been reached, the year to which the reimbursement applies will be based on the date of issuance of the grade slip for a completed course.



Purpose	Total Annual Maximum (Not Cumulative)	
	FY2025- FY2027	FY2028
General	\$3,500	\$4,000
Pursuing Initial Professional Teaching Credential	\$4,500	\$5,000
Pursuing Ph.D. or Ed.D.	\$5,400	\$5,700

**10.7. FEE WAIVER FOR PROFESSIONAL CERTIFICATIONS AND DESIGNATIONS**

Based upon successful application process, tuition reimbursement may also be applied as a fee waiver up to the maximum yearly amount for obtaining and renewing the following certifications and designations.

- a. Certificated Employees. National Board for Professional Teaching Standards (NBPTS) Certification
- b. Speech and Language Therapists. National Certificate of Clinical Competency (CCC)
- c. Nurses. Nationally Certified School Nurse (NCSN)
- d. Occupational Therapists. Doctorate of Occupational Therapy (DOT)
- e. Physical Therapists. Doctorate of Physical Therapy (DPT)
- f. Audiologists. Fellow of American Academy of Audiology (FAAA)
- g. School Psychologists. Nationally Certified School Psychologist (NCSP)
- h. Behavior Analysts. Board Certified Behavior Analyst (BCBA)

**10.8. EARLY TERMINATION REIMBURSEMENT REPAYMENT**

Any employee who leaves the Board’s employ within one calendar year (less than 365 days) after the date that a reimbursement payment was issued from the Board for tuition or transcript fee(s) shall re-pay the full amount of such reimbursement payment to the Board with advance written notice to the employee. The Board may deduct such re-payment from any remaining pay owed to the unit member. The employee will have the option when possible (based on the remaining number of paychecks) to have the deduction divided into two or more paychecks. The Board will attempt to deduct the money evenly from remaining checks owed. This repayment provision shall not apply in the case of a unit member who must leave the Board’s employ due to military transfer, spousal job transfer necessitating a move of over 50 miles, personal or family illness, divorce or child custody issues, involuntary termination by Board, non-renewal of nontenured employees, or other cause approved by the Board. If the

employee who was granted a waiver pursuant to this subsection returns to the same position less than 50 miles away within one year of leaving the Board's employment, they shall reimburse the Board according to the above provision unless they sought employment with the Board and was not offered a contract. Any employee forced to repay such reimbursement shall have that same reimbursement reversed (tuition repaid) upon returning to the Board and successfully completing two more years of employment.

#### **10.9. SENIOR EXEMPTION FOR CERTIFICATION RENEWAL**

In accordance with the provisions of COMAR Section 13A.12.01.14, the Board will not require coursework for certification renewal for professionally certificated employees who are 55 years of age or older or who have been employed for at least 25 years in public school service or approved nonpublic school service.

#### **10.10. REIMBURSEMENT FOR TRANSCRIPT FEES**

Employees who pay a fee for transcripts necessary to verify course completion may be reimbursed upon submission of a receipt up to 45 days following payment; such reimbursement will be deducted from the year's annual course reimbursement allocation based on the date on the receipt for transcript payment.

#### **10.11. PROFESSIONAL SKILL DEVELOPMENT**

When possible, SMCPS will provide professional development for staff during their duty day to be trained to utilize significant new technologies and/or system for use in the school system.

#### **10.12. PURSUIT OF TEACHER CREDENTIALS**

All non-certificated, current full-time employees who decide to become teachers and are enrolled in an accredited college program leading towards an initial Maryland professional teaching credential, shall have access to the benefits below with the following terms.

##### **10.12.1. Tuition Reimbursement**

Tuition reimbursement will be allowed for all coursework in an initial Maryland professional teaching credential program up to the limit specified in Article IX, Paragraph G, above.

##### **10.12.2. Reimbursement for Required Assessments**

All Praxis and other assessments required for the initial Maryland professional teaching credential will be reimbursed when passing scores are received. If grant funding is unavailable to SMCPS to fund this reimbursement in any given fiscal year, then reimbursement will be limited to employees with at least one full year of prior SMCPS service.

##### **10.12.3. Consideration for Sabbatical Leave**

Eligible employees may apply to be considered for sabbatical leave in accordance with Article VIII, Section C.4.d for consideration, to include student internships.

#### 10.12.4. Potential for Advanced Placement on Salary Scale

See Appendix G for the description of placement on the salary scale.

#### 10.12.5. Teaching Obligation

##### **10.12.5.1. Obligation Description**

Upon graduation and award of a Maryland teaching certificate, the employee granted the extra educational assistance must guarantee to teach for SMCPS for a period of three (3) years unless SMCPS does not offer the employee a full-time position.

An employee who has been employed by the Board in a full-time position outside of their area of certification and does not complete the three-year guarantee period will be required to repay tuition reimbursement to the Board.

##### **10.12.5.2. Repayment for Teaching Elsewhere**

If the employee accepts a teaching contract in another school system within their area of certification and chooses to submit verification of such employment to the Superintendent, then the repayment provisions will be adjusted as follows.

- a. Resignation during year 1 = 100% repayment
- b. Resignation after year 1 = 90% repayment
- c. Resignation after year 2 = 80% repayment

##### **10.12.5.3. Repayment of Reimbursed Assessment Fees**

If the employee leaves the Board's employment within one year after receiving Praxis/assessment reimbursement, the employee shall re-pay the full amount of such reimbursement.

##### **10.12.5.4. Repayment Terms**

- a. Payroll Deduction. The Board may deduct such re-payment from any remaining pay owed to the unit member. The employee will have the option when possible (based on remaining number of paychecks) to have the deduction divided into two or more paychecks. The Board will attempt to deduct the money evenly from remaining checks owed.
- b. Repayment Waivers. These repayment provisions shall not apply in the case of a unit member who must leave the Board's employ due to military transfer, spousal job transfer more than 50 miles from the St. Mary's County line, personal or family illness, divorce or child custody issues, involuntary termination by Board, nonrenewal, or other cause approved by the Board.

- c. Waiver Reversal. If the employee who was granted a waiver pursuant to this subsection returns to the same position within 50 miles of the St. Mary's County line, Maryland, within one year of leaving the Board's employment, they shall reimburse the Board according to the above provision unless they sought employment with the Board and was not offered a contract. Any employee forced to repay such reimbursement shall have that same reimbursement reversed (tuition repaid) upon returning to the employment of the Board and successfully completing two more years of employment.

**ARTICLE 11**  
**EXTRA PAY FOR EXTRA DUTY AND STIPEND ASSIGNMENTS**

**11.1. DEFINITIONS**

11.1.1. Extra Pay for Extra Duty (EPED) Assignment

For the purposes of this agreement, EPED assignments are those extra assignments that must be conducted beyond the employee's duty day and that require the direct leadership of and responsibility for students.

11.1.2. Stipend Assignment

For the purposes of this agreement, stipend assignments are those assignments that require additional responsibilities during and/or beyond the employee's duty day and that do not require the direct leadership and responsibility for students.

**11.2. EPED/STIPEND STUDY COMMITTEE**

11.2.1. Annual Meeting

The parties agree to an ongoing Extra Pay for Extra Duty (EPED)/Stipend Study Committee which shall meet as needed and present its recommendations to the Board and the Association as needed but not less than annually by October 1, of each school year preceding the contract effective date. The Board shall announce the initial annual meeting of the EPED/Stipend Study Committee in the Signal at least 30 days in advance, inviting employees to submit proposed new and revised EPED and stipend assignments for consideration.

11.2.2. Committee Composition

The EPED/Stipend Study Committee will be composed of five representatives appointed by the Association and five appointed by the Board and will be co-chaired by one representative appointed by SMCPS and one representative appointed by EASMC.

11.2.3. Committee Objectives

Utilizing the guidelines set forth in the appendix to this agreement, the committee's charge is to give recommendations to the Superintendent by:

- a. specifying positions eligible for EPED and/or stipend compensation,
- b. documenting a job description for eligible positions based on the EPED/Stipend Proposed Additional Position Form including, at a minimum, the number and description of staff and/or students being served or supervised, required activities/events, estimated number hours and time of service, and range of dates,
- c. determining the amount of compensation based on the formula below,
- d. providing justification for both the activity and the recommended compensation,

- e. and issuing a summarizing report specifying the positions eligible for compensation, the job responsibilities associated with each position, the amount of compensation, and the justification for the compensation.

The proposal and the total assigned point value shall be reassessed by the EPED/Stipend Committee upon submission of a new or updated EPED/Stipend Proposed Additional Position Form documenting new conditions and/or requirements for the extra duty. Other EPED/stipend activities when approved by the Superintendent will be added to the list in the appropriate appendix of this agreement, with placement for compensation to be determined by the joint EPED/Stipend Study Committee. Such action will not be considered as the reopening of negotiations under this agreement for any reason, except for the express purpose stated.

### **11.3. EPED/STIPEND POINT SYSTEM**

#### **11.3.1. Criteria and Assessment**

Any new or updated EPED position submitted for evaluations to the EPED/Stipend Study Committee will use the following table based on the existing process to assign points in the areas of Required Hours, Number of Students, and Level of Responsibility. These three point values will be summed up to determine the point value of a coach’s/sponsor’s salary. Compensation for experience shall be only for experience in that specific position title (e.g., H.S. baseball, assistant coach, soccer).

<b>Required Hours</b>	<b>Point Value</b>	<b>Number of Students</b>	<b>Point Value</b>	<b>Level of Responsibility</b>	<b>Point Value</b>
38 – 99	1	5 – 9	1	One adult in charge	5
100 – 299	2	10 – 19	2	One adult with one assistant	4
300 – 499	3	20 – 29	3	One adult with two+ assistants	3
500 – 599	4	30 – 39	4	Two adult co-leaders	2
600 – 699	5	40 – 49	5	An Assistant	1
700+	6	50+	6		

#### **11.3.2. EPED Point Value Adjustments**

In any year that a full-scale adjustment occurs for the EASMC Teacher Salary Scale, the “\$ Value/Point” will be adjusted by the same percentage. Appendix C includes the SMCPS EPED Payment Schedule. The following table lists the value of a point.

Years of Experience	\$ Value/Point			
	Starting FY25	FY26 (+2.0%)	FY27 (+2.0%)	FY28 (+2.0%)
1 – 3	265	270	275	281
4 – 6	280	286	292	298
7 – 9	295	301	307	313
10+	310	316	322	328

#### 11.4. STIPEND POINT SYSTEM

##### 11.4.1. Criteria and Assessment

The EPED/Stipend Study Committee will assess the requirements of proposed new or revised stipend assignments as detailed in the proposed job description, seeking additional information as required. Based on these requirements, the committee will analyze the proposed stipend as compared to other approved stipends and make a recommendation for the stipend payment amount seeking equity and consistency.

Effective July 1, 2025, any new or updated stipend position submitted for evaluations to the EPED/Stipend Study Committee will use the following tables to assign points in the areas of Required Hours, Number of Employees, and Level of Rigor and Complexity. These three point values will be summed to determine the point value of a particular stipend. Compensation for experience shall be only for experience in that specific position title (e.g., department chair).

Required Hours	Point Value	Number of Employees	Point Value	Level of Rigor and Complexity	Point Value
1-15	1	5 – 9	1	High	3
16-30	2	10 – 19	2	Medium	2
31-45	3	20 – 29	3	Low	1
46-60	4	30 – 39	4		
61-75	5	40 – 49	5		
76+	6	50+	6		

11.4.2. Stipend Point Value Adjustments

In any year that a full-scale adjustment occurs for the EASMC Teacher Salary Scale, the “\$ Value/Point” will be adjusted by the same percentage. Appendix E, Schedule of Stipends, includes the SMCPS stipend payment Schedule. The following table will list the value of a point beginning July 1, 2025 (FY26). The baseline dollar value per point for FY25 will be established through the joint study committee (see Article 21.2, Joint Study Committees).

Years of Experience	\$ Value Per Point			
	FY25	FY26	FY27	FY28
1 – 3	N/A	TBD	TBD	TBD
4 – 6	N/A	TBD	TBD	TBD
7 – 9	N/A	TBD	TBD	TBD
10+	N/A	TBD	TBD	TBD

**11.5. EPED/STIPEND ASSIGNMENT GUIDELINES**

Qualified internal candidates, both certificated and non-certificated, shall be considered prior to external candidates for EPED/Stipend assignments. Assumption of all EPED/Stipend assignments shall be voluntary, and the signature of the site administrator, designee, or appropriate supervisor and the employee shall be required on the EPED/Stipend agreement prior to performing the duties. The site administrator shall distribute EPED/Stipend Agreements to employees designated to perform the extra duties (1) listed in Appendix C or E of this agreement and/or (2) recommended by the EPED/Stipend Review Committee and subsequently approved by the Board. The EPED/Stipend Agreement shall be electronically approved and dated by both the site administrator and the employee and include a copy of the EPED/Stipend job description/responsibilities identifying, at a minimum, the number and description of students or staff supervised, required activities/events, and range of dates. No employee shall be expected to perform any of the approved or recommended EPED/Stipend Review assignments without a signed agreement issued by SMCPS.

**11.6. REQUIRED PERFORMANCE FEEDBACK**

The site administrator or designee will provide feedback no later than 30 days after the completion of the EPED/Stipend activity. Currently assigned employees will be advised in writing no later than the end of the school year if they may not be offered the same assignment in the subsequent school year.



## **ARTICLE 12 LEAVES**

### **12.1. APPROVAL PROCEDURES**

Before an employee takes annual or personal leave, the number of days requested must have been earned and prior approval must be secured in the following manner.

- a. Employees' absences shall be reported via the electronic absence reporting system.
- b. Except in an emergency, all employees shall have the approval of their immediate supervisor.
- c. Except in an emergency, all employees shall have approval at least two weeks prior for personal leave on the day before or the day following a school holiday, the first or last day of the school year, or on a staff development day.
- d. Supervisors responsible for approving leave requests shall answer the request within five work days of submission via the electronic absence reporting system.
- e. An employee's leave status is a private matter and will not be discussed in front of other individuals. The appropriate supervisor shall handle any non-clerical concerns about leave.

### **12.2. ABSENCE REGULATIONS**

#### **12.2.1. Deductions for Absences**

Deductions for absences during one pay period will be reflected in the following pay period.

#### **12.2.2. Final Payouts After Employee Separation**

Within 30 days of the last day of employment following an employee's separation from SMCPSS employment, final payouts will be paid. Any assets or money owed to SMCPSS by the separating employee must be settled on the employee's last day of work. Otherwise, SMCPSS may deduct the amount owed from the final payout to the employee.

The employee has an obligation to return funds within 30 days to SMCPSS. If the outstanding debt is not paid within 30 days, SMCPSS may pursue payment via a debt collection agency. SMCPSS shall notify the employee in writing of the amount owed to SMCPSS and inform the employee that should the separated employee return to employment with SMCPSS, SMCPSS may immediately withhold amounts associated with the outstanding debt from the employee's biweekly pay.

#### **12.2.3. Absence Reporting System**

It is the employee's responsibility to notify the site administrator via the electronic absence reporting system as soon as possible when they expect to be absent from their position.

#### 12.2.4. Ten- and 11-month Employee Absences During School Opening

Ten- and 11-month employees who are unable to begin working because of illness at the opening of school in the fall will receive a salary check based on their cumulative sick leave or based on the annual total which shall be available at the beginning of the school year after the first day of duty.

#### 12.2.5. Impact of Attendance on Salary

The full payment of the annual salary will be based on the attendance of the employee. This attendance will be calculated as provided for in the annual operational calendar. As may be requested by the Superintendent, compensatory leave or additional pay will be granted for duty days in addition to the designated days. For each day of absence for which the employee has insufficient leave available, a deduction of one times their per diem rate of pay will be made.

#### 12.2.6. Credit for Sick Leave in Another Maryland Public School System

Credit will be given for prior sick leave accumulation from a Maryland public school system provided the amount earned per year does not exceed the number of days for which an employee is eligible in the SMCPS system.

### **12.3. LEAVE WITH PAY**

#### 12.3.1. Sick Leave

Absences specified in this section below will be charged against sick leave.

##### **12.3.1.1. Sick Leave Accrual and Proration**

- a. Sick leave will be earned at the rate of one day per month may be accumulated from year to year without limitation. An employee who leaves SMCPS employment prior to the end of the year in which the leave was advanced will be assessed for all advanced sick leave days used that have not been earned.
- b. Disability retirees (once approved by the Maryland State Retirement Agency and after submitting required documentation to the SMCPS Department of Human Resources) shall be granted a waiver of the proration of sick leave if a full contract year is not fulfilled.
- c. An employee who separates employment from SMCPS prior to the end of a contract year in which unearned sick leave was advanced in July will have their sick leave prorated based on the date of separation and calculated based on the number of contract days employed in the contract year in which the sick leave was advanced. There is no direct payout of sick leave upon separation.

### 12.3.1.2. Sick Leave Donations

Employees may be eligible to donate sick leave to other employees who experience serious personal illness, injury, or quarantine, or who must use leave to care for a family member experiencing such illness, injury, or quarantine, and who has used all of their accrued sick leave, personal leave, annual leave, compensatory time, and available Sick Leave Bank benefits. The employee receiving the leave donation and the donor must be members of the Sick Leave Bank and Exchange at the time of the donation. Such leave may be donated or exchanged between employees in accordance with procedures and restrictions outlined in Appendix D, the EASMC ESP, EASMC Certificated, SMASA, and SMCPS Joint Sick Leave Bank and Exchange Guidelines. While employees receiving leave will be considered active employees in a “leave with pay” status for the periods when donated leave is being used, neither the donor nor the recipient may utilize donated days upon retirement for additional service credit.

### 12.3.1.3. Personal Illness

- a. Doctor’s Certificate or Letter of Explanation. The Superintendent may require a doctor’s certificate of illness or a letter of explanation from the employee if a doctor was not in attendance whenever there is reason to believe that an absence is not due to a bona fide illness.
- b. Pregnancy. An employee shall, at their request, be allowed to use sick leave for an absence due to disability connected with or resulting from pregnancy as authorized under the Family Medical Leave Act (FMLA). A physician's statement verifying that they are disabled due to causes contributed to by pregnancy shall be required. If the Board has reasonable cause to believe that the employee's health would be endangered by continued employment, it may require the employee to obtain a physician's verification stating that they are physically able to continue their duties. The employee must return to work as soon as their health permits unless they resign or request a leave of absence. Before returning to duty, the employee may be required to present a physician's certificate stating that they are physically able to resume duties.
- c. FMLA. An employee who is a birth or adoptive parent may utilize FMLA as defined in paragraph 12.4.2. below.
- d. Immediate Family Illness. An employee shall, at their request made via the electronic absence reporting system, be allowed to use sick leave for an absence due to an illness of an immediate family member (spouse, parent, child, or sibling).
- e. Medical Appointments Due to Job-related Illness/Injury. Any employee who suffers an injury or illness verified to be job-related (based on the Report of Injury, Employee Statement Form, and the Supervisor Accident Report form completed by the employee or supervisor) and is able to continue work with medical treatment for such injury or illness, will be granted administrative leave for up to four visits for related medical appointments required during the duty day. A doctor’s receipt or note will be required for verification of required appointments.

- f. Leave Transfer to Immediate Family. Employees may submit a request in writing to the Superintendent to transfer up to five days of sick leave to other employees who are legal members of their immediate family (spouse, parent, child, or sibling) to be used for eligible sick leave purposes if the immediate family member has exhausted their sick leave. The employee cannot transfer more than five days to any one immediate family member per school year. Unused sick leave that was previously transferred under this provision and not used for the defined eligible sick leave purposes will be returned to the donating employee.

#### **12.3.1.4. Quarantine**

When a communicable disease occurs in the home in which an employee resides, the employee shall state the disease and dates of quarantine and provide medical documentation from a licensed medical practitioner to return to work.

#### **12.3.1.5. Sick Leave Bank and Exchange**

There shall be a Sick Leave Bank and Exchange for employees. SMCPs will indicate on each employee's electronic pay statement within the on-line Employee Access Center whether or not that employee is a member of the Sick Leave Bank and Exchange.

- a. Sick Leave Bank and Exchange Approval Committee. The Sick Leave Bank and Exchange Approval Committee shall review and rule on all applications/requests for the donation of sick leave and shall be comprised of the following appointed members. One of the SMCPs appointees and one of the EASMC Certificated or EASMC ESP appointees will serve as co-chairpersons, as determined by the Sick Leave Bank and Exchange Approval Committee. The respective presidents will appoint replacements. All parties recognize that due to the personal and sensitive nature of sick leave donation review, complete confidentiality by the Sick Leave Bank and Exchange Approval Committee members is essential.
  1. One representative of the Department of Human Resources appointed by SMCPs
  2. Two EASMC Certificated representatives appointed by the EASMC President
  3. Two EASMC ESP representatives appointed by the EASMC ESP President
  4. One SMASA representative appointed by the SMASA President
  5. One SMCPs appointed non-voting member who is an SMCPs licensed registered nurse
- b. Sick Leave Bank and Exchange Steering Committee. The Sick Leave Bank and Exchange Steering Committee shall be comprised of the following members. The Sick Leave Bank and Exchange Steering Committee shall meet no less than annually for a Sick Leave Bank and Exchange Procedural Review. If the SMCPs Chief Negotiator is not a current SMCPs employee, then SMCPs will appoint an SMCPs division administrator to participate in the annual review in place of the SMCPs Chief Negotiator. The purpose of the meeting will be to review the Sick Leave Bank

and Exchange Guidelines and update them if deemed necessary by the majority of the review attendees. The Sick Leave Bank and Exchange Guidelines will be posted on the EASMC ESP, EASMC Certificated, and SMCPs websites for easy employee access.

1. The Sick Leave Bank and Exchange Approval Committee appointees
2. The EASMC President/Certificated Designee, EASMC President/ESP Designee and SMASA Presidents
3. One SMCPs Chief Negotiator
4. One Maryland State Education Association (MSEA) UniServ Director representing EASMC Certificated/EASMC ESP

#### 12.3.2. Personal Leave

Three days of personal leave for all ten-month employees and four days of personal leave for all 11-month unit members with full pay are allowed in accordance with the Approval Procedure set forth herein, and these days shall not be charged against an employee's sick leave.

##### **12.3.2.1. Rollover of Unused Personal Leave**

Unused personal days will automatically roll over to the following year as personal leave with a maximum of an eight-day personal leave balance allowable.

##### **12.3.2.2. Exclusions**

These days may not be used consecutively in a five-day block during any of the following time periods.

- a. Directly before or after the Thanksgiving break
- b. Directly before or after the Winter Break
- c. Directly before or after the Spring Break
- d. The first five days of school for students
- e. The last five days of school for students

##### **12.3.2.3. Transfer of Excess Personal Leave**

Personal days in excess of eight (8) will automatically be added to employees' accumulated sick leave. The oldest personal leave days are the first to be transferred to sick leave, with the newly allocated days remaining in the employee's personal leave balance.

#### 12.3.2.4. Approval and Eligibility

Permission for such leave must be obtained in advance via the electronic absence reporting system, except in an emergency, as indicated in the approval procedure. Absences for the following reasons will be charged against personal leave.

- a. Personal Reasons.
- b. Graduation Exercises. Leave will be granted for attendance at graduation exercises to an employee who is being awarded a degree.
- c. Examinations. Leave will be granted to an employee who is taking a culminating examination for a master's or doctoral degree, or who is taking an examination to obtain a Maryland certificate required for the employee's current assignment.
- d. Religious Observance. Advanced approval is required.

#### 12.3.2.5. Personal Leave Proration

An employee who retires or terminates from SMCPs employment prior to the end of the contract year in which personal leave was advanced in July will have their personal leave prorated based on the date of retirement or termination and calculated on number of contract days worked in the contract year in which the personal leave was advanced. Payout of personal leave days upon retirement will be based on the employee's current contract year personal leave balance after the calculation of prorated personal leave and shall not exceed five (5) days.

#### 12.3.3. Annual Leave

##### 12.3.3.1. Leave Allowance

Twelve-month employees are entitled to annual leave on the following employment basis.

Years of Employment	FY25-FY28
1 – 4	15
5 – 9	19
10 – 19	22
20+	24

##### 12.3.3.2. Approval Timeline

Supervisors responsible for approving leave requests shall answer the request within five (5) work days of submission via the electronic absence reporting system.

### **12.3.3.3. Annual Leave Carryover and Cash-out**

Twelve-month employees who are entitled to annual leave may accumulate up to 50 days. Once the employee has a total of 50 days, for those days in excess of 50 days, they may exercise in writing an option of selling back a maximum of five days per year. All unused days per year beyond 50 days shall carry over as sick leave. The employee wishing to cash in five days must make a written request to the Department of Fiscal Services Payroll Office by September 15 of each year. The transfer of days over 50 days or optional remittance of leave shall be made based on their leave balance as of September 30 of each year. The transfer or payment of leave in excess of 50 days will be made by the second paycheck in October.

### **12.3.4. Administrative Leave**

Absences for the following reasons will be charged to administrative leave with no loss in salary.

#### **12.3.4.1. Bereavement Leave**

Employees shall be entitled to bereavement leave as follows. The employee shall state the relationship and the date of death. Bereavement leave shall commence on or after the date of death, but not after the funeral. Employees having good and sufficient reason to take eligible bereavement leave in other than consecutive days, or other than directly after the funeral, may submit a written request to the immediate supervisor. Other available leave may be used if an employee is required to travel out-of-state for funeral or other bereavement-related matters. Should an employee be named executor of an estate for relatives listed below, they may elect to use one of the bereavement leave days in performance of this responsibility.

- a. Spouse. Up to seven consecutive work days will be allowed for the death of a spouse.
- b. Immediate Family Members. Up to five consecutive work days will be allowed for immediate family members (adopted, foster, or natural child, grandchild [great], parent, brother, sister, or anyone who has lived regularly in the household) of the employee, spouse or life partner.
- c. Uncle/Aunt, Grandparent, and Brother/Sister-in-law. Up to three consecutive work days will be allowed for an uncle [great], aunt [great], grandparent [great], or brother-in-law/sister-in-law (sibling's spouse) of the employee or spouse.
- d. Nieces/Nephews and Child's Other Parent. Up to two consecutive work days will be allowed for nieces and nephews, and for the other parent of the employee's adopted, foster, or natural child if that parent is not the employee's spouse (who is covered under subsection a above).

#### **12.3.4.2. School Visits Inside and Outside the County**

Plans for visitation must be approved in advance by the Superintendent.

#### **12.3.4.3. Professional Meetings**

Plans for attending such meetings must be approved in advance by the Superintendent. Upon request, employees may be required to present about the meeting and related learning.

#### **12.3.4.4. Sabbatical Leave**

- a. The purpose of sabbatical leave shall be for professional advancement.
- b. The number of employees on sabbatical leave at one time shall be limited to two without the approval of the Board.
- c. Sabbatical leave for employees will be reimbursed at a rate of one-half of gross salary for that time period not to exceed one year in duration. Only employees who have worked continuously for a period of three years for the Board will be eligible to apply for sabbatical leave. The employee granted sabbatical leave must guarantee to work in SMCPS for a period of two years following the sabbatical leave. The employee shall sign a promissory note agreeing to repay the Board an amount equal to the salary they received plus interest at the current prime rate, if they do not fulfill the agreement. The promissory note will be considered paid if the employee fulfills two years of service for the Board following the sabbatical.
- d. Employees on approved sabbatical leave are eligible for tuition reimbursement benefits under the conditions specified in Article 10, Education Assistance Benefits.

#### **12.3.4.5. Early Departure for Educational Purposes**

Up to three days will be allowed. Only tenured teachers/non probationary employees under contract with the Board for the following year will be eligible. Written requests must be made to the Superintendent not less than two weeks in advance if possible. A teacher may be excused without loss of salary provided students are not in attendance and the teacher has completed end-of-year records.

#### **12.3.4.6. Jury Duty**

Employees summoned to serve as jurors must notify their immediate supervisor via the electronic reporting system to be granted administrative leave with pay. Employees must provide a copy of the official notification to their immediate supervisor at least seven working days prior to the period of service and provide verification of attendance within 48 hours of returning to work after each instance. An employee being released from jury duty during work hours must return to their assigned work site for the remainder of their duty day if released in sufficient time to have two or more hours on the job, excluding travel time back to the work site.



#### **12.3.4.7. Court Summons**

When an employee is to be absent due to a court summons, subpoena or as a witness, a copy of the summons, subpoena, or letter requesting the employee's presence as a witness must be submitted to their immediate supervisor. This requirement should be completed in time for the supervisor to obtain a suitable substitute and to determine which of the following salary conditions (leave with or without pay) is applicable.

- a. Witness for the Board. If an employee appears as a witness for the Board at a court hearing with or without a subpoena, no deductions shall be made from their salary.
- b. Subpoenaed Witness for Other Party. If an employee appears in court in response to a subpoena to act as a witness for the State or for a private citizen, no deduction shall be made from their salary.
- c. Named Party in Proceedings. If an employee is a named party to the proceedings before the court [e.g., personal divorce, custody case, or criminal proceedings (against the employee)], then the employee shall be required to utilize appropriate leave, or a deduction shall be made from their salary.
- d. Witness for a Private Citizen. For any court appearance as a volunteer witness for a private citizen, the employee shall be required to utilize appropriate leave, or a deduction shall be made from their salary.
- e. For Job-related Personal Court Summons. No reduction in leave or salary unless the employee appears as a defendant and is adjudged guilty.

#### **12.3.4.8. SMCPS Internal Interview**

Employees who are candidates for internal SMCPS vacancies, whether promotional opportunities or voluntary transfer requests, may use up to two hours of administrative leave to attend any related interview scheduled by SMCPS during the duty day. Plans for attending such interviews must be approved in advance via the electronic absence reporting system by the Superintendent.

#### **12.3.4.9. MSEA Convention and Workshops**

Unit employees may attend the MSEA Convention and the MSEA Leadership Training Institute (LTI). The Board will incur the cost of administrative leave as described below. The Board will not be responsible for any other related fees or expenses. Administrative leave granted for this purpose shall be under the following conditions.

- a. Those unit members who wish to attend and use administrative leave, must receive prior written approval from the Superintendent at least 10 work days in advance of the date of the convention.
  - 1) A maximum of one (1) day of administrative leave with pay will be provided to employees to attend the MSEA Convention; and

- 2) A maximum of one (1) day of administrative leave with pay will be provided to employees to attend the LTI.
- b. Approved attendance will be without penalty of leave or pay. There will be no reimbursement for expenses.
- c. Employees must submit, upon completion of the event, written evidence of attendance.

#### **12.3.4.10. Emergency School System Closures and Delays**

If schools are closed due to inclement weather, the Superintendent's announcement shall designate the employees who are to report to work.

If schools are closed for inclement weather and ten- and 11-month employees are not reporting, then exempt, non-essential, 12-month employees may choose to telecommute (work from home) on those days in lieu of taking leave by contacting in writing their immediate supervisor no less than 30 minutes prior to the normal work reporting time. Non-exempt, non-essential, 12-month employees may request authorization to telecommute in lieu of taking leave by contacting in writing their immediate supervisor no less than 60 minutes prior to the normal work reporting time. The supervisor shall confirm or deny, in writing, approval to telecommute based on the needs of the system, work to be completed, and available remote connections and/or resources. Upon completion of the work day, the employee shall submit written confirmation of the hours worked by indicating both the work day start and completion times, and a brief summary of the nature of the work accomplished. The employee may be required to present evidence of work accomplished during telecommuting time.

#### **12.3.4.11. Assault Leave**

See Article 14.1.1, Reporting (Battery and Assault).

#### **12.3.4.12. Workers' Compensation**

See Article 13.

#### **12.3.4.13. Temporary Military Service**

All employees who are members of the military or naval establishments of the United States or the State of Maryland shall be granted leave of absence on those days during which they are engaged in any military or naval duty to which they are ordered by proper authority. A copy of said order must be submitted to the Department of Human Resources ([hrd@smcps.org](mailto:hrd@smcps.org)). This leave shall not exceed fifteen calendar days in any year. Employees shall not suffer loss of pay for the work days included in such leave.

#### **12.3.4.14. Required In-service Training**

Leave will not be reduced, nor will employees suffer loss of pay for attending required Board provided in-service training.

#### **12.3.4.15. SMCPS Open Houses for Parents**

Employees who are parents of school age children may receive up to two hours of paid administrative leave per year to attend their child's SMCPS open house event. Except in cases of emergency, the employee will request such leave in accordance with the leave procedures in this article.

#### **12.4. LEAVE WITHOUT PAY**

Approved leaves of absence without pay are as follows. In some cases, as detailed below, the employee may use available leave.

##### **12.4.1. Parental Leave**

An employee may be granted, upon written request, a leave of absence without pay to care for the child of such employee. Said parental leave may also be granted to an employee adopting a child, to commence at any time during the first year after receiving custody of said child, or prior to receiving such custody, if necessary, to fulfill the requirements for adoption.

##### **12.4.1.1. Parental Leave of Absence Process**

An employee who wishes to leave their position prior to the period of disability associated with childbirth and/or does not wish to return to their position after such period of disability shall normally be granted, upon request, a leave of absence without pay. Said employee shall notify the Superintendent in writing of their desire to take such leave and, except in case of emergency, shall give such notice at least 30 days prior to the date on which they wish their leave to begin. A physician's statement verifying pregnancy shall be included with such notice. In case of interrupted pregnancy, the employee may return to active duty when their health will permit, as attested to in writing by their physician.

##### **12.4.1.2. Return to Work**

An employee on such leave cannot be given any positive assurance that they will be reassigned to the same site as previously assigned, but the Board obligates itself to offer to the employee, on the expiration of leave, employment for which the employee is properly qualified without creating a new position or transferring another employee. To facilitate the employee's return consistent with their stated schedule, they should give the Superintendent, in writing, as much notice of their anticipated return as possible.

##### **12.4.1.3. Expiration Date**

Parental leave may not extend beyond June 30 of the current year; however, if requested in writing, this leave may be extended beyond that date.

##### **12.4.1.4. Sick and Annual Leave While on Leave of Absence**

Employees who are granted parental leave may not accrue sick leave or annual leave during this approved leave. The unused sick leave of an employee on said parental leave will be held in abeyance until such time as they return to active service.

12.4.2. Family and Medical Leave Act (FMLA)

The right of employees to family and medical leave shall be as set forth within this document and the FMLA. An eligible employee is one who has been employed during the prior year with SMCPS for at least the number of hours required for eligibility under Federal law. Nothing in this article shall be read to either eliminate or reduce in any way rights provided under the negotiated agreement.

**12.4.2.1. Paid Leave**

The Board will charge the employee’s accumulated sick leave concurrent with the time period approved under the FMLA and if no sick leave is available, annual or personal leave may be used.

**12.4.2.2. Waiver of FMLA Spouse Penalty**

SMCPS shall provide the full leave amount allowed by the FMLA for spouses who are both employed by the Board.

**12.4.2.3. Medical Leave of Absence**

If the employee’s FMLA leave allowance is exhausted and the employee is not cleared to return to work, then the employee may be offered a medical leave of absence.

**12.4.2.4. Healthcare Insurance on Unpaid Leave of Absence**

If an employee is on an unpaid leave of absence, the employee may elect to continue their health care coverage by paying the full premium in accordance with COBRA.

**12.4.2.5. Right to Exhaust Leave Beyond FMLA Eligibility**

If an employee has paid leave available after the FMLA period is exhausted, the employee will be allowed to exhaust those paid leave options, including accumulated sick leave, annual leave, personal leave, compensatory time, and acquired hours. Board contributions to health insurance will continue as long as the employee is on paid leave.

**12.4.2.6. Return to Work**

An employee on such leave cannot be assured of reassignment to the same site as previously assigned, but the Board obligates itself to offer the employee, on the expiration of the leave, employment for which the employee is properly qualified if a vacancy exists without creating a new position or transferring another employee. To facilitate the employee's return consistent with their stated schedule, they should give the Superintendent, in writing, as much notice as possible of their anticipated return.

#### 12.4.3. School Involvement Leave

Employees who are parents of school age children are encouraged to participate in school activities related to the education of their children. The employee may elect to use any personal or annual leave available. If no other eligible leave is available, leave without pay may also be used for these events. Except in cases of emergency, the employee will request such leave in accordance with the leave procedures in this article.

#### 12.4.4. Political Leave

The Board may grant a leave of absence without pay to tenured or non-probationary employees who wish to campaign for public office and will grant such leave without pay to the employee if elected to serve in said office. An employee on such leave without pay cannot be assured of reassignment to the same site as previously assigned, but the Board obligates itself to offer the employee, on the expiration of the leave without pay, employment for which the employee is properly qualified, if a vacancy exists, without creating a new position or transferring an existing employee.

Leave without pay will be coordinated with the Superintendent to ensure minimum disruption to the classroom. Leave without pay will be granted in increments of no less than one semester and will not exceed four consecutive years for any employee not previously receiving such leave without pay to campaign for or serve in a public office.

#### 12.4.5. Nursing Employees

The site supervisor shall support employees who request to breast pump to provide for their infant children during the first year after birth. The employee and site supervisor shall work collaboratively, in advance, to develop a schedule that does not negatively impact the employee and has the least possible impact on instructional programs. The employee shall be provided with a clean, private, and secure environment (not a restroom) at the work site.

##### **12.4.5.1. Conditions for First Break**

Upon request, coverage for one break of up to 20 minutes per day shall be arranged by the administrator with no charge to the employee's leave. If the break exceeds the allowable 20 minutes, then the employee shall submit a leave request via the electronic absence reporting system.

##### **12.4.5.2. Conditions for Second Break**

Another break may be taken by the employee during their personal lunch, planning time, or 15-minute break (as applicable) and will override other pre-existing work obligations.

##### **12.4.5.3. Conditions for Third Unpaid Break**

Upon request, coverage for an additional break of up to 20 minutes per day shall be arranged by the administrator for which the employee shall submit a leave request via the electronic absence reporting system.

#### 12.4.6. Military Leave

Military leave without pay shall be granted to any employee who is drafted or enlists in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment. An employee on such leave cannot be assured of reassignment to the same site as previously assigned, but the Board obligates itself to offer the employee, on the expiration of the leave, employment for which the employee is properly qualified.

#### 12.4.7. Other Extended Leaves

Absence without pay may be granted for good reason at the discretion of the Superintendent.

##### **12.4.7.1. Benefit Continuation**

While on an approved extended leave of absence, insurance coverage may be maintained through payment of the entire premium by the employee per COBRA requirements. The employee shall assume all responsibility for paying premiums. If payment is not made within the time specified, coverage shall be terminated.

##### **12.4.7.2. Application**

All requests for extended leaves of absence, extensions or renewals of such leaves shall be made in writing to the Superintendent who shall respond to all such requests in writing within ten work days.

##### **12.4.7.3. Return From Leave**

Upon return from leave, a unit member will be offered a position (e.g., teacher, paraeducator, secretary, building service worker, etc.) equal or greater in salary range/classification to the position they held before taking the leave, if such position is available without creating a new position or moving another employee. The position offered may not be at the same location as the position previously held. If such a position does not exist, then the unit member shall be offered another position for which they are qualified, if a vacancy exists, as long as the position is not considered promotional from the position they held when they began their leave. A unit member can apply for promotional positions and will be considered as an internal candidate prior to other candidates, provided they meet the minimum qualifications for the position. SMCPs will make a good faith effort to offer a position that is mutually satisfactory and beneficial to the returning employee and to SMCPs.

## **ARTICLE 13 WORKERS' COMPENSATION**

Any employee who suffers a job-related injury or illness will report, as soon as practicable, such injury or illness to their immediate supervisor in writing. The following guidelines apply.

### **13.1. ADMINISTRATIVE LEAVE WITH PAY**

Any employee who suffers a job-related injury or illness and qualifies for benefits under the Workers' Compensation Law and because of such injury or illness is medically unable to return to work for more than three consecutive days after the occurrence, may be granted administrative leave with pay for a period up to 30 duty days. If a determination is made that the employee is eligible for Workers' Compensation, then all sick leave and annual leave up to the 30 days provided in this provision, used as a result of the job-related injury or illness prior to such determination, shall be restored to the employee. Any Workers' Compensation payments made for temporary disability due to said injury or illness during this 30 duty-day period shall be endorsed over to the Board. During the time the employee is drawing administrative leave with pay or Workers' Compensation benefits, the employee's leave will not be permanently charged (leave may be initially charged and subsequently reversed).

### **13.2. LEAVE WITHOUT PAY**

For any lost time that does not qualify under the Workers' Compensation Law, leave will be charged accordingly.

### **13.3. DETERMINATION OF "WEEKLY WAGE"**

For the purpose of determining weekly Workers' Compensation benefits, the weekly wage will be based on the employee's actual work year and per diem rate rather than the SMCPS 12-month pay schedule.

### **13.4. ELECTION TO USE SICK OR ANNUAL LEAVE**

If unable to return to work after 30 duty days of approved administrative leave an employee may elect to take sick or annual leave (sick leave must be exhausted first) in place of collecting Workers' Compensation temporary disability payments. An employee may not draw both a salary from the Board and Workers' Compensation payments. If the employee receives a payment from Workers' Compensation for the same time that sick or annual leave was used towards salary, then their payment will be reduced by the amount of the Workers' Compensation payment. The employee will be entitled to the payment received from Workers' Compensation.

### **13.5. HEALTHCARE PREMIUMS**

After 30 days of approved administrative leave, employees who receive Workers' Compensation in lieu of sick or annual leave will not be responsible for their health insurance premium (described in paragraph 12.4.7.1) for this time period.

### **13.6. RETURN TO WORK**

Before an employee can return to work from a work-related injury, it is required that the employee have a medical release stating when the employee is able to return to work and that the employee is able to fulfill the requirements of their position or stating the reasonable accommodations that need to be made.



## **ARTICLE 14 EMPLOYEE PROTECTION**

### **14.1. BATTERY AND ASSAULT**

#### 14.1.1. Reporting

Employees will promptly within two (2) work days submit a Report of Employee Injury form report to their immediate superior in all cases of battery and assault suffered by them in connection with their employment. The immediate supervisor shall promptly provide the completed Report of Employee Injury form and the Supervisor's Report of Injury to the Department of Human Resources, whether or not leave is required or taken as a result of the assault.

#### 14.1.2. Role of Director of Safety and Security

The Department of Human Resources will forward the report to the Director of Safety and Security who will serve as liaison among the employee, the police and the courts if necessary.

### **14.2. GENERAL LIABILITY INSURANCE**

The Board agrees to provide comprehensive general liability insurance coverage to employees while they are acting within the scope of their assigned responsibilities. This insures against the cost of investigating, defending and paying claims for damages on account of personal injury or death to non-employees and for property damage arising out of occurrence to that which the coverage applies.

### **14.3. TRANSPORT OF STUDENTS IN PRIVATE VEHICLES**

As part of their job responsibilities, an employee shall not transport a student in their private vehicle.

### **14.4. PERSONAL PROPERTY INSURANCE**

The Board agrees to provide personal property insurance for property owned by employees while on school system premises as limited by the insurance conditions. Insurance carrier denial of an employee claim does not relieve SMCPS of the responsibility to reimburse the employee for the cost to repair or replace employee personal property not otherwise covered by the employee's homeowner's insurance, up to the value of \$600, demonstrated to have been damaged while on school premises, due to no fault of the employee.

- a. Any employee who sustains a verifiable loss as a result of the transport of SMCPS property within a private vehicle shall be reimbursed up to the amount of \$300.
- b. Any employee, who in the performance of their job responsibilities, sustains a verifiable loss of SMCPS property as a result of its transport within a private vehicle shall not be liable for its replacement or repair. Transport of SMCPS property for other than performance of job responsibilities shall be with advance supervisor permission.

## **14.5. COMPLAINTS ABOUT PERSONNEL**

Complaints concerning school personnel shall be handled as follows.

### **14.5.1. Lowest Organizational Level**

Employees and the Board agree that complaints concerning personnel shall initially be dealt with at the lowest organizational level.

### **14.5.2. Employee Interview and Information**

Decisions on complaints shall not be made without interviewing the subordinate against whom the complaint was lodged. If the complaint is in writing, the unit member will be given a copy and required to sign the material acknowledging receipt of the copy.

### **14.5.3. Notice of Meetings**

To respect the rights of all people involved, each will have the right to be informed of all scheduled meetings concerning the complaint.

### **14.5.4. Third Party Complaints**

Any parent, student, or other third person complaints made to any member of the administration that are used in any manner in evaluating such personnel will be investigated and called to their attention, unless the investigation is being conducted by a law enforcement agency or the Department of Social Services/Child Protective Services.

### **14.5.5. Anonymous Complaints**

Anonymous complaints that have not been verified shall not be used against the employee in matters of discipline or evaluation.

### **14.5.6. Information Required to Perform Association Duties**

The Association has the right to the information necessary to properly perform its duties as the employees' representative. To avoid delays in the settlement of grievances, appeals, and other proceedings relative to employee rights and responsibilities, SMCPS shall provide requested investigative reports, statements, and other artifacts used against an employee at or before the relative due process meeting.

## **14.6. UNSCHEDULED VISITORS**

Except for association-related business, an unscheduled visitor and/or any other guest who could be a disruption to the classroom environment shall not be permitted to enter a classroom or internal site office (other than the main office) without employee knowledge. A school administrator will notify an employee in advance of the requested visit, either orally or in writing. The employee may request that the visit be rescheduled or that the visit be denied due to potential classroom disruption, or that the visit be conducted with an administrator present.

## **14.7. EMPLOYEE ASSISTANCE PROGRAM**

The employer shall maintain and promote the availability of an Employee Assistance Program.

## **14.8. STUDENT TAPING/VIDEOING**

Student taping/videoing with a cell phone or any other device in the classroom is a violation of school system policy. Upon an employee reporting such an incident, the administration will take appropriate disciplinary action in accordance with Board regulations.

## **14.9. PRIVACY**

Unless the employee has consented in advance, discussions related to employee performance, discipline, and/or employment shall be conducted in private and only in front of other individuals who either supervise the employee or who are specifically designated by the Superintendent to handle matters of employee discipline, employment, and/or performance. Unless an employee is designated in Appendix F to receive a mobile phone allocation, SMCPS shall not use an employee's personal phone number for business purposes during the duty day or provide personal phone numbers to other staff, vendors, outside organizations, parents, or any other party.

## **14.10. PERSONNEL FILES**

### **14.10.1. Notice of Derogatory Material**

The Board shall make known to each affected employee any derogatory material that is being placed in their personnel file and they shall be given the opportunity to review and file a reply to such material. Individual responses to self-assessment materials cannot be used negatively in that employee's evaluation but will be used for discussion and goal setting.

### **14.10.2. Employee Access**

Employees shall have the right, upon notice, to review and copy material in their personnel files, excluding personal references. The employee has the right to be accompanied by an Association representative.

### **14.10.3. Requests to Purge Records**

Appeals to purge personnel records of adverse information must be made in writing to the Superintendent, who will confer with the current site administrator principal/immediate supervisor.

### **14.10.4. Confidentiality**

The Board shall respect the confidentiality of personal references and other academic credentials and not establish a separate personnel file that is not available for the teacher's inspections.

#### 14.10.5. Maintenance and Purging of Employee Site File

Any information contained in the employee's site file shall be shredded upon the permanent departure of a sitting site administrator from that site and prior to the arrival of the new site administrator at that same site, except in the case where a site administrator does not complete the school year at the location. In that case, the file will be stored in Human Resources, separate from the official personnel file, for its use only during that school year as site file content. Contents will be shredded at the end of the school year.

#### **14.11. PRIVATE LOCKABLE SPACE**

Where possible, the Board will provide each unit member with a private lockable space.

#### **14.12. REDUCTION IN STAFF**

##### 14.12.1. Order of Layoff

When there is to be a reduction in force (RIF) for unit members for which a certificate or license is issued, the unit members in that field shall be laid off in the following order.

- a. Provisionally certificated or licensed unit members
- b. Probationary/non-tenured unit members
- c. Tenured unit members

No tenured/non-probationary unit members shall be laid off until all non-tenured/probationary unit members in their field of certification/licensure/expertise have been laid off; no nontenured/probationary unit members shall be laid off until all provisional unit members in their field of certification/licensure/expertise have been laid off.

Tenured/non-probationary unit members shall be laid off in each field of certification/licensure/expertise in inverse order of the length of total satisfactory service as a unit member in the SMCPS.

##### 14.12.2. Order of Recall

When positions in their fields of certification/licensure/expertise become vacant, tenured/non-probationary unit members who have been laid off shall be recalled in order of the length of total satisfactory service as unit member in SMCPS. They shall be notified of recall by certified mail. Within 15 days of an offer to return to employment, the (unit member) employee shall provide written notice of acceptance in writing which must be received within the Department of Human Resources prior to the close of business on the 15<sup>th</sup> day or it shall be deemed that they have declined the offer. It shall be the responsibility of each laid-off unit member to keep the Department of Human Resources informed in writing of any change in address. Unit members shall remain on the recall list for three years.

#### 14.12.3. Layoff While on Leave of Absence

Unit members on leave of absence shall be eligible for lay-off as though they were in active service.

#### 14.12.4. Healthcare Coverage While on Layoff

The Board will continue coverage for three months after the first effective day of a RIF at the regular percentage of the premium split defined in Article VII of this agreement. Health care coverage thereafter will be provided under COBRA regulations with the full premium costs being paid by the former employee to SMCPs.

#### 14.12.5. Restoration of Sick Leave Days

Previously accrued sick leave days will be restored to all employees who return to employment with the Board.

### **14.13. DISCRIMINATION**

#### 14.13.1. Current Protections

The Board will not discriminate against any employee because of race, color, religion, gender, age, marital status, sexual orientation, disability or national origin.

#### 14.13.2. Future Protections

If the Equal Employment Opportunity Commission (EEOC) or the Maryland General Assembly amends or creates additional designations to their non-discrimination clause(s), they will automatically be added to this article.

### **14.14. STUDENT PLAN TO CAUSE INJURY TO TEACHER**

If a student has been apprehended in a plan to cause serious injury or death to a teacher, that student will not be returned to that teacher's classroom (unless precluded by law) until there is a meeting between an administrator and the teacher.

### **14.15. STUDENT ELECTRONIC SURVEILLANCE EQUIPMENT**

When administrators are aware of students wearing electronic surveillance equipment, teachers should be informed.

### **14.16. DISRUPTIVE YOUTH AND OBLIGATION TO CONFER**

When an administrator places a student in a temporary alternative program as a result of a disruption in the classroom, the administrator will confer with the teacher prior to the student's return to said teacher's classroom. To "confer" means to conduct a discussion or dialogue within the duty day by any means (e.g., telephone, electronic mail, or in person), at a time other than instructional time, where the views of both the administration and the teacher are communicated and considered, and joint plans for handling disruption of the teaching process are made.

#### **14.17. ACADEMIC FREEDOM**

In performance of their teaching functions, teachers shall be responsible to provide students with the opportunity to investigate all facets, sides, and/or opinions of and about any and all topics and materials introduced or presented and shall have a special responsibility to provide such opportunity with regard to those which are or may be of a controversial nature. Such material presented to students must be relevant to the basic content of the course and appropriate to the maturity level and intellectual ability of the students. The teacher shall further be responsible to permit the expression of the views and opinions of others and to encourage students to examine, analyze, evaluate and synthesize all available information about such topics and materials and to encourage each to form their own views and opinions of others and for the right of individuals to form and hold different views and opinions. The basic content of a course and provisions for its implementation and supervision shall be the responsibility of the Board.

#### **14.18. THREAT ALERTS**

In response to an intruder or active shooter, staff will be notified utilizing the methods and procedures following the School Crisis and Emergency Response Plan, which can be found at <https://www.smcps.org/offices/safety-security/school-emergency-response-planning>.

## **ARTICLE 15 PROMOTIONAL VACANCIES**

### **15.1. NOTICE OF POSITIONS**

Notice of all administrative and supervisory positions as identified on the A&S salary schedule, as well as those positions not on the A&S salary schedule which pay a differential above the base salary, shall be posted on the job vacancy bulletin board (Board's website) on the SMCPS electronic system. During the school year such announcements will be sent electronically to employees at the school or office site. During the summer, such announcements will be distributed to employees via email. The notice will include the requirements for the position.

### **15.2. APPLICATION**

Interested applicants may apply by submitting a completed application online. The application must be received prior to the established deadline.

### **15.3. SELECTION AND NOTIFICATION**

#### **15.3.1. Interview Selection**

All applicants who meet the qualifications shall be interviewed. All other applicants shall receive email notification that they were not selected for an interview.

#### **15.3.2. Interview Process**

Interviews will be coordinated by the Department of Human Resources according to interview procedures posted on the SMCPS website for employees to access.

#### **15.3.3. Notification of Selection Results**

##### **15.3.3.1. Position Vacancy**

Following action by the Board to fill an administrative or supervisory vacancy, and prior to the official public announcement, the Superintendent will notify orally or via email all applicants who were interviewed as to the person receiving the appointment.

##### **15.3.3.2. Pool Vacancy**

Following interviews to fill a "pool" of similar vacancies (positions for which there are more than one opening and for which the site is yet to be determined), the Superintendent shall make a good faith effort to notify either orally or via email all applicants who were interviewed as to whether or not they were accepted into the pool.

#### **15.4. FEEDBACK FOR UNSELECTED CANDIDATES**

Upon request from an employee who was not selected to fill a promotional vacancy, the Superintendent will provide feedback to the employee as to suggestions based on the interview that the employee may take to improve chances for future advancement or change of assignment and the reasons for the denial without revealing personal information about other applicants.

#### **15.5. SALARY COMPUTATION**

Employees receiving a promotion will be placed on the new salary scale, as defined in Appendix G.



## **ARTICLE 16 VOLUNTARY TRANSFERS AND REASSIGNMENTS**

Application for transfer may be submitted by any school-based employee in accordance with the following guidelines.

### **16.1. ELECTRONIC TRANSFER AND REASSIGNMENT REQUESTS**

#### **16.1.1 Regular Transfer Process**

Employees will normally indicate their desires for transfer on the electronic transfer request through the online application system. The transfer request application shall be active prior to February 1 each year. No later than June 1 each year, employees may elect to choose five sites for which they wish to be considered for a transfer. Employees may change the sites they have chosen once during the period from February 1 through June 1. Human Resources will notify the site administrators accordingly. Requests for reassignment shall also be submitted in writing to the site administration no later than February 1 each year.

#### **16.1.2 Special Transfer Process**

Prior to January 1, the Board and the Association will confer and determine if the Special Transfer Process needs to be enacted. Employees will normally indicate their desires for transfer on the electronic transfer request through the online application system. The transfer request application shall be active prior to February 1 each year. No later than June 1 each year, employees may elect to choose up to five designated school sites for which they wish to be considered for a transfer. Voluntary transfers to other sites will not be opened unless (1) all designated school sites' vacancies have been filled, (2) all current and returning (leave of absence) employees have been placed, and (3) there are additional vacancies elsewhere. Voluntary transfers out of designated school sites will not be considered unless requesting to move to another designated school site.

Employees with extenuating circumstances that they feel warrant special consideration by the superintendent may email HRD@smcps.org by no later than June 1. Requests for reassignment shall also be submitted in writing to the site administration no later than February 1 each year.

### **16.2. DEADLINE FOR ADMINISTRATIVE RECOMMENDATIONS**

In the regular transfer process, all recommendations to hire an employee on the transfer list must be submitted by July 1.

### **16.3. FIRST CONSIDERATION**

The employee requesting transfer to another work site shall be considered insofar as possible for known vacancies for the following school year before these positions are made available for new applicants. The employee requesting reassignment within their existing work site shall be considered insofar as possible for known vacancies for the following school year before these positions are offered to transfer candidates from other work sites and before new applicants. Among internal candidates, professional personnel not assigned within their area of certification will be given priority consideration in filling vacant positions within their area of certification.

Interviews for potential transfers will be coordinated by the Department of Human Resources according to interview procedures posted on the SMCPs website for employees to access. Site-based administrators will make decisions about site-based reassignments in coordination with the Department of Human Resources.

#### **16.4. FEEDBACK UPON SELECTION OF EXTERNAL CANDIDATE**

If an external candidate is selected, the Superintendent will, upon request, provide written feedback to the employee as to recommendations for improving the chances for future advancement or change of assignment, and the considerations for the decision, without revealing personal information about other candidates.

#### **16.5. CONDITIONS FOR GUARANTEED CONSIDERATION**

All employees applying for a transfer prior to June 1 or prior to the position being filled, whichever comes first, shall be invited for an interview if a vacancy is open at a site for which the employee expressed interest and for which the employee is qualified no later than June 30. The employee shall also receive email notification from the Department of Human Resources at the time that the vacancy is filled as to the person receiving the appointment.

#### **16.6. TRANSFER DEADLINE**

Voluntary transfers are to be made between schools prior to July 1 of each school year. Following this date, a transfer may only be made with the consent and agreement of all the parties involved and the Superintendent. This would not prohibit the Superintendent from making necessary transfers for the good of the school system.

**ARTICLE 17**  
**INVOLUNTARY TRANSFERS AND REASSIGNMENTS**

**17.1. NOTIFICATION**

17.1.1. Meeting

An involuntary transfer or reassignment will be made only after a meeting between the employee involved and the appropriate site administrator, at which time the employee will be notified of the considerations for the transfer and reassignment.

17.1.2. Written Decision Summary

If the decision stands following the employee/administrator meeting, the final assignment and considerations shall be summarized in writing.

17.1.3. Timelines

When a site administrator or supervisor is considering an involuntary transfer or reassignment, they shall discuss the possibility with the affected employee as soon as the information is available, but no later than July 15, if possible. After July 15, the proper administrator will meet with the employee and provide the employee the considerations for any change. If the decision stands following the employee/administrator meeting, the final assignment and considerations shall be summarized in writing.

**17.2. RIGHT TO BE HEARD**

In the event that an employee objects to the transfer or reassignment discussed at the meeting, upon their written request, the Superintendent will meet with them.

**17.3. VOLUNTEERS AND CONSIDERATIONS**

Whenever involuntary transfers occur, volunteer(s) shall first be sought (an employee who volunteers for an involuntary transfer will be given the same considerations in determining the school transfer as is given to other voluntary transfers). If no volunteers are identified, factors such as certification, experience, and subject matter expertise will be considered.

**17.4. SALARY PROTECTION**

A unit member transferred involuntarily out of their certificated/licensed area will not be reduced in salary.

**17.5. RIGHT TO APPLY FOR OTHER VACANCIES**

An employee being involuntarily transferred or reassigned shall have the right to apply for any vacancy for which they are properly certificated.

## **17.6. RIGHT TO RETURN**

Employees involuntarily transferred or reassigned have the right to request to return to the school from which they were transferred should a position for which they are qualified open prior to the first duty day for employees.

## **17.7. PREPARATION TIME FOR LATE TRANSFERS**

A teacher who is transferred involuntarily after the beginning of the school year will be given at least two full days without students or other assignments to perform some of the professional responsibilities required to adequately prepare for their transfer.

## **ARTICLE 18 JUST CAUSE**

### **18.1. ALL UNIT EMPLOYEES**

Tenured teachers and non-probationary unit members shall not be disciplined or reduced in compensation without just cause.

### **18.2. NONCERTIFICATED EMPLOYEES**

All noncertificated employees shall serve a probationary period of six work months. At any time during the probationary period, a noncertificated employee may be discharged, disciplined, reprimanded, or demoted, without cause. The appropriate supervisor should inform the noncertificated employee of the areas of weakness and give suggestions for improvement in time for the employee to demonstrate improvement.

## **ARTICLE 19 PERFORMANCE ASSESSMENT**

SMCPS and the Association are mutually committed to a fair performance assessment process based on current educational research and agree to seek consensus outside of negotiations on any new or revised performance assessment tool and processes. Until this time, performance assessment will continue to be based on the current version of the established Performance Assessment System (PAS) or process currently being used for any member of the EASMC bargaining unit.

### **19.1. CERTIFICATED EMPLOYEE OBSERVATION AND EVALUATION**

#### **19.1.1. Open Observations**

All observations of the teacher will be conducted openly with full knowledge of the teacher.

#### **19.1.2. Post-observation Report**

No more than ten work days after an observation and sufficiently prior (at least 24 hours) to the holding of a conference on this matter, the "observed" teacher shall receive a copy of the evaluator's draft observation/evaluation report and/or notes. The draft and/or notes will cover, in substance, the areas of the final report, but may be subject to modifications as a result of the post-conference or evaluation meeting. If modifications result from either the post-conference or from an employee/evaluator meeting, the evaluator will provide the employee with the final, revised report within five work days of the associated conference/meeting.

#### **19.1.3. Nontenured Teachers**

Nontenured teachers shall be observed not less than four times each year. The observation of the nontenured teachers shall be done by more than one qualified evaluator certificated in supervision by the Maryland State Department of Education. Nontenured teachers will receive two formal evaluations each year.

#### **19.1.4. Tenured Teachers**

Tenured teachers shall be observed at reasonable intervals as mandated by state law.

#### **19.1.5. Evaluator Qualifications**

The observation of tenured teachers for the purposes of evaluation (versus coaching or mentoring) shall be done by a qualified evaluator certificated in supervision by the Maryland State Department of Education.

#### **19.1.6. Joint Observations**

Administrators and supervisors may complete an observation together, co-sign, and consider that single observation session as two observations. If the observation report includes any ineffective rating, or if the employee so requests (within ten work days of the post-observation conference), another separate observation will be performed by a different administrator or supervisor.

#### 19.1.7. Personal Professional Development Plan

Employees with ten or more years of teaching experience in St. Mary's County and who are not currently on an Employee Plan of Assistance may pursue a personal professional development plan at their own expense for one in-service day if approved by their site or instructional supervisor. The plan must address the individual growth needs of the employee and be submitted at least ten work days prior to the scheduled in-service day.

#### 19.1.8. Teaching Assignments Outside of Certification

At the request of the Board, employees occasionally accept assignments that are not within their certification area due to the Board's difficulty in filling positions within critical shortage areas. During the first two years of such assignments (if the assignment extends beyond a year), these personnel shall not be penalized on their evaluations or in any other form for lack of expertise in the assigned area. During this two-year period, the employee shall not be assigned extra duties (e.g., bus duty, lunch duty, homeroom, etc.) unless the employee so requests in writing and the Board shall provide additional support to assist the employee in gaining knowledge in the assigned area. Currently employed professional personnel not assigned within their area of certification will be given priority consideration in filling vacant positions within their area of certification.

#### 19.1.9. Student Grades and/or Test Scores

If student grades and/or test scores are used for any purpose in employee evaluation, only data from attributed students shall be used. Attributed students shall be jointly determined by the employee and the appropriate administrator at the outset of each given school year.

#### 19.1.10. Student Growth

In a given year, no employee shall be terminated from employment as a result of an ineffective rating based solely on student growth.

### **19.2. PERFORMANCE ASSESSMENT SYSTEM DEVELOPMENT**

As needed, the Board and the Association agree to develop a joint study committee to develop an appropriate performance assessment tool for unit employees whose assignments do not fit into any existing performance assessment system (PAS). See Section 21.2 Joint Negotiations Study Committee.

### **19.3. EMPLOYER AUDIO/VIDEO TAPING**

Employer recording/videotaping of an employee will not be conducted without the employee's permission and will not be used for evaluative purposes.

### **19.4. EXCLUSION OF DISCIPLINARY DATA**

Letters of discipline such as letters of warning and/or reprimand shall not be included as artifacts in the PAS. No electronic PAS shall be used to replace the site or official personnel file as a place to store records of progressive discipline.

## 19.5. PLANS OF ASSISTANCE

### 19.5.1. Notification

To promote fairness and continuous self-improvement, employees will be notified as soon as possible of areas of concern in performance and will be afforded the opportunity for improvement.

### 19.5.2. Conditions

In the event of documentation other than that already part of the formal evaluation process of less than effective performance by an employee, the site administrator may meet with the employee to develop a plan of assistance.

If an employee (1) receives an evaluation that indicates areas of ineffective performance, or (2) requests to be placed on a plan of assistance with additional supports, then the site administrator shall meet with the employee to develop a plan of assistance for improvement and to ensure subsequent counseling and assistance. If an employee receives more than two successive observations (excluding a single observation by two people) that indicate developing performance in the same domain, then the site administrator may meet with the employee to develop a plan of assistance for improvement and to ensure subsequent counseling and assistance. In developing the plan of assistance and timelines, the employee shall have the right to EASMC representation.

### 19.5.3. Right to Representation

In developing the plan of assistance and timelines, the employee shall have the right to EASMC representation.

### 19.5.4. Content

The plan of assistance shall include the following.

- a. Statement of problem(s) or concern(s) related to areas ineffective performance
- b. Desired improvement including specific, measurable criteria
- c. Suggestions for improvement
- d. Provisions for assisting the employee including responsible parties and associated timelines (such as peer coaching, additional training, assignment of a mentor, opportunities for visitation, and modeling/demonstration)
- e. Timeline and criteria for monitoring employee's future performance including an end or reevaluation date for the plan of assistance
- f. Signatures of site administrator and the employee



**ARTICLE 20  
END-OF-SERVICE PAY**

**20.1. DESCRIPTION**

The Board and the Association acknowledge that it is in the best interests of students to have their regular teacher present for instruction rather than a substitute teacher. In order to promote and reward responsible use of sick leave, any employee at the time of retirement or death while under contract shall receive end-of-service pay. End-of-service pay is not a sell-back of sick leave.

**20.2. ELIGIBILITY**

To be eligible, the employee must have been employed by the Board for ten years.

**20.3. CALCULATION**

This pay will be calculated based on the unused sick leave at their per diem rate up to a maximum limit defined below. The maximum amount of end-of-service pay will be determined by years of service and may not exceed the following amounts.

Sick Leave Balance (Days)	Years of SMCPS Service		
	10 - 20	21 - 30	31+
1 to 100	\$2,700	\$2,950	\$3,200
101 – 150	\$3,700	\$3,950	\$4,200
151 – 200	\$4,700	\$4,950	\$5,200
201+	\$5,700	\$5,950	\$6,200

## **ARTICLE 21 DURATION**

### **21.1. EFFECTIVE DATES**

The provisions of this Agreement will be effective as of July 1, 2024, and will remain in full force and effect until June 30, 2028.

#### **21.1.1 Blueprint for Maryland's Future**

The Board and the Association agree to continue to work collaboratively, and open negotiations as needed for any items related to the Blueprint for Maryland's Future during the duration of the negotiated agreement, including but not limited to such items as Level 4 of the Career Ladder, Lead Teachers, and Peer-Assessment and Review.

### **21.2. JOINT NEGOTIATIONS STUDY COMMITTEES**

The Board and the Association agree to convene the following joint study committee(s) to be convened as requested by either team and comprised of up to three representatives each (unless otherwise specified below or mutually agreed) from the Board and three from the Association with each party appointing a co-chair to work together. The purpose of the committee(s) will be to explore and make recommendations in areas of interest and/or as follows.

#### **21.2.1. Standing Committees**

##### **21.2.1.1. EPED/Stipend Study Committee**

The parties agree to an ongoing Extra Pay for Extra Duty (EPED)/Stipend Study Committee which shall meet as needed and present its recommendations to the Board and the Association as needed but not less than annually by October 1, of each school year preceding the contract effective date.

##### **21.2.1.2. PAS Development and Revision**

As needed, the Board and the Association agree to develop a joint study committee to develop an appropriate performance assessment tool for unit employees whose assignments do not fit into any existing performance assessment system (PAS). As needed, a joint negotiations subcommittee will be established to review, reconsider, and reach consensus on revisions to existing non-certificated employee PASs. The PAS Subcommittee shall report to and submit a summary report of findings and recommendations to the SMCPs and EASMC Chief Negotiators for consideration of impacts to the negotiated agreement.

### **21.2.1.3. Annual Review Performing Arts Table of Extra Hours**

Annually, a joint negotiations subcommittee will convene and/or teachers will be polled to assess the adequacy of allocations in the existing table of extra assignments. Recommendations will be submitted annually in writing to the Chief Negotiators by November 30 each year for the new fiscal year. The Chief Negotiators will submit final joint team recommendations annually to the Superintendent by December 31.

### **21.2.2. Ad Hoc Committees**

#### **21.2.2.1. Substitute Teacher Crisis**

A joint committee shall be established to revisit the substitute teacher crisis and shall make recommendations to the Chief Negotiator of each party. The joint committee shall submit their written recommendations to the Chief Negotiators by October 1, 2024, unless an extension is provided to the joint committee by both Chief Negotiators.

#### **21.2.2.2. Stipends**

A joint Stipend Study Committee will collaborate to review existing and proposed stipends and determine the appropriateness of current stipend values. The committee shall present its recommendations to the Board and the Association by October 1, 2024, for (1) conversion of existing stipends to the point system, (2) realignment of stipends that are inequitable or otherwise incongruent based on the committee's analysis, and (3) consideration of new stipends in FY2026.

#### **21.2.2.3. Alternate Pay Models to Support Recruitment and Retention**

A joint negotiations subcommittee will be established to consider alternate pay models for positions and/or sites for which SMCPs is challenged to recruit and retain highly qualified staff. EASMC and SMCPs will collaborate to develop the committee's charter and timelines, and then each team will appoint five participants and a co-chair (for a total of six participants each) to the subcommittee. The Alternate Pay Joint Negotiations Subcommittee shall report to and submit a summary report of findings and recommendations to the SMCPs and EASMC Chief Negotiators by August 1, 2024, for consideration in the FY26 negotiated agreement.

#### **21.2.2.4. Co-curricular High-level Performing Arts Extra Hours**

To meet the needs of students and families, some performing arts teachers are needed to support additional assignments outside of the traditional number of work hours and duty days for ten-month certificated employees. A joint negotiations subcommittee will convene to (1) review the needs of high-level co-curricular performing arts programs, (2) recommend consistent programs for implementation across the school system, and (3) based on their findings, assess the appropriateness of adding other performing arts hours to the existing table of extra assignments and relatively adjusting EPED assignments.

A summary of the committee's recommendations shall be submitted to the respective chief negotiators for consideration by no later than November 30, 2024. The chief negotiators shall submit final recommendations to the superintendent by no later than December 31, 2024, and

subsequently open negotiations in time to implement approved recommendations by no later than July 1, 2025.

For FY25, as the study committee convenes, performing arts teachers (other than music teachers) who agree to work beyond their current ten-month assignments and contracted duty day for approved EPED tasks will be invited to submit an updated EPED application form for consideration by the EPED/Stipend Review Committee for FY25 implementation.

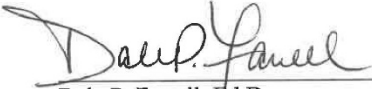
#### **21.2.2.5. EPED/Stipend Study Committee**

The EPED/Stipend Review Committee will convene to review the existing approved stipends considering the preliminary stipend point system to (1) consider the point value for each of the currently approved stipends, (2) recommend the baseline dollar value per point for FY25 based on their analysis, (3) recommend changes to existing stipend payment amounts based on the results of the first two tasks with a focus on equity and consistency, and (4) develop a form for new/revised stipend requests for consideration.

A summary of the committee's recommendations shall be submitted to the respective chief negotiators for consideration by no later than October 31, 2024. The chief negotiators shall (1) submit final recommendations to the superintendent by no later than November 30, 2024, and (2) open negotiations in time to implement approved recommendations by no later than July 1, 2025.


IN WITNESS WHEREOF, the parties hereunto set their hands and seals  
this 10<sup>th</sup> day of April 2024.

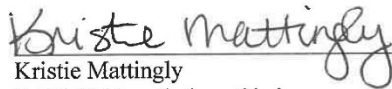
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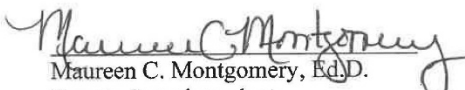
  
Dale P. Farrell, Ed.D.  
Chief of Staff, Chief Negotiator


EDUCATION ASSOCIATION OF  
ST. MARY'S COUNTY  
CERTIFICATED PROFESSIONALS

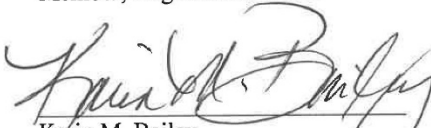
  
Elizabeth Purcell Leskinen  
MSEA UniServ Director, Chief Negotiator

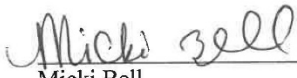
  
Tammy S. McCourt, CPA  
Assistant Superintendent,  
Member, Negotiations Team

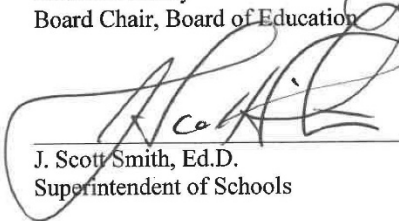
  
Kristie Mattingly  
EASMC Negotiations Chairperson  
Member, Negotiations Team

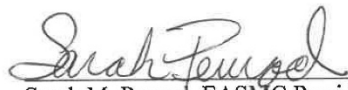
  
Maureen C. Montgomery, Ed.D.  
Deputy Superintendent  
Member, Negotiations Team

  
Arnold Skinner  
Member, Negotiations Team

  
Karin M. Bailey  
Board Chair, Board of Education

  
Micki Bell  
Member, Negotiations Team

  
J. Scott Smith, Ed.D.  
Superintendent of Schools

  
Sarah M. Penrod, EASMC President  
Ex-Officio Member, Negotiations Team

## Appendix A – Schedule of Classifications

Position Title/Classification	FY25 Range	Bargaining Unit	Exempt or Non-Exempt	Months Worked	Duty Days	Paid Holidays	Total Days	Hours Per Day	Hours Per Year
Activities Resource Teacher	Career Ladder	EASMC	Exempt	12	249	12	261	7	1827
Adapted Physical Education Coordinator	Specialist	EASMC	Exempt	11	212	11	223	7	1561
Administrative Intern	Career Ladder	EASMC	Exempt	10	190	11	201	7	1407
Audiologist	Specialist	EASMC	Exempt	10	190	11	201	7	1407
Behavior Specialist	Specialist	EASMC	Exempt	10	190	11	201	7	1407
Board Certified Behavior Analyst	Specialist	EASMC	Exempt	10	190	11	201	7	1407
Early Childhood Instructional Interventionist	Career Ladder	EASMC	Exempt	10	190	11	201	7	1407
Environmental Education	Career Ladder	EASMC	Exempt	12	249	12	261	7	1827
Home Hospital Teacher for Homebound Students	Career Ladder	EASMC	Exempt	11	212	11	223	7	1561
Human Resources & Workforce Diversity Coordinator	Specialist	EASMC	Exempt	12	249	12	261	7	1827
Individualized Education Program (IEP) Facilitator	Career Ladder	EASMC	Exempt	10	190	11	201	7	1407
Infants/toddlers Special Education Coordinator	Specialist	EASMC	Exempt	12	249	12	261	7	1827
Instructional Lead Interventionist	Career Ladder	EASMC	Exempt	10	190	11	201	7	1407
Instructional Resource Teacher (10 month)	Career Ladder	EASMC	Exempt	10	190	11	201	7	1407
Instructional Resource Teacher (11 month)	Career Ladder	EASMC	Exempt	11	212	11	223	7	1561
Instructional Resource Teacher (12 month)	Career Ladder	EASMC	Exempt	12	249	12	261	7	1827
Interagency Liaison	Career Ladder	EASMC	Exempt	11	212	11	223	7	1561
JROTC Instructor	Specialist	EASMC	Exempt	11	212	11	223	7	1561
Lead Teacher for Federal/State Compliance & Monitoring	Career Ladder	EASMC	Exempt	11	212	11	223	7	1561
Literacy Coach	Career Ladder	EASMC	Exempt	10	190	11	201	7	1407
Media Specialist	Career Ladder	EASMC	Exempt	10	190	11	201	7	1407
Occupational Therapist	Specialist	EASMC	Exempt	10	190	11	201	7	1407
Physical Therapist	Specialist	EASMC	Exempt	10	190	11	201	7	1407
Pupil Personnel Worker (10 month)	Specialist	EASMC	Exempt	10	190	11	201	7	1407
Pupil Personnel Worker (12 month)	Specialist	EASMC	Exempt	12	249	12	261	7	1827
Registered Nurse (10 month)	Specialist	EASMC	Exempt	10	190	11	201	7	1407
Registered Nurse (11 month)	Specialist	EASMC	Exempt	11	212	11	223	7	1561
School Counselor	Career Ladder	EASMC	Exempt	10	190	11	201	7	1407
School Psychologist (10 month)	Specialist	EASMC	Exempt	10	190	11	201	7	1407
School Psychologist (11 month)	Specialist	EASMC	Exempt	11	212	11	223	7	1561
Social Emotional Learning Coach & Interventionist	Specialist	EASMC	Exempt	10	190	11	201	7	1407
Social Worker	Specialist	EASMC	Exempt	10	190	11	201	7	1407
Special Education Teacher	Career Ladder	EASMC	Exempt	10	190	11	201	7	1407

Position Title/Classification	FY25 Range	Bargaining Unit	Exempt or Non-Exempt	Months Worked	Duty Days	Paid Holidays	Total Days	Hours Per Day	Hours Per Year
Special Education Infants & Toddlers Teacher (10 month)	Career Ladder	EASMC	Exempt	10	190	11	201	7	1407
Special Education Infants & Toddlers Teacher (11 month)	Career Ladder	EASMC	Exempt	11	212	11	223	7	1561
Speech Pathologist (10 month)	Specialist	EASMC	Exempt	10	190	11	201	7	1407
Speech Pathologist (11 month)	Specialist	EASMC	Exempt	11	212	11	223	7	1561
Teacher (10 month)	Career Ladder	EASMC	Exempt	10	190	11	201	7	1407
Teacher (11 month)	Career Ladder	EASMC	Exempt	11	212	11	223	7	1561
Teacher (12 month)	Career Ladder	EASMC	Exempt	12	249	12	261	7	1827
Title I Instructional Coach and Interventionist	Career Ladder	EASMC	Exempt	10	190	11	201	7	1407
Vocational Support Teacher	Career Ladder	EASMC	Exempt	10	190	11	201	7	1407

## Appendix B – EASMC Career Ladder and Specialist Scales

FY 2025 - 10 Month									
Level 1				Level 2		Level 3			
State Certified Teacher				Teacher Pursuing		NBC Teacher			
0	Level 1A	Level 1B	Level 2(i)(ii)	Level 2(iii)	Level 3	Level 3(i)	Level 3B		
Step	Conditional Certificate / License	Standard Professional Certificate / License	SPC/L and Masters Degree or Advanced Professional Certificate / License	Pursuing Masters	Pursuing National Board	Master's Degree (No National Board Certification Area)	National Board (classroom teacher)	1) National Board (classroom teacher) and 2) Blueprint School Assignment (classroom teacher)	Doctorate's Degree
A	\$53,500	\$60,500	\$64,500	Increased Tuition Reimbursement for anyone enrolled in an Approved Master's degree program - Max reimbursement = \$6,750	\$500 Stipend for passing each component	\$64,500	\$10,000	\$17,000	\$3,000
B	\$55,105	\$62,315	\$66,435			\$66,435	\$10,000	\$17,000	\$3,000
C	\$56,758	\$64,184	\$68,428			\$68,428	\$10,000	\$17,000	\$3,000
D	\$58,461	\$66,110	\$70,481			\$70,481	\$10,000	\$17,000	\$3,000
E	\$60,215	\$68,093	\$72,595			\$72,595	\$10,000	\$17,000	\$3,000
F	\$62,021	\$70,136	\$74,773			\$74,773	\$10,000	\$17,000	\$3,000
G	\$63,882	\$72,240	\$77,016			\$77,016	\$10,000	\$17,000	\$3,000
H	\$65,798	\$74,407	\$79,327			\$79,327	\$10,000	\$17,000	\$3,000
I	\$67,772	\$76,640	\$81,707			\$81,707	\$10,000	\$17,000	\$3,000
J	\$69,805	\$78,939	\$84,158			\$84,158	\$10,000	\$17,000	\$3,000
K	\$71,900	\$81,307	\$86,683			\$86,683	\$10,000	\$17,000	\$3,000
L	\$74,057	\$83,746	\$89,283			\$89,283	\$10,000	\$17,000	\$3,000
M	\$76,278	\$86,259	\$91,962			\$91,962	\$10,000	\$17,000	\$3,000
N	\$78,567	\$88,846	\$94,720			\$94,720	\$10,000	\$17,000	\$3,000
O	\$80,924	\$91,512	\$97,562			\$97,562	\$10,000	\$17,000	\$3,000
P	\$83,351	\$94,257	\$100,489			\$100,489	\$10,000	\$17,000	\$3,000
Q	\$85,852	\$97,085	\$103,504			\$103,504	\$10,000	\$17,000	\$3,000
R	\$88,427	\$99,997	\$106,609			\$106,609	\$10,000	\$17,000	\$3,000
S	\$91,080	\$102,997	\$109,807			\$109,807	\$10,000	\$17,000	\$3,000
T	\$93,813	\$106,087	\$113,101			\$113,101	\$10,000	\$17,000	\$3,000

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

FY 2025 - 11 Month									
Level 1				Level 2		Level 3			
State Certified Teacher				Teacher Pursuing		NBC Teacher			
0	Level 1A	Level 1B	Level 2(i)(ii)	Level 2(iii)	Level 3	Level 3(i)	Level 3B		
Step	Conditional Certificate / License	Standard Professional Certificate / License	SPC/L and Masters Degree or Advanced Professional Certificate / License	Pursuing Masters	Pursuing National Board	Master's Degree (No National Board Certification Area)	National Board (classroom teacher)	1) National Board (classroom teacher) and 2) Blueprint School Assignment (classroom teacher)	Doctorate's Degree
A	\$58,850	\$66,550	\$70,950	Increased Tuition Reimbursement for anyone enrolled in an Approved Master's degree program - Max reimbursement = \$6,750	\$500 Stipend for passing each component	\$70,950	\$10,000	\$17,000	\$3,000
B	\$60,616	\$68,547	\$73,079			\$73,079	\$10,000	\$17,000	\$3,000
C	\$62,434	\$70,602	\$75,271			\$75,271	\$10,000	\$17,000	\$3,000
D	\$64,307	\$72,721	\$77,529			\$77,529	\$10,000	\$17,000	\$3,000
E	\$66,237	\$74,902	\$79,855			\$79,855	\$10,000	\$17,000	\$3,000
F	\$68,223	\$77,150	\$82,250			\$82,250	\$10,000	\$17,000	\$3,000
G	\$70,270	\$79,464	\$84,718			\$84,718	\$10,000	\$17,000	\$3,000
H	\$72,378	\$81,848	\$87,260			\$87,260	\$10,000	\$17,000	\$3,000
I	\$74,549	\$84,304	\$89,878			\$89,878	\$10,000	\$17,000	\$3,000
J	\$76,786	\$86,833	\$92,574			\$92,574	\$10,000	\$17,000	\$3,000
K	\$79,090	\$89,438	\$95,351			\$95,351	\$10,000	\$17,000	\$3,000
L	\$81,463	\$92,121	\$98,211			\$98,211	\$10,000	\$17,000	\$3,000
M	\$83,906	\$94,885	\$101,158			\$101,158	\$10,000	\$17,000	\$3,000
N	\$86,424	\$97,731	\$104,192			\$104,192	\$10,000	\$17,000	\$3,000
O	\$89,016	\$100,663	\$107,318			\$107,318	\$10,000	\$17,000	\$3,000
P	\$91,686	\$103,683	\$110,538			\$110,538	\$10,000	\$17,000	\$3,000
Q	\$94,437	\$106,794	\$113,854			\$113,854	\$10,000	\$17,000	\$3,000
R	\$97,270	\$109,997	\$117,270			\$117,270	\$10,000	\$17,000	\$3,000
S	\$100,188	\$113,297	\$120,788			\$120,788	\$10,000	\$17,000	\$3,000
T	\$103,194	\$116,696	\$124,411			\$124,411	\$10,000	\$17,000	\$3,000

\*Steps are not necessarily reflective of years of experience due to scale restructuring.



FY 2025 - 12 Month									
Level 1			Level 2		Level 3				
State Certified Teacher			Teacher Pursuing		NBC Teacher				
0	Level 1A	Level 1B	Level 2(i)(ii)	Level 2(ii)	Level 3	Level 3(i)	Level 3B		
Step	Conditional Certificate / License	Standard Professional Certificate / License	SPC/L and Masters Degree or Advanced Professional Certificate / License	Pursuing Masters	Pursuing National Board	Master's Degree (No National Board Certification Area)	National Board (classroom teacher)	1) National Board (classroom teacher) and 2) Blueprint School Assignment (classroom teacher)	Doctorate's Degree
A	\$64,200	\$72,600	\$77,400	Increased Tuition Reimbursement for anyone enrolled in an Approved Master's degree program - Max reimbursement = \$6,750	\$500 Stipend for passing each component	\$77,400	\$10,000	\$17,000	\$3,000
B	\$66,126	\$74,778	\$79,722			\$79,722	\$10,000	\$17,000	\$3,000
C	\$68,110	\$77,021	\$82,114			\$82,114	\$10,000	\$17,000	\$3,000
D	\$70,153	\$79,332	\$84,577			\$84,577	\$10,000	\$17,000	\$3,000
E	\$72,258	\$81,712	\$87,114			\$87,114	\$10,000	\$17,000	\$3,000
F	\$74,425	\$84,163	\$89,728			\$89,728	\$10,000	\$17,000	\$3,000
G	\$76,658	\$86,688	\$92,419			\$92,419	\$10,000	\$17,000	\$3,000
H	\$78,958	\$89,288	\$95,192			\$95,192	\$10,000	\$17,000	\$3,000
I	\$81,326	\$91,968	\$98,048			\$98,048	\$10,000	\$17,000	\$3,000
J	\$83,766	\$94,727	\$100,990			\$100,990	\$10,000	\$17,000	\$3,000
K	\$86,280	\$97,568	\$104,020			\$104,020	\$10,000	\$17,000	\$3,000
L	\$88,868	\$100,495	\$107,140			\$107,140	\$10,000	\$17,000	\$3,000
M	\$91,534	\$103,511	\$110,354			\$110,354	\$10,000	\$17,000	\$3,000
N	\$94,280	\$106,615	\$113,664			\$113,664	\$10,000	\$17,000	\$3,000
O	\$97,109	\$109,814	\$117,074			\$117,074	\$10,000	\$17,000	\$3,000
P	\$100,021	\$113,108	\$120,587			\$120,587	\$10,000	\$17,000	\$3,000
Q	\$103,022	\$116,502	\$124,205			\$124,205	\$10,000	\$17,000	\$3,000
R	\$106,112	\$119,996	\$127,931			\$127,931	\$10,000	\$17,000	\$3,000
S	\$109,296	\$123,596	\$131,768			\$131,768	\$10,000	\$17,000	\$3,000
T	\$112,576	\$127,304	\$135,721			\$135,721	\$10,000	\$17,000	\$3,000

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

### FY 2025 - 10 Month

**10-Month Specialists (Audiologists, Board-Certified Behavior Analysts, Behavior Specialists, Coordinators [EASMC], JROTC Instructors, Occupational Therapists, O&M Specialists, Physical Therapists, Pupil Personnel Workers, Registered Nurses, School Psychologists, Social Workers, Speech Language Therapists)**

Step	Associate's Degree (includes Hospital Base)	Bachelor's Degree	Master's Degree	School Psychologists	Doctorate
A	\$53,500	\$60,500	\$64,500	\$68,763	\$3,000
B	\$55,105	\$62,315	\$66,435	\$70,826	\$3,000
C	\$56,758	\$64,184	\$68,428	\$72,951	\$3,000
D	\$58,461	\$66,110	\$70,481	\$75,140	\$3,000
E	\$60,215	\$68,093	\$72,595	\$77,394	\$3,000
F	\$62,021	\$70,136	\$74,773	\$79,716	\$3,000
G	\$63,882	\$72,240	\$77,016	\$82,107	\$3,000
H	\$65,798	\$74,407	\$79,327	\$84,570	\$3,000
I	\$67,772	\$76,640	\$81,707	\$87,107	\$3,000
J	\$69,805	\$78,939	\$84,158	\$89,721	\$3,000
K	\$71,900	\$81,307	\$86,683	\$92,412	\$3,000
L	\$74,057	\$83,746	\$89,283	\$95,185	\$3,000
M	\$76,278	\$86,259	\$91,962	\$98,040	\$3,000
N	\$78,567	\$88,846	\$94,720	\$100,981	\$3,000
O	\$80,924	\$91,512	\$97,562	\$104,011	\$3,000
P	\$83,351	\$94,257	\$100,489	\$107,131	\$3,000
Q	\$85,852	\$97,085	\$103,504	\$110,345	\$3,000
R	\$88,427	\$99,997	\$106,609	\$113,656	\$3,000
S	\$91,080	\$102,997	\$109,807	\$117,065	\$3,000
T	\$93,813	\$106,087	\$113,101	\$120,577	\$3,000

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

**FY 2025 - 11 Month**

**11-Month Specialists (Audiologists, Board-Certified Behavior Analysts, Behavior Specialists, Coordinators [EASMC], JROTC Instructors, Occupational Therapists, O&M Specialists, Physical Therapists, Pupil Personnel Workers, Registered Nurses, School Psychologists, Social Workers, Speech Language Therapists)**

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

Step	Associate's Degree (includes Hospital Base)	Bachelor's Degree	Master's Degree	School Psychologists	Doctorate
A	\$58,850	\$66,550	\$70,950	\$75,639	\$3,000
B	\$60,616	\$68,547	\$73,079	\$77,909	\$3,000
C	\$62,434	\$70,602	\$75,271	\$80,246	\$3,000
D	\$64,307	\$72,721	\$77,529	\$82,654	\$3,000
E	\$66,237	\$74,902	\$79,855	\$85,133	\$3,000
F	\$68,223	\$77,150	\$82,250	\$87,688	\$3,000
G	\$70,270	\$79,464	\$84,718	\$90,318	\$3,000
H	\$72,378	\$81,848	\$87,260	\$93,027	\$3,000
I	\$74,549	\$84,304	\$89,878	\$95,818	\$3,000
J	\$76,786	\$86,833	\$92,574	\$98,693	\$3,000
K	\$79,090	\$89,438	\$95,351	\$101,653	\$3,000
L	\$81,463	\$92,121	\$98,211	\$104,704	\$3,000
M	\$83,906	\$94,885	\$101,158	\$107,844	\$3,000
N	\$86,424	\$97,731	\$104,192	\$111,079	\$3,000
O	\$89,016	\$100,663	\$107,318	\$114,412	\$3,000
P	\$91,686	\$103,683	\$110,538	\$117,844	\$3,000
Q	\$94,437	\$106,794	\$113,854	\$121,380	\$3,000
R	\$97,270	\$109,997	\$117,270	\$125,022	\$3,000
S	\$100,188	\$113,297	\$120,788	\$128,772	\$3,000
T	\$103,194	\$116,696	\$124,411	\$132,635	\$3,000

**FY 2025 - 12 Month**

**12-Month Specialists (Audiologists, Board-Certified Behavior Analysts, Behavior Specialists, Coordinators [EASMC], JROTC Instructors, Occupational Therapists, O&M Specialists, Physical Therapists, Pupil Personnel Workers, Registered Nurses, School Psychologists, Social Workers, Speech Language Therapists)**

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

Step	Associate's Degree (includes Hospital Base)	Bachelor's Degree	Master's Degree	School Psychologists	Doctorate
A	\$64,200	\$72,600	\$77,400	\$82,516	\$3,000
B	\$66,126	\$74,778	\$79,722	\$84,991	\$3,000
C	\$68,110	\$77,021	\$82,114	\$87,541	\$3,000
D	\$70,153	\$79,332	\$84,577	\$90,168	\$3,000
E	\$72,258	\$81,712	\$87,114	\$92,873	\$3,000
F	\$74,425	\$84,163	\$89,728	\$95,659	\$3,000
G	\$76,658	\$86,688	\$92,419	\$98,528	\$3,000
H	\$78,958	\$89,288	\$95,192	\$101,484	\$3,000
I	\$81,326	\$91,968	\$98,048	\$104,528	\$3,000
J	\$83,766	\$94,727	\$100,990	\$107,665	\$3,000
K	\$86,280	\$97,568	\$104,020	\$110,894	\$3,000
L	\$88,868	\$100,495	\$107,140	\$114,222	\$3,000
M	\$91,534	\$103,511	\$110,354	\$117,648	\$3,000
N	\$94,280	\$106,615	\$113,664	\$121,177	\$3,000
O	\$97,109	\$109,814	\$117,074	\$124,813	\$3,000
P	\$100,021	\$113,108	\$120,587	\$128,557	\$3,000
Q	\$103,022	\$116,502	\$124,205	\$132,414	\$3,000
R	\$106,112	\$119,996	\$127,931	\$136,387	\$3,000
S	\$109,296	\$123,596	\$131,768	\$140,478	\$3,000
T	\$112,576	\$127,304	\$135,721	\$144,692	\$3,000

FY 2026 - 10 Month									
Level 1				Level 2		Level 3			
State Certified Teacher				Teacher Pursuing		NBC Teacher			
Step	0	Level 1A	Level 1B	Level 2(i)(ii)	Level 2(iii)	Level 3	Level 3(i)	Level 3B	Doctorate's Degree
	Conditional Certificate / License	Standard Professional Certificate / License	SPC/L and Masters Degree or Advanced Professional Certificate / License	Pursuing Masters	Pursuing National Board	Master's Degree (No National Board Certification Area)	National Board (classroom teacher)	1) National Board (classroom teacher) and 2) Blueprint School Assignment (classroom teacher)	
A	\$54,570	\$61,710	\$65,790	Increased Tuition Reimbursement for anyone enrolled in an Approved Master's degree program - Max reimbursement = \$6,750	\$500 Stipend for passing each component	\$65,790	\$10,000	\$17,000	\$3,000
B	\$56,207	\$63,561	\$67,764			\$67,764	\$10,000	\$17,000	\$3,000
C	\$57,893	\$65,468	\$69,797			\$69,797	\$10,000	\$17,000	\$3,000
D	\$59,630	\$67,432	\$71,891			\$71,891	\$10,000	\$17,000	\$3,000
E	\$61,419	\$69,455	\$74,047			\$74,047	\$10,000	\$17,000	\$3,000
F	\$63,262	\$71,539	\$76,269			\$76,269	\$10,000	\$17,000	\$3,000
G	\$65,159	\$73,685	\$78,557			\$78,557	\$10,000	\$17,000	\$3,000
H	\$67,114	\$75,896	\$80,913			\$80,913	\$10,000	\$17,000	\$3,000
I	\$69,128	\$78,172	\$83,341			\$83,341	\$10,000	\$17,000	\$3,000
J	\$71,201	\$80,518	\$85,841			\$85,841	\$10,000	\$17,000	\$3,000
K	\$73,338	\$82,933	\$88,416			\$88,416	\$10,000	\$17,000	\$3,000
L	\$75,538	\$85,421	\$91,069			\$91,069	\$10,000	\$17,000	\$3,000
M	\$77,804	\$87,984	\$93,801			\$93,801	\$10,000	\$17,000	\$3,000
N	\$80,138	\$90,623	\$96,615			\$96,615	\$10,000	\$17,000	\$3,000
O	\$82,542	\$93,342	\$99,513			\$99,513	\$10,000	\$17,000	\$3,000
P	\$85,018	\$96,142	\$102,499			\$102,499	\$10,000	\$17,000	\$3,000
Q	\$87,569	\$99,026	\$105,574			\$105,574	\$10,000	\$17,000	\$3,000
R	\$90,196	\$101,997	\$108,741			\$108,741	\$10,000	\$17,000	\$3,000
S	\$92,902	\$105,057	\$112,003			\$112,003	\$10,000	\$17,000	\$3,000
T	\$95,689	\$108,209	\$115,363			\$115,363	\$10,000	\$17,000	\$3,000

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

FY 2026 - 11 Month									
Level 1				Level 2		Level 3			
State Certified Teacher				Teacher Pursuing		NBC Teacher			
Step	0	Level 1A	Level 1B	Level 2(i)(ii)	Level 2(iii)	Level 3	Level 3(i)	Level 3B	Doctorate's Degree
	Conditional Certificate / License	Standard Professional Certificate / License	SPC/L and Masters Degree or Advanced Professional Certificate / License	Pursuing Masters	Pursuing National Board	Master's Degree (No National Board Certification Area)	National Board (classroom teacher)	1) National Board (classroom teacher) and 2) Blueprint School Assignment (classroom teacher)	
A	\$60,027	\$67,881	\$72,369	Increased Tuition Reimbursement for anyone enrolled in an Approved Master's degree program - Max reimbursement = \$6,750	\$500 Stipend for passing each component	\$72,369	\$10,000	\$17,000	\$3,000
B	\$61,828	\$69,917	\$74,540			\$74,540	\$10,000	\$17,000	\$3,000
C	\$63,683	\$72,015	\$76,776			\$76,776	\$10,000	\$17,000	\$3,000
D	\$65,593	\$74,175	\$79,080			\$79,080	\$10,000	\$17,000	\$3,000
E	\$67,561	\$76,401	\$81,452			\$81,452	\$10,000	\$17,000	\$3,000
F	\$69,588	\$78,693	\$83,896			\$83,896	\$10,000	\$17,000	\$3,000
G	\$71,675	\$81,053	\$86,412			\$86,412	\$10,000	\$17,000	\$3,000
H	\$73,826	\$83,485	\$89,005			\$89,005	\$10,000	\$17,000	\$3,000
I	\$76,040	\$85,990	\$91,675			\$91,675	\$10,000	\$17,000	\$3,000
J	\$78,322	\$88,569	\$94,425			\$94,425	\$10,000	\$17,000	\$3,000
K	\$80,671	\$91,226	\$97,258			\$97,258	\$10,000	\$17,000	\$3,000
L	\$83,091	\$93,963	\$100,176			\$100,176	\$10,000	\$17,000	\$3,000
M	\$85,584	\$96,782	\$103,181			\$103,181	\$10,000	\$17,000	\$3,000
N	\$88,152	\$99,686	\$106,276			\$106,276	\$10,000	\$17,000	\$3,000
O	\$90,796	\$102,676	\$109,465			\$109,465	\$10,000	\$17,000	\$3,000
P	\$93,520	\$105,756	\$112,749			\$112,749	\$10,000	\$17,000	\$3,000
Q	\$96,326	\$108,929	\$116,131			\$116,131	\$10,000	\$17,000	\$3,000
R	\$99,215	\$112,197	\$119,615			\$119,615	\$10,000	\$17,000	\$3,000
S	\$102,192	\$115,563	\$123,203			\$123,203	\$10,000	\$17,000	\$3,000
T	\$105,258	\$119,030	\$126,899			\$126,899	\$10,000	\$17,000	\$3,000

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

FY 2026 - 12 Month									
Level 1			Level 2		Level 3				
State Certified Teacher			Teacher Pursuing		NBC Teacher				
Step	0	Level 1A	Level 1B	Level 2(i)(ii)	Level 2(iii)	Level 3	Level 3(i)	Level 3B	Doctorate's Degree
	Conditional Certificate / License	Standard Professional Certificate / License	SPC/L and Masters Degree or Advanced Professional Certificate / License	Pursuing Masters	Pursuing National Board	Master's Degree (No National Board Certification Area)	National Board (classroom teacher)	1) National Board (classroom teacher) and 2) Blueprint School Assignment (classroom teacher)	
A	\$65,484	\$74,052	\$78,948	Increased Tuition Reimbursement for anyone enrolled in an Approved Master's degree program - Max reimbursement = \$6,750	\$500 Stipend for passing each component	\$78,948	\$10,000	\$17,000	\$3,000
B	\$67,449	\$76,274	\$81,316			\$81,316	\$10,000	\$17,000	\$3,000
C	\$69,472	\$78,562	\$83,756			\$83,756	\$10,000	\$17,000	\$3,000
D	\$71,556	\$80,919	\$86,269			\$86,269	\$10,000	\$17,000	\$3,000
E	\$73,703	\$83,346	\$88,857			\$88,857	\$10,000	\$17,000	\$3,000
F	\$75,914	\$85,847	\$91,522			\$91,522	\$10,000	\$17,000	\$3,000
G	\$78,191	\$88,422	\$94,268			\$94,268	\$10,000	\$17,000	\$3,000
H	\$80,537	\$91,075	\$97,096			\$97,096	\$10,000	\$17,000	\$3,000
I	\$82,953	\$93,807	\$100,009			\$100,009	\$10,000	\$17,000	\$3,000
J	\$85,442	\$96,621	\$103,009			\$103,009	\$10,000	\$17,000	\$3,000
K	\$88,005	\$99,520	\$106,100			\$106,100	\$10,000	\$17,000	\$3,000
L	\$90,645	\$102,505	\$109,282			\$109,282	\$10,000	\$17,000	\$3,000
M	\$93,365	\$105,580	\$112,561			\$112,561	\$10,000	\$17,000	\$3,000
N	\$96,165	\$108,748	\$115,938			\$115,938	\$10,000	\$17,000	\$3,000
O	\$99,050	\$112,010	\$119,416			\$119,416	\$10,000	\$17,000	\$3,000
P	\$102,022	\$115,371	\$122,998			\$122,998	\$10,000	\$17,000	\$3,000
Q	\$105,083	\$118,832	\$126,688			\$126,688	\$10,000	\$17,000	\$3,000
R	\$108,235	\$122,397	\$130,489			\$130,489	\$10,000	\$17,000	\$3,000
S	\$111,482	\$126,069	\$134,404			\$134,404	\$10,000	\$17,000	\$3,000
T	\$114,827	\$129,851	\$138,436			\$138,436	\$10,000	\$17,000	\$3,000

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

### FY 2026 - 10 Month

**10-Month Specialists (Audiologists, Board-Certified Behavior Analysts, Behavior Specialists, Coordinators [EASMC], JROTC Instructors, Occupational Therapists, O&M Specialists, Physical Therapists, Pupil Personnel Workers, Registered Nurses, School Psychologists, Social Workers, Speech Language Therapists)**

Step	Associate's Degree (includes Hospital Base)	Bachelor's Degree	Master's Degree	School Psychologists	Doctorate
A	\$54,570	\$61,710	\$65,790	\$70,138	\$3,000
B	\$56,207	\$63,561	\$67,764	\$72,242	\$3,000
C	\$57,893	\$65,468	\$69,797	\$74,410	\$3,000
D	\$59,630	\$67,432	\$71,891	\$76,642	\$3,000
E	\$61,419	\$69,455	\$74,047	\$78,941	\$3,000
F	\$63,262	\$71,539	\$76,269	\$81,309	\$3,000
G	\$65,159	\$73,685	\$78,557	\$83,749	\$3,000
H	\$67,114	\$75,896	\$80,913	\$86,261	\$3,000
I	\$69,128	\$78,172	\$83,341	\$88,849	\$3,000
J	\$71,201	\$80,518	\$85,841	\$91,515	\$3,000
K	\$73,338	\$82,933	\$88,416	\$94,260	\$3,000
L	\$75,538	\$85,421	\$91,069	\$97,088	\$3,000
M	\$77,804	\$87,984	\$93,801	\$100,000	\$3,000
N	\$80,138	\$90,623	\$96,615	\$103,000	\$3,000
O	\$82,542	\$93,342	\$99,513	\$106,090	\$3,000
P	\$85,018	\$96,142	\$102,499	\$109,273	\$3,000
Q	\$87,569	\$99,026	\$105,574	\$112,551	\$3,000
R	\$90,196	\$101,997	\$108,741	\$115,928	\$3,000
S	\$92,902	\$105,057	\$112,003	\$119,406	\$3,000
T	\$95,689	\$108,209	\$115,363	\$122,988	\$3,000

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

**FY 2026 - 11 Month**

**11-Month Specialists (Audiologists, Board-Certified Behavior Analysts, Behavior Specialists, Coordinators [EASMC], JROTC Instructors, Occupational Therapists, O&M Specialists, Physical Therapists, Pupil Personnel Workers, Registered Nurses, School Psychologists, Social Workers, Speech Language Therapists)**

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

Step	Associate's Degree (includes Hospital Base)	Bachelor's Degree	Master's Degree	School Psychologists	Doctorate
A	\$60,027	\$67,881	\$72,369	\$77,152	\$3,000
B	\$61,828	\$69,917	\$74,540	\$79,467	\$3,000
C	\$63,683	\$72,015	\$76,776	\$81,851	\$3,000
D	\$65,593	\$74,175	\$79,080	\$84,306	\$3,000
E	\$67,561	\$76,401	\$81,452	\$86,835	\$3,000
F	\$69,588	\$78,693	\$83,896	\$89,440	\$3,000
G	\$71,675	\$81,053	\$86,412	\$92,124	\$3,000
H	\$73,826	\$83,485	\$89,005	\$94,887	\$3,000
I	\$76,040	\$85,990	\$91,675	\$97,734	\$3,000
J	\$78,322	\$88,569	\$94,425	\$100,666	\$3,000
K	\$80,671	\$91,226	\$97,258	\$103,686	\$3,000
L	\$83,091	\$93,963	\$100,176	\$106,797	\$3,000
M	\$85,584	\$96,782	\$103,181	\$110,000	\$3,000
N	\$88,152	\$99,686	\$106,276	\$113,300	\$3,000
O	\$90,796	\$102,676	\$109,465	\$116,699	\$3,000
P	\$93,520	\$105,756	\$112,749	\$120,200	\$3,000
Q	\$96,326	\$108,929	\$116,131	\$123,806	\$3,000
R	\$99,215	\$112,197	\$119,615	\$127,521	\$3,000
S	\$102,192	\$115,563	\$123,203	\$131,346	\$3,000
T	\$105,258	\$119,030	\$126,899	\$135,287	\$3,000

**FY 2026 - 12 Month**

**12-Month Specialists (Audiologists, Board-Certified Behavior Analysts, Behavior Specialists, Coordinators [EASMC], JROTC Instructors, Occupational Therapists, O&M Specialists, Physical Therapists, Pupil Personnel Workers, Registered Nurses, School Psychologists, Social Workers, Speech Language Therapists)**

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

Step	Associate's Degree (includes Hospital Base)	Bachelor's Degree	Master's Degree	School Psychologists	Doctorate
A	\$65,484	\$74,052	\$78,948	\$84,166	\$3,000
B	\$67,449	\$76,274	\$81,316	\$86,691	\$3,000
C	\$69,472	\$78,562	\$83,756	\$89,292	\$3,000
D	\$71,556	\$80,919	\$86,269	\$91,970	\$3,000
E	\$73,703	\$83,346	\$88,857	\$94,729	\$3,000
F	\$75,914	\$85,847	\$91,522	\$97,571	\$3,000
G	\$78,191	\$88,422	\$94,268	\$100,499	\$3,000
H	\$80,537	\$91,075	\$97,096	\$103,513	\$3,000
I	\$82,953	\$93,807	\$100,009	\$106,619	\$3,000
J	\$85,442	\$96,621	\$103,009	\$109,817	\$3,000
K	\$88,005	\$99,520	\$106,100	\$113,112	\$3,000
L	\$90,645	\$102,505	\$109,282	\$116,505	\$3,000
M	\$93,365	\$105,580	\$112,561	\$120,000	\$3,000
N	\$96,165	\$108,748	\$115,938	\$123,600	\$3,000
O	\$99,050	\$112,010	\$119,416	\$127,308	\$3,000
P	\$102,022	\$115,371	\$122,998	\$131,128	\$3,000
Q	\$105,083	\$118,832	\$126,688	\$135,062	\$3,000
R	\$108,235	\$122,397	\$130,489	\$139,113	\$3,000
S	\$111,482	\$126,069	\$134,404	\$143,287	\$3,000
T	\$114,827	\$129,851	\$138,436	\$147,585	\$3,000

FY 2027 - 10 Month									
Level 1				Level 2		Level 3			
State Certified Teacher				Teacher Pursuing		NBC Teacher			
Step	0	Level 1A	Level 1B	Level 2(i)(ii)	Level 2(iii)	Level 3	Level 3(i)	Level 3B	Doctorate's Degree
	Conditional Certificate / License	Standard Professional Certificate / License	SPC/L and Masters Degree or Advanced Professional Certificate / License	Pursuing Masters	Pursuing National Board	Master's Degree (No National Board Certification Area)	National Board (classroom teacher)	1) National Board (classroom teacher) and 2) Blueprint School Assignment (classroom teacher)	
A	\$55,661	\$62,944	\$67,106	Increased Tuition Reimbursement for anyone enrolled in an Approved Master's degree program - Max reimbursement = \$6,750	\$500 Stipend for passing each component	\$67,106	\$10,000	\$17,000	\$3,000
B	\$57,331	\$64,833	\$69,119			\$69,119	\$10,000	\$17,000	\$3,000
C	\$59,051	\$66,778	\$71,193			\$71,193	\$10,000	\$17,000	\$3,000
D	\$60,823	\$68,781	\$73,328			\$73,328	\$10,000	\$17,000	\$3,000
E	\$62,647	\$70,844	\$75,528			\$75,528	\$10,000	\$17,000	\$3,000
F	\$64,527	\$72,970	\$77,794			\$77,794	\$10,000	\$17,000	\$3,000
G	\$66,463	\$75,159	\$80,128			\$80,128	\$10,000	\$17,000	\$3,000
H	\$68,457	\$77,413	\$82,532			\$82,532	\$10,000	\$17,000	\$3,000
I	\$70,510	\$79,736	\$85,008			\$85,008	\$10,000	\$17,000	\$3,000
J	\$72,626	\$82,128	\$87,558			\$87,558	\$10,000	\$17,000	\$3,000
K	\$74,804	\$84,592	\$90,185			\$90,185	\$10,000	\$17,000	\$3,000
L	\$77,048	\$87,129	\$92,890			\$92,890	\$10,000	\$17,000	\$3,000
M	\$79,360	\$89,743	\$95,677			\$95,677	\$10,000	\$17,000	\$3,000
N	\$81,741	\$92,436	\$98,547			\$98,547	\$10,000	\$17,000	\$3,000
O	\$84,193	\$95,209	\$101,504			\$101,504	\$10,000	\$17,000	\$3,000
P	\$86,719	\$98,065	\$104,549			\$104,549	\$10,000	\$17,000	\$3,000
Q	\$89,320	\$101,007	\$107,685			\$107,685	\$10,000	\$17,000	\$3,000
R	\$92,000	\$104,037	\$110,916			\$110,916	\$10,000	\$17,000	\$3,000
S	\$94,760	\$107,158	\$114,243			\$114,243	\$10,000	\$17,000	\$3,000
T	\$97,603	\$110,373	\$117,670			\$117,670	\$10,000	\$17,000	\$3,000

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

FY 2027 - 11 Month									
Level 1				Level 2		Level 3			
State Certified Teacher				Teacher Pursuing		NBC Teacher			
Step	0	Level 1A	Level 1B	Level 2(i)(ii)	Level 2(iii)	Level 3	Level 3(i)	Level 3B	Doctorate's Degree
	Conditional Certificate / License	Standard Professional Certificate / License	SPC/L and Masters Degree or Advanced Professional Certificate / License	Pursuing Masters	Pursuing National Board	Master's Degree (No National Board Certification Area)	National Board (classroom teacher)	1) National Board (classroom teacher) and 2) Blueprint School Assignment (classroom teacher)	
A	\$61,228	\$69,239	\$73,816	Increased Tuition Reimbursement for anyone enrolled in an Approved Master's degree program - Max reimbursement = \$6,750	\$500 Stipend for passing each component	\$73,816	\$10,000	\$17,000	\$3,000
B	\$63,064	\$71,316	\$76,031			\$76,031	\$10,000	\$17,000	\$3,000
C	\$64,956	\$73,455	\$78,312			\$78,312	\$10,000	\$17,000	\$3,000
D	\$66,905	\$75,659	\$80,661			\$80,661	\$10,000	\$17,000	\$3,000
E	\$68,912	\$77,929	\$83,081			\$83,081	\$10,000	\$17,000	\$3,000
F	\$70,979	\$80,267	\$85,573			\$85,573	\$10,000	\$17,000	\$3,000
G	\$73,109	\$82,675	\$88,141			\$88,141	\$10,000	\$17,000	\$3,000
H	\$75,302	\$85,155	\$90,785			\$90,785	\$10,000	\$17,000	\$3,000
I	\$77,561	\$87,709	\$93,508			\$93,508	\$10,000	\$17,000	\$3,000
J	\$79,888	\$90,341	\$96,314			\$96,314	\$10,000	\$17,000	\$3,000
K	\$82,285	\$93,051	\$99,203			\$99,203	\$10,000	\$17,000	\$3,000
L	\$84,753	\$95,842	\$102,179			\$102,179	\$10,000	\$17,000	\$3,000
M	\$87,296	\$98,718	\$105,245			\$105,245	\$10,000	\$17,000	\$3,000
N	\$89,915	\$101,679	\$108,402			\$108,402	\$10,000	\$17,000	\$3,000
O	\$92,612	\$104,730	\$111,654			\$111,654	\$10,000	\$17,000	\$3,000
P	\$95,391	\$107,872	\$115,004			\$115,004	\$10,000	\$17,000	\$3,000
Q	\$98,252	\$111,108	\$118,454			\$118,454	\$10,000	\$17,000	\$3,000
R	\$101,200	\$114,441	\$122,007			\$122,007	\$10,000	\$17,000	\$3,000
S	\$104,236	\$117,874	\$125,667			\$125,667	\$10,000	\$17,000	\$3,000
T	\$107,363	\$121,410	\$129,437			\$129,437	\$10,000	\$17,000	\$3,000



FY 2027 - 12 Month									
Level 1			Level 2			Level 3			
State Certified Teacher			Teacher Pursuing			NBC Teacher			
Step	0	Level 1A	Level 1B	Level 2(i)(ii)	Level 2(iii)	Level 3	Level 3(i)	Level 3B	Doctorate's Degree
	Conditional Certificate / License	Standard Professional Certificate / License	SPC/L and Masters Degree or Advanced Professional Certificate / License	Pursuing Masters	Pursuing National Board	Master's Degree (No National Board Certification Area)	National Board (classroom teacher)	1) National Board (classroom teacher) and 2) Blueprint School Assignment (classroom teacher)	
A	\$66,794	\$75,533	\$80,527	Increased Tuition Reimbursement for anyone enrolled in an Approved Master's degree program - Max reimbursement = \$6,750	\$500 Stipend for passing each component	\$80,527	\$10,000	\$17,000	\$3,000
B	\$68,797	\$77,799	\$82,943			\$82,943	\$10,000	\$17,000	\$3,000
C	\$70,861	\$80,133	\$85,431			\$85,431	\$10,000	\$17,000	\$3,000
D	\$72,987	\$82,537	\$87,994			\$87,994	\$10,000	\$17,000	\$3,000
E	\$75,177	\$85,013	\$90,634			\$90,634	\$10,000	\$17,000	\$3,000
F	\$77,432	\$87,563	\$93,353			\$93,353	\$10,000	\$17,000	\$3,000
G	\$79,755	\$90,190	\$96,153			\$96,153	\$10,000	\$17,000	\$3,000
H	\$82,148	\$92,896	\$99,038			\$99,038	\$10,000	\$17,000	\$3,000
I	\$84,612	\$95,683	\$102,009			\$102,009	\$10,000	\$17,000	\$3,000
J	\$87,151	\$98,553	\$105,069			\$105,069	\$10,000	\$17,000	\$3,000
K	\$89,765	\$101,510	\$108,222			\$108,222	\$10,000	\$17,000	\$3,000
L	\$92,458	\$104,555	\$111,468			\$111,468	\$10,000	\$17,000	\$3,000
M	\$95,232	\$107,692	\$114,812			\$114,812	\$10,000	\$17,000	\$3,000
N	\$98,089	\$110,923	\$118,257			\$118,257	\$10,000	\$17,000	\$3,000
O	\$101,031	\$114,251	\$121,804			\$121,804	\$10,000	\$17,000	\$3,000
P	\$104,062	\$117,678	\$125,458			\$125,458	\$10,000	\$17,000	\$3,000
Q	\$107,184	\$121,208	\$129,222			\$129,222	\$10,000	\$17,000	\$3,000
R	\$110,400	\$124,845	\$133,099			\$133,099	\$10,000	\$17,000	\$3,000
S	\$113,712	\$128,590	\$137,092			\$137,092	\$10,000	\$17,000	\$3,000
T	\$117,123	\$132,448	\$141,205			\$141,205	\$10,000	\$17,000	\$3,000

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

### FY 2027 - 10 Month

**10-Month Specialists (Audiologists, Board-Certified Behavior Analysts, Behavior Specialists, Coordinators [EASMC], JROTC Instructors, Occupational Therapists, O&M Specialists, Physical Therapists, Pupil Personnel Workers, Registered Nurses, School Psychologists, Social Workers, Speech Language Therapists)**

Step	Associate's Degree (includes Hospital Base)	Bachelor's Degree	Master's Degree	School Psychologists	Doctorate
A	\$55,661	\$62,944	\$67,106	\$71,541	\$3,000
B	\$57,331	\$64,833	\$69,119	\$73,687	\$3,000
C	\$59,051	\$66,778	\$71,193	\$75,898	\$3,000
D	\$60,823	\$68,781	\$73,328	\$78,175	\$3,000
E	\$62,647	\$70,844	\$75,528	\$80,520	\$3,000
F	\$64,527	\$72,970	\$77,794	\$82,936	\$3,000
G	\$66,463	\$75,159	\$80,128	\$85,424	\$3,000
H	\$68,457	\$77,413	\$82,532	\$87,986	\$3,000
I	\$70,510	\$79,736	\$85,008	\$90,626	\$3,000
J	\$72,626	\$82,128	\$87,558	\$93,345	\$3,000
K	\$74,804	\$84,592	\$90,185	\$96,145	\$3,000
L	\$77,048	\$87,129	\$92,890	\$99,030	\$3,000
M	\$79,360	\$89,743	\$95,677	\$102,000	\$3,000
N	\$81,741	\$92,436	\$98,547	\$105,060	\$3,000
O	\$84,193	\$95,209	\$101,504	\$108,212	\$3,000
P	\$86,719	\$98,065	\$104,549	\$111,459	\$3,000
Q	\$89,320	\$101,007	\$107,685	\$114,802	\$3,000
R	\$92,000	\$104,037	\$110,916	\$118,246	\$3,000
S	\$94,760	\$107,158	\$114,243	\$121,794	\$3,000
T	\$97,603	\$110,373	\$117,670	\$125,448	\$3,000

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

**FY 2027 - 11 Month**

**11-Month Specialists (Audiologists, Board-Certified Behavior Analysts, Behavior Specialists, Coordinators [EASMC], JROTC Instructors, Occupational Therapists, O&M Specialists, Physical Therapists, Pupil Personnel Workers, Registered Nurses, School Psychologists, Social Workers, Speech Language Therapists)**

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

Step	Associate's Degree (includes Hospital Base)	Bachelor's Degree	Master's Degree	School Psychologists	Doctorate
A	\$61,228	\$69,239	\$73,816	\$78,695	\$3,000
B	\$63,064	\$71,316	\$76,031	\$81,056	\$3,000
C	\$64,956	\$73,455	\$78,312	\$83,488	\$3,000
D	\$66,905	\$75,659	\$80,661	\$85,992	\$3,000
E	\$68,912	\$77,929	\$83,081	\$88,572	\$3,000
F	\$70,979	\$80,267	\$85,573	\$91,229	\$3,000
G	\$73,109	\$82,675	\$88,141	\$93,966	\$3,000
H	\$75,302	\$85,155	\$90,785	\$96,785	\$3,000
I	\$77,561	\$87,709	\$93,508	\$99,689	\$3,000
J	\$79,888	\$90,341	\$96,314	\$102,679	\$3,000
K	\$82,285	\$93,051	\$99,203	\$105,760	\$3,000
L	\$84,753	\$95,842	\$102,179	\$108,932	\$3,000
M	\$87,296	\$98,718	\$105,245	\$112,200	\$3,000
N	\$89,915	\$101,679	\$108,402	\$115,566	\$3,000
O	\$92,612	\$104,730	\$111,654	\$119,033	\$3,000
P	\$95,391	\$107,872	\$115,004	\$122,604	\$3,000
Q	\$98,252	\$111,108	\$118,454	\$126,283	\$3,000
R	\$101,200	\$114,441	\$122,007	\$130,071	\$3,000
S	\$104,236	\$117,874	\$125,667	\$133,973	\$3,000
T	\$107,363	\$121,410	\$129,437	\$137,992	\$3,000

**FY 2027 - 12 Month**

**12-Month Specialists (Audiologists, Board-Certified Behavior Analysts, Behavior Specialists, Coordinators [EASMC], JROTC Instructors, Occupational Therapists, O&M Specialists, Physical Therapists, Pupil Personnel Workers, Registered Nurses, School Psychologists, Social Workers, Speech Language Therapists)**

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

Step	Associate's Degree (includes Hospital Base)	Bachelor's Degree	Master's Degree	School Psychologists	Doctorate
A	\$66,794	\$75,533	\$80,527	\$85,849	\$3,000
B	\$68,797	\$77,799	\$82,943	\$88,425	\$3,000
C	\$70,861	\$80,133	\$85,431	\$91,077	\$3,000
D	\$72,987	\$82,537	\$87,994	\$93,810	\$3,000
E	\$75,177	\$85,013	\$90,634	\$96,624	\$3,000
F	\$77,432	\$87,563	\$93,353	\$99,523	\$3,000
G	\$79,755	\$90,190	\$96,153	\$102,508	\$3,000
H	\$82,148	\$92,896	\$99,038	\$105,584	\$3,000
I	\$84,612	\$95,683	\$102,009	\$108,751	\$3,000
J	\$87,151	\$98,553	\$105,069	\$112,014	\$3,000
K	\$89,765	\$101,510	\$108,222	\$115,374	\$3,000
L	\$92,458	\$104,555	\$111,468	\$118,835	\$3,000
M	\$95,232	\$107,692	\$114,812	\$122,400	\$3,000
N	\$98,089	\$110,923	\$118,257	\$126,072	\$3,000
O	\$101,031	\$114,251	\$121,804	\$129,855	\$3,000
P	\$104,062	\$117,678	\$125,458	\$133,750	\$3,000
Q	\$107,184	\$121,208	\$129,222	\$137,763	\$3,000
R	\$110,400	\$124,845	\$133,099	\$141,896	\$3,000
S	\$113,712	\$128,590	\$137,092	\$146,153	\$3,000
T	\$117,123	\$132,448	\$141,205	\$150,537	\$3,000



\*Steps are not necessarily reflective of years of experience due to scale restructuring.

FY 2028 - 10 Month									
Level 1			Level 2		Level 3				
State Certified Teacher			Teacher Pursuing		NBC Teacher				
0	Level 1A	Level 1B	Level 2(i)(ii)	Level 2(iii)	Level 3	Level 3(i)	Level 3B		
Step	Conditional or Standard Professional Certificate / License	SPC/L and Masters Degree or Advanced Professional Certificate / License	Pursuing Masters	Pursuing National Board	Master's Degree (No National Board Certification Area)	National Board (classroom teacher)	1) National Board (classroom teacher) and 2) Blueprint School Assignment (classroom teacher)	Doctorate's Degree	
A	\$64,203	\$68,448	Increased Tuition Reimbursement for anyone enrolled in an Approved Master's degree program - Max reimbursement = \$6,750	\$500 Stipend for passing each component	\$68,448	\$10,000	\$17,000	\$3,000	
B	\$66,129	\$70,501			\$70,501	\$10,000	\$17,000	\$3,000	
C	\$68,113	\$72,616			\$72,616	\$10,000	\$17,000	\$3,000	
D	\$70,156	\$74,795			\$74,795	\$10,000	\$17,000	\$3,000	
E	\$72,261	\$77,039			\$77,039	\$10,000	\$17,000	\$3,000	
F	\$74,429	\$79,350			\$79,350	\$10,000	\$17,000	\$3,000	
G	\$76,662	\$81,730			\$81,730	\$10,000	\$17,000	\$3,000	
H	\$78,962	\$84,182			\$84,182	\$10,000	\$17,000	\$3,000	
I	\$81,331	\$86,708			\$86,708	\$10,000	\$17,000	\$3,000	
J	\$83,770	\$89,309			\$89,309	\$10,000	\$17,000	\$3,000	
K	\$86,284	\$91,988			\$91,988	\$10,000	\$17,000	\$3,000	
L	\$88,872	\$94,748			\$94,748	\$10,000	\$17,000	\$3,000	
M	\$91,538	\$97,590			\$97,590	\$10,000	\$17,000	\$3,000	
N	\$94,284	\$100,518			\$100,518	\$10,000	\$17,000	\$3,000	
O	\$97,113	\$103,534			\$103,534	\$10,000	\$17,000	\$3,000	
P	\$100,026	\$106,640			\$106,640	\$10,000	\$17,000	\$3,000	
Q	\$103,027	\$109,839			\$109,839	\$10,000	\$17,000	\$3,000	
R	\$106,118	\$113,134			\$113,134	\$10,000	\$17,000	\$3,000	
S	\$109,301	\$116,528			\$116,528	\$10,000	\$17,000	\$3,000	
T	\$112,580	\$120,024			\$120,024	\$10,000	\$17,000	\$3,000	

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

FY 2028 - 11 Month									
Level 1			Level 2		Level 3				
State Certified Teacher			Teacher Pursuing		NBC Teacher				
0	Level 1A	Level 1B	Level 2(i)(ii)	Level 2(iii)	Level 3	Level 3(i)	Level 3B		
Step	Conditional or Standard Professional Certificate / License	SPC/L and Masters Degree or Advanced Professional Certificate / License	Pursuing Masters	Pursuing National Board	Master's Degree (No National Board Certification Area)	National Board (classroom teacher)	1) National Board (classroom teacher) and 2) Blueprint School Assignment (classroom teacher)	Doctorate's Degree	
A	\$70,623	\$75,293	Increased Tuition Reimbursement for anyone enrolled in an Approved Master's degree program - Max reimbursement = \$6,750	\$500 Stipend for passing each component	\$75,293	\$10,000	\$17,000	\$3,000	
B	\$72,742	\$77,551			\$77,551	\$10,000	\$17,000	\$3,000	
C	\$74,924	\$79,878			\$79,878	\$10,000	\$17,000	\$3,000	
D	\$77,172	\$82,274			\$82,274	\$10,000	\$17,000	\$3,000	
E	\$79,487	\$84,743			\$84,743	\$10,000	\$17,000	\$3,000	
F	\$81,872	\$87,285			\$87,285	\$10,000	\$17,000	\$3,000	
G	\$84,328	\$89,903			\$89,903	\$10,000	\$17,000	\$3,000	
H	\$86,858	\$92,601			\$92,601	\$10,000	\$17,000	\$3,000	
I	\$89,464	\$95,379			\$95,379	\$10,000	\$17,000	\$3,000	
J	\$92,148	\$98,240			\$98,240	\$10,000	\$17,000	\$3,000	
K	\$94,912	\$101,187			\$101,187	\$10,000	\$17,000	\$3,000	
L	\$97,759	\$104,223			\$104,223	\$10,000	\$17,000	\$3,000	
M	\$100,692	\$107,349			\$107,349	\$10,000	\$17,000	\$3,000	
N	\$103,713	\$110,570			\$110,570	\$10,000	\$17,000	\$3,000	
O	\$106,824	\$113,887			\$113,887	\$10,000	\$17,000	\$3,000	
P	\$110,029	\$117,304			\$117,304	\$10,000	\$17,000	\$3,000	
Q	\$113,330	\$120,823			\$120,823	\$10,000	\$17,000	\$3,000	
R	\$116,730	\$124,447			\$124,447	\$10,000	\$17,000	\$3,000	
S	\$120,232	\$128,181			\$128,181	\$10,000	\$17,000	\$3,000	
T	\$123,839	\$132,026			\$132,026	\$10,000	\$17,000	\$3,000	

FY 2028 - 12 Month									
Level 1			Level 2		Level 3				
State Certified Teacher			Teacher Pursuing		NBC Teacher				
0	Level 1A	Level 1B	Level 2(i)(ii)	Level 2(iii)	Level 3	Level 3(i)	Level 3B		
Step	Conditional or Standard Professional Certificate / License	SPC/L and Masters Degree or Advanced Professional Certificate / License	Pursuing Masters	Pursuing National Board	Master's Degree (No National Board Certification Area)	National Board (classroom teacher)	1) National Board (classroom teacher) and 2) Blueprint School Assignment (classroom teacher)	Doctorate's Degree	
A	\$77,044	\$82,137	Increased Tuition Reimbursement for anyone enrolled in an Approved Master's degree program - Max reimbursement = \$6,750	\$500 Stipend for passing each component	\$82,137	\$10,000	\$17,000	\$3,000	
B	\$79,355	\$84,602			\$84,602	\$10,000	\$17,000	\$3,000	
C	\$81,736	\$87,140			\$87,140	\$10,000	\$17,000	\$3,000	
D	\$84,188	\$89,754			\$89,754	\$10,000	\$17,000	\$3,000	
E	\$86,713	\$92,446			\$92,446	\$10,000	\$17,000	\$3,000	
F	\$89,315	\$95,220			\$95,220	\$10,000	\$17,000	\$3,000	
G	\$91,994	\$98,076			\$98,076	\$10,000	\$17,000	\$3,000	
H	\$94,754	\$101,019			\$101,019	\$10,000	\$17,000	\$3,000	
I	\$97,597	\$104,049			\$104,049	\$10,000	\$17,000	\$3,000	
J	\$100,525	\$107,171			\$107,171	\$10,000	\$17,000	\$3,000	
K	\$103,540	\$110,386			\$110,386	\$10,000	\$17,000	\$3,000	
L	\$106,647	\$113,698			\$113,698	\$10,000	\$17,000	\$3,000	
M	\$109,846	\$117,108			\$117,108	\$10,000	\$17,000	\$3,000	
N	\$113,141	\$120,622			\$120,622	\$10,000	\$17,000	\$3,000	
O	\$116,536	\$124,240			\$124,240	\$10,000	\$17,000	\$3,000	
P	\$120,032	\$127,968			\$127,968	\$10,000	\$17,000	\$3,000	
Q	\$123,633	\$131,807			\$131,807	\$10,000	\$17,000	\$3,000	
R	\$127,341	\$135,761			\$135,761	\$10,000	\$17,000	\$3,000	
S	\$131,162	\$139,834			\$139,834	\$10,000	\$17,000	\$3,000	
T	\$135,097	\$144,029			\$144,029	\$10,000	\$17,000	\$3,000	

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

### FY 2028 - 10 Month

**10-Month Specialists (Audiologists, Board-Certified Behavior Analysts, Behavior Specialists, Coordinators [EASMC], JROTC Instructors, Occupational Therapists, O&M Specialists, Physical Therapists, Pupil Personnel Workers, Registered Nurses, School Psychologists, Social Workers, Speech Language Therapists)**

Step	Associate's Degree (includes Hospital Base)	Bachelor's Degree	Master's Degree	School Psychologists	Doctorate
A	\$56,775	\$64,203	\$68,448	\$72,972	\$3,000
B	\$58,478	\$66,129	\$70,501	\$75,161	\$3,000
C	\$60,232	\$68,113	\$72,616	\$77,416	\$3,000
D	\$62,039	\$70,156	\$74,795	\$79,738	\$3,000
E	\$63,900	\$72,261	\$77,039	\$82,130	\$3,000
F	\$65,817	\$74,429	\$79,350	\$84,594	\$3,000
G	\$67,792	\$76,662	\$81,730	\$87,132	\$3,000
H	\$69,826	\$78,962	\$84,182	\$89,746	\$3,000
I	\$71,920	\$81,331	\$86,708	\$92,439	\$3,000
J	\$74,078	\$83,770	\$89,309	\$95,212	\$3,000
K	\$76,300	\$86,284	\$91,988	\$98,068	\$3,000
L	\$78,589	\$88,872	\$94,748	\$101,010	\$3,000
M	\$80,947	\$91,538	\$97,590	\$104,040	\$3,000
N	\$83,375	\$94,284	\$100,518	\$107,162	\$3,000
O	\$85,877	\$97,113	\$103,534	\$110,376	\$3,000
P	\$88,453	\$100,026	\$106,640	\$113,688	\$3,000
Q	\$91,107	\$103,027	\$109,839	\$117,098	\$3,000
R	\$93,840	\$106,118	\$113,134	\$120,611	\$3,000
S	\$96,655	\$109,301	\$116,528	\$124,230	\$3,000
T	\$99,555	\$112,580	\$120,024	\$127,957	\$3,000

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

**FY 2028 - 11 Month**

**11-Month Specialists (Audiologists, Board-Certified Behavior Analysts, Behavior Specialists, Coordinators [EASMC], JROTC Instructors, Occupational Therapists, O&M Specialists, Physical Therapists, Pupil Personnel Workers, Registered Nurses, School Psychologists, Social Workers, Speech Language Therapists)**

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

Step	Associate's Degree (includes Hospital Base)	Bachelor's Degree	Master's Degree	School Psychologists	Doctorate
A	\$62,452	\$70,623	\$75,293	\$80,269	\$3,000
B	\$64,326	\$72,742	\$77,551	\$82,677	\$3,000
C	\$66,255	\$74,924	\$79,878	\$85,157	\$3,000
D	\$68,243	\$77,172	\$82,274	\$87,712	\$3,000
E	\$70,290	\$79,487	\$84,743	\$90,344	\$3,000
F	\$72,399	\$81,872	\$87,285	\$93,054	\$3,000
G	\$74,571	\$84,328	\$89,903	\$95,845	\$3,000
H	\$76,808	\$86,858	\$92,601	\$98,721	\$3,000
I	\$79,112	\$89,464	\$95,379	\$101,682	\$3,000
J	\$81,486	\$92,148	\$98,240	\$104,733	\$3,000
K	\$83,930	\$94,912	\$101,187	\$107,875	\$3,000
L	\$86,448	\$97,759	\$104,223	\$111,111	\$3,000
M	\$89,042	\$100,692	\$107,349	\$114,444	\$3,000
N	\$91,713	\$103,713	\$110,570	\$117,878	\$3,000
O	\$94,464	\$106,824	\$113,887	\$121,414	\$3,000
P	\$97,298	\$110,029	\$117,304	\$125,057	\$3,000
Q	\$100,217	\$113,330	\$120,823	\$128,808	\$3,000
R	\$103,224	\$116,730	\$124,447	\$132,672	\$3,000
S	\$106,321	\$120,232	\$128,181	\$136,653	\$3,000
T	\$109,510	\$123,839	\$132,026	\$140,752	\$3,000

**FY 2028 - 12 Month**

**12-Month Specialists (Audiologists, Board-Certified Behavior Analysts, Behavior Specialists, Coordinators [EASMC], JROTC Instructors, Occupational Therapists, O&M Specialists, Physical Therapists, Pupil Personnel Workers, Registered Nurses, School Psychologists, Social Workers, Speech Language Therapists)**

\*Steps are not necessarily reflective of years of experience due to scale restructuring.

Step	Associate's Degree (includes Hospital Base)	Bachelor's Degree	Master's Degree	School Psychologists	Doctorate
A	\$68,130	\$77,044	\$82,137	\$87,566	\$3,000
B	\$70,173	\$79,355	\$84,602	\$90,193	\$3,000
C	\$72,279	\$81,736	\$87,140	\$92,899	\$3,000
D	\$74,447	\$84,188	\$89,754	\$95,686	\$3,000
E	\$76,680	\$86,713	\$92,446	\$98,557	\$3,000
F	\$78,981	\$89,315	\$95,220	\$101,513	\$3,000
G	\$81,350	\$91,994	\$98,076	\$104,559	\$3,000
H	\$83,791	\$94,754	\$101,019	\$107,695	\$3,000
I	\$86,304	\$97,597	\$104,049	\$110,926	\$3,000
J	\$88,894	\$100,525	\$107,171	\$114,254	\$3,000
K	\$91,560	\$103,540	\$110,386	\$117,682	\$3,000
L	\$94,307	\$106,647	\$113,698	\$121,212	\$3,000
M	\$97,136	\$109,846	\$117,108	\$124,848	\$3,000
N	\$100,051	\$113,141	\$120,622	\$128,594	\$3,000
O	\$103,052	\$116,536	\$124,240	\$132,452	\$3,000
P	\$106,144	\$120,032	\$127,968	\$136,425	\$3,000
Q	\$109,328	\$123,633	\$131,807	\$140,518	\$3,000
R	\$112,608	\$127,341	\$135,761	\$144,734	\$3,000
S	\$115,986	\$131,162	\$139,834	\$149,076	\$3,000
T	\$119,466	\$135,097	\$144,029	\$153,548	\$3,000

## Appendix C – Extra Pay for Extra Duty Payment Schedule

### FY 2025 Rates

EPED Position	Points	1 – 3 Yrs	4 – 6 Yrs	7 – 9 Yrs	10+ Yrs
Academic Competition Coordinator - E.S/M.S. (1)	4	\$1,060	\$1,120	\$1,180	\$1,240
Advanced Placement Coordinator – H.S.	6	\$1,590	\$1,680	\$1,770	\$1,860
Auditorium Coordinator	6	\$1,590	\$1,680	\$1,770	\$1,860
Baseball Assistant Coach (3)	6	\$1,590	\$1,680	\$1,770	\$1,860
Baseball Coach (1)	10	\$2,650	\$2,800	\$2,950	\$3,100
Basketball Assistant Coach (4)	6.6	\$1,749	\$1,848	\$1,947	\$2,046
Basketball Coach (2)	11	\$2,915	\$3,080	\$3,245	\$3,410
Basketball Freshman Coach Winter (1)	6.6	\$1,749	\$1,848	\$1,947	\$2,046
Best Buddies - H.S. (2)	5	\$1,325	\$1,400	\$1,475	\$1,550
Bocce Ball Head Coach - Corollary Sports Program (Spring) (1)	3.5	\$928	\$980	\$1,033	\$1,085
Bocce Ball Assistant Coach - Corollary Sports Program (Spring) (1)	3	\$795	\$840	\$885	\$930
Bowling Head Coach- Corollary Sports Program (Winter) (1)	3.5	\$928	\$980	\$1,033	\$1,085
Bowling Assistant Coach- Corollary Sports Program (Winter) (1)	3	\$795	\$840	\$885	\$930
Cheerleaders (Fall) Assistant Coach (1)	5.9	\$1,564	\$1,652	\$1,741	\$1,829
Cheerleaders (Fall) Coach (1)	9	\$2,385	\$2,520	\$2,655	\$2,790
Cheerleaders (Fall) Freshman Coach (1)	5.9	\$1,564	\$1,652	\$1,741	\$1,829
Cheerleaders (Winter) Assistant Coach (1)	5.9	\$1,564	\$1,652	\$1,741	\$1,829
Cheerleaders (Winter) Freshman Coach (1)	5.9	\$1,564	\$1,652	\$1,741	\$1,829
Cheerleaders (Winter) Coach (1)	9	\$2,385	\$2,520	\$2,655	\$2,790
Chorus Director - Chorus Programs & Competitions - H.S. (1)	11	\$2,915	\$3,080	\$3,245	\$3,410
Chorus Director - Chorus Programs & Competitions - M.S. (1)	10	\$2,650	\$2,800	\$2,950	\$3,100
Class Sponsor, 11th and 12th Grades (2)	10	\$2,650	\$2,800	\$2,950	\$3,100
Class Sponsor, 9th and 10th Grades (2)	10	\$2,650	\$2,800	\$2,950	\$3,100
Cross Country Assistant Coach (2)	6	\$1,590	\$1,680	\$1,770	\$1,860
Cross Country Coach (1)	9	\$2,385	\$2,520	\$2,655	\$2,790
Cycling Coach - Corollary Sports Program (1)	3.5	\$928	\$980	\$1,033	\$1,085
Cycling Assistant Coach - Corollary Sports Program (1)	3	\$795	\$840	\$885	\$930
DECA Sponsor - H.S. (1)	5	\$1,325	\$1,400	\$1,475	\$1,550
Destination Imagination - E.S/M.S.	7	\$1,855	\$1,960	\$2,065	\$2,170
Drama Director - M.S. (1)	5	\$1,325	\$1,400	\$1,475	\$1,550
Event Chef - JFCTC (1)	9	\$2,385	\$2,520	\$2,655	\$2,790
Environthon Sponsor - H.S. (1)	5	\$1,325	\$1,400	\$1,475	\$1,550
FBLA Sponsor - M.S. (1)	7	\$1,855	\$1,960	\$2,065	\$2,170
FBLA Sponsor - H.S. (1)	8	\$2,120	\$2,240	\$2,360	\$2,480

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Field Hockey Assistant Coach (2)	6	\$1,590	\$1,680	\$1,770	\$1,860
Field Hockey Coach (1)	10	\$2,650	\$2,800	\$2,950	\$3,100
Flags/Majorettes Sponsor (1)	7	\$1,855	\$1,960	\$2,065	\$2,170
Football Assistant Coach (5)	7.2	\$1,908	\$2,016	\$2,124	\$2,232
Football Coach (1)	12	\$3,180	\$3,360	\$3,540	\$3,720
Foreign Language Club Sponsor - H.S. (1)	7	\$1,855	\$1,960	\$2,065	\$2,170
Future Educators - H.S. (1)	5	\$1,325	\$1,400	\$1,475	\$1,550
Future Educators - M.S. (1)	4	\$1,060	\$1,120	\$1,180	\$1,240
Future Farmers of America (FFA) - JFCTC (1)	6	\$1,590	\$1,680	\$1,770	\$1,860
Future Homemakers of America Sponsor (1)	5	\$1,325	\$1,400	\$1,475	\$1,550
Golf Coach (1)	7	\$1,855	\$1,960	\$2,065	\$2,170
Indoor Track (1)	8	\$2,120	\$2,240	\$2,360	\$2,480
Indoor Track, Assistant Coach (2)	6	\$1,590	\$1,680	\$1,770	\$1,860
Intramural Coach - M.S. (12)	4	\$1,060	\$1,120	\$1,180	\$1,240
JROTC Drill Team Assistant Coach - H.S. (1)	7	\$1,855	\$1,960	\$2,065	\$2,170
JROTC Drill Team Head Coach - H.S. (1)	8	\$2,120	\$2,240	\$2,360	\$2,480
Lacrosse Assistant Coach (4)	6	\$1,590	\$1,680	\$1,770	\$1,860
Lacrosse Coach	10	\$2,650	\$2,800	\$2,950	\$3,100
MESA Sponsor - H.S. (1)	5	\$1,325	\$1,400	\$1,475	\$1,550
MESA Sponsor - M.S. (1)	4	\$1,060	\$1,120	\$1,180	\$1,240
MGA/MUN Sponsor - H.S.(1)	6	\$1,590	\$1,680	\$1,770	\$1,860
Mock Trial Sponsor - H.S.(1)	6	\$1,590	\$1,680	\$1,770	\$1,860
Music Programs & Competitions Elementary (1)	5	\$1,325	\$1,400	\$1,475	\$1,550
Musical Programs & Competitions High School (1)	9	\$2,385	\$2,520	\$2,655	\$2,790
Music Programs & Competitions, Middle School (1)	7	\$1,855	\$1,960	\$2,065	\$2,170
Musical Pit Coordinator - H.S. (1)	4	\$1,060	\$1,120	\$1,180	\$1,240
Musical Rehearsal Pianist/Vocal Director - H.S. (1)	6	\$1,590	\$1,680	\$1,770	\$1,860
National Honor Society Advisor - H.S.(1)	9	\$2,385	\$2,520	\$2,655	\$2,790
National Jr. Honor Society Advisor - M.S. (1)	5	\$1,325	\$1,400	\$1,475	\$1,550
Newspaper Advisor (1) - JFCTC	6	\$1,590	\$1,680	\$1,770	\$1,860
Newspaper Sponsor - H.S. (1)	6	\$1,590	\$1,680	\$1,770	\$1,860
Ninth Grade Scholars Sponsor (1)	5	\$1,325	\$1,400	\$1,475	\$1,550
Peer Mediator Sponsor - H.S. (1)	2	\$530	\$560	\$590	\$620
Physics Olympic Team Sponsor - H.S. (1)	4	\$1,060	\$1,120	\$1,180	\$1,240
Pom Pons Coach - H.S. (1)	7	\$1,855	\$1,960	\$2,065	\$2,170
Quadcopter Coach – M.S./H.S.	5	\$1,325	\$1,400	\$1,475	\$1,550
Robotics Team Advisor - JFCTC/GMHS (1)	11	\$2,915	\$3,080	\$3,245	\$3,410
SGA/SCA Sponsor - H.S. (1)	14	\$3,710	\$3,920	\$4,130	\$4,340
Science Fair Club Sponsor - M.S./H.S. (1)	5	\$1,325	\$1,400	\$1,475	\$1,550
SkillsUSA Advisor - JFCTC (2)	12	\$3,180	\$3,360	\$3,540	\$3,720
Soccer Assistant Coach (4)	6	\$1,590	\$1,680	\$1,770	\$1,860

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Soccer Coach (2)	10	\$2,650	\$2,800	\$2,950	\$3,100
Softball Assistant Coach	6	\$1,590	\$1,680	\$1,770	\$1,860
Softball Coach (1)	10	\$2,650	\$2,800	\$2,950	\$3,100
Strength and Conditioning Coach- (Fall) (1)	9	\$2,385	\$2,520	\$2,655	\$2,790
Strength and Conditioning Coach- (Winter) (1)	9	\$2,385	\$2,520	\$2,655	\$2,790
Student Council Sponsor - M.S. (1)	5	\$1,325	\$1,400	\$1,475	\$1,550
Swimming Assistant Coach (1)	5	\$1,325	\$1,400	\$1,475	\$1,550
Swimming Coach (1)	7	\$1,855	\$1,960	\$2,065	\$2,170
Swimming Head Coach – H.S.	10	\$2,650	\$2,800	\$2,950	\$3,100
Tennis Assistant Coach (1)	6	\$1,590	\$1,680	\$1,770	\$1,860
Tennis Coach (1)	9	\$2,385	\$2,520	\$2,655	\$2,790
Theatre Programs & Competitions	10	\$2,650	\$2,800	\$2,950	\$3,100
Theatre Programs & Competitions, Assistant Director - H.S.	6	\$1,590	\$1,680	\$1,770	\$1,860
Track Assistant Coach (4)	6	\$1,590	\$1,680	\$1,770	\$1,860
Track Coach (2)	10	\$2,650	\$2,800	\$2,950	\$3,100
Tutoring Our Peers (T.O.P.) Sponsor - H.S. (1)	3	\$795	\$840	\$885	\$930
Volleyball Assistant Coach (1)	6	\$1,590	\$1,680	\$1,770	\$1,860
Volleyball Coach (1)	10	\$2,650	\$2,800	\$2,950	\$3,100
Wrestling Assistant Coach (1)	6.6	\$1,749	\$1,848	\$1,947	\$2,046
Wrestling Coach (1)	11	\$2,915	\$3,080	\$3,245	\$3,410
Yearbook Advisor - H.S. (1)	6	\$1,590	\$1,680	\$1,770	\$1,860
Yearbook Advisor - M.S. (1)	4	\$1,060	\$1,120	\$1,180	\$1,240
Year Book Advisor - E.S. (1)	3	\$795	\$840	\$885	\$930

### **FY 2026 Rates**

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Academic Competition Coordinator - E.S/M.S. (1)	4	\$1,080	\$1,144	\$1,204	\$1,264
Advanced Placement Coordinator – H.S.	6	\$1,620	\$1,716	\$1,806	\$1,896
Auditorium Coordinator	6	\$1,620	\$1,716	\$1,806	\$1,896
Baseball Assistant Coach (3)	6	\$1,620	\$1,716	\$1,806	\$1,896
Baseball Coach (1)	10	\$2,700	\$2,860	\$3,010	\$3,160
Basketball Assistant Coach (4)	6.6	\$1,782	\$1,888	\$1,987	\$2,086
Basketball Coach (2)	11	\$2,970	\$3,146	\$3,311	\$3,476
Basketball Freshman Coach Winter (1)	6.6	\$1,782	\$1,888	\$1,987	\$2,086
Best Buddies - H.S. (2)	5	\$1,350	\$1,430	\$1,505	\$1,580
Bocce Ball Head Coach - Corollary Sports Program (Spring) (1)	3.5	\$945	\$1,001	\$1,054	\$1,106
Bocce Ball Assistant Coach - Corollary Sports Program (Spring) (1)	3	\$810	\$858	\$903	\$948
Bowling Head Coach- Corollary Sports Program (Winter) (1)	3.5	\$945	\$1,001	\$1,054	\$1,106
Bowling Assistant Coach- Corollary Sports Program (Winter) (1)	3	\$810	\$858	\$903	\$948

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Cheerleaders (Fall) Assistant Coach (1)	5.9	\$1,593	\$1,687	\$1,776	\$1,864
Cheerleaders (Fall) Coach (1)	9	\$2,430	\$2,574	\$2,709	\$2,844
Cheerleaders (Fall) Freshman Coach (1)	5.9	\$1,593	\$1,687	\$1,776	\$1,864
Cheerleaders (Winter) Assistant Coach (1)	5.9	\$1,593	\$1,687	\$1,776	\$1,864
Cheerleaders (Winter) Freshman Coach (1)	5.9	\$1,593	\$1,687	\$1,776	\$1,864
Cheerleaders (Winter) Coach (1)	9	\$2,430	\$2,574	\$2,709	\$2,844
Chorus Director - Chorus Programs & Competitions - H.S. (1)	11	\$2,970	\$3,146	\$3,311	\$3,476
Chorus Director - Chorus Programs & Competitions - M.S. (1)	10	\$2,700	\$2,860	\$3,010	\$3,160
Class Sponsor, 11th and 12th Grades (2)	10	\$2,700	\$2,860	\$3,010	\$3,160
Class Sponsor, 9th and 10th Grades (2)	10	\$2,700	\$2,860	\$3,010	\$3,160
Cross Country Assistant Coach (2)	6	\$1,620	\$1,716	\$1,806	\$1,896
Cross Country Coach (1)	9	\$2,430	\$2,574	\$2,709	\$2,844
Cycling Coach - Corollary Sports Program (1)	3.5	\$945	\$1,001	\$1,054	\$1,106
Cycling Assistant Coach - Corollary Sports Program (1)	3	\$810	\$858	\$903	\$948
DECA Sponsor - H.S. (1)	5	\$1,350	\$1,430	\$1,505	\$1,580
Destination Imagination - E.S/M.S.	7	\$1,890	\$2,002	\$2,107	\$2,212
Drama Director - M.S. (1)	5	\$1,350	\$1,430	\$1,505	\$1,580
Event Chef - JFCTC (1)	9	\$2,430	\$2,574	\$2,709	\$2,844
Environthon Sponsor - H.S. (1)	5	\$1,350	\$1,430	\$1,505	\$1,580
FBLA Sponsor - M.S. (1)	7	\$1,890	\$2,002	\$2,107	\$2,212
FBLA Sponsor - H.S. (1)	8	\$2,160	\$2,288	\$2,408	\$2,528
Field Hockey Assistant Coach (2)	6	\$1,620	\$1,716	\$1,806	\$1,896
Field Hockey Coach (1)	10	\$2,700	\$2,860	\$3,010	\$3,160
Flags/Majorettes Sponsor (1)	7	\$1,890	\$2,002	\$2,107	\$2,212
Football Assistant Coach (5)	7.2	\$1,944	\$2,059	\$2,167	\$2,275
Football Coach (1)	12	\$3,240	\$3,432	\$3,612	\$3,792
Foreign Language Club Sponsor - H.S. (1)	7	\$1,890	\$2,002	\$2,107	\$2,212
Future Educators - H.S. (1)	5	\$1,350	\$1,430	\$1,505	\$1,580
Future Educators - M.S. (1)	4	\$1,080	\$1,144	\$1,204	\$1,264
Future Farmers of America (FFA) - JFCTC (1)	6	\$1,620	\$1,716	\$1,806	\$1,896
Future Homemakers of America Sponsor (1)	5	\$1,350	\$1,430	\$1,505	\$1,580
Golf Coach (1)	7	\$1,890	\$2,002	\$2,107	\$2,212
Indoor Track (1)	8	\$2,160	\$2,288	\$2,408	\$2,528
Indoor Track, Assistant Coach (2)	6	\$1,620	\$1,716	\$1,806	\$1,896
Intramural Coach - M.S. (12)	4	\$1,080	\$1,144	\$1,204	\$1,264
JROTC Drill Team Assistant Coach - H.S. (1)	7	\$1,890	\$2,002	\$2,107	\$2,212
JROTC Drill Team Head Coach - H.S. (1)	8	\$2,160	\$2,288	\$2,408	\$2,528
Lacrosse Assistant Coach (4)	6	\$1,620	\$1,716	\$1,806	\$1,896
Lacrosse Coach	10	\$2,700	\$2,860	\$3,010	\$3,160
MESA Sponsor - H.S. (1)	5	\$1,350	\$1,430	\$1,505	\$1,580
MESA Sponsor - M.S. (1)	4	\$1,080	\$1,144	\$1,204	\$1,264

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
MGA/MUN Sponsor - H.S.(1)	6	\$1,620	\$1,716	\$1,806	\$1,896
Mock Trial Sponsor - H.S.(1)	6	\$1,620	\$1,716	\$1,806	\$1,896
Music Programs & Competitions Elementary (1)	5	\$1,350	\$1,430	\$1,505	\$1,580
Musical Programs & Competitions High School (1)	9	\$2,430	\$2,574	\$2,709	\$2,844
Music Programs & Competitions, Middle School (1)	7	\$1,890	\$2,002	\$2,107	\$2,212
Musical Pit Coordinator - H.S. (1)	4	\$1,080	\$1,144	\$1,204	\$1,264
Musical Rehearsal Pianist/Vocal Director - H.S. (1)	6	\$1,620	\$1,716	\$1,806	\$1,896
National Honor Society Advisor - H.S.(1)	9	\$2,430	\$2,574	\$2,709	\$2,844
National Jr. Honor Society Advisor - M.S. (1)	5	\$1,350	\$1,430	\$1,505	\$1,580
Newspaper Advisor (1) - JFCTC	6	\$1,620	\$1,716	\$1,806	\$1,896
Newspaper Sponsor - H.S. (1)	6	\$1,620	\$1,716	\$1,806	\$1,896
Ninth Grade Scholars Sponsor (1)	5	\$1,350	\$1,430	\$1,505	\$1,580
Peer Mediator Sponsor - H.S. (1)	2	\$540	\$572	\$602	\$632
Physics Olympic Team Sponsor - H.S. (1)	4	\$1,080	\$1,144	\$1,204	\$1,264
Pom Pons Coach - H.S. (1)	7	\$1,890	\$2,002	\$2,107	\$2,212
Quadcopter Coach – M.S./H.S.	5	\$1,350	\$1,430	\$1,505	\$1,580
Robotics Team Advisor - JFCTC/GMHS (1)	11	\$2,970	\$3,146	\$3,311	\$3,476
SGA/SCA Sponsor - H.S. (1)	14	\$3,780	\$4,004	\$4,214	\$4,424
Science Fair Club Sponsor - M.S./H.S. (1)	5	\$1,350	\$1,430	\$1,505	\$1,580
SkillsUSA Advisor - JFCTC (2)	12	\$3,240	\$3,432	\$3,612	\$3,792
Soccer Assistant Coach (4)	6	\$1,620	\$1,716	\$1,806	\$1,896
Soccer Coach (2)	10	\$2,700	\$2,860	\$3,010	\$3,160
Softball Assistant Coach	6	\$1,620	\$1,716	\$1,806	\$1,896
Softball Coach (1)	10	\$2,700	\$2,860	\$3,010	\$3,160
Strength and Conditioning Coach- (Fall) (1)	9	\$2,430	\$2,574	\$2,709	\$2,844
Strength and Conditioning Coach- (Winter) (1)	9	\$2,430	\$2,574	\$2,709	\$2,844
Student Council Sponsor - M.S. (1)	5	\$1,350	\$1,430	\$1,505	\$1,580
Swimming Assistant Coach (1)	5	\$1,350	\$1,430	\$1,505	\$1,580
Swimming Coach (1)	7	\$1,890	\$2,002	\$2,107	\$2,212
Swimming Head Coach – H.S.	10	\$2,700	\$2,860	\$3,010	\$3,160
Tennis Assistant Coach (1)	6	\$1,620	\$1,716	\$1,806	\$1,896
Tennis Coach (1)	9	\$2,430	\$2,574	\$2,709	\$2,844
Theatre Programs & Competitions	10	\$2,700	\$2,860	\$3,010	\$3,160
Theatre Programs & Competitions, Assistant Director - H.S.	6	\$1,620	\$1,716	\$1,806	\$1,896
Track Assistant Coach (4)	6	\$1,620	\$1,716	\$1,806	\$1,896
Track Coach (2)	10	\$2,700	\$2,860	\$3,010	\$3,160
Tutoring Our Peers (T.O.P.) Sponsor - H.S. (1)	3	\$810	\$858	\$903	\$948
Volleyball Assistant Coach (1)	6	\$1,620	\$1,716	\$1,806	\$1,896
Volleyball Coach (1)	10	\$2,700	\$2,860	\$3,010	\$3,160
Wrestling Assistant Coach (1)	6.6	\$1,782	\$1,888	\$1,987	\$2,086



<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Wrestling Coach (1)	11	\$2,970	\$3,146	\$3,311	\$3,476
Yearbook Advisor - H.S. (1)	6	\$1,620	\$1,716	\$1,806	\$1,896
Yearbook Advisor - M.S. (1)	4	\$1,080	\$1,144	\$1,204	\$1,264
Year Book Advisor - E.S. (1)	3	\$810	\$858	\$903	\$948

### **FY 2027 Rates**

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Academic Competition Coordinator - E.S/M.S. (1)	4	\$1,100	\$1,168	\$1,228	\$1,288
Advanced Placement Coordinator – H.S.	6	\$1,650	\$1,752	\$1,842	\$1,932
Auditorium Coordinator	6	\$1,650	\$1,752	\$1,842	\$1,932
Baseball Assistant Coach (3)	6	\$1,650	\$1,752	\$1,842	\$1,932
Baseball Coach (1)	10	\$2,750	\$2,920	\$3,070	\$3,220
Basketball Assistant Coach (4)	6.6	\$1,815	\$1,927	\$2,026	\$2,125
Basketball Coach (2)	11	\$3,025	\$3,212	\$3,377	\$3,542
Basketball Freshman Coach Winter (1)	6.6	\$1,815	\$1,927	\$2,026	\$2,125
Best Buddies - H.S. (2)	5	\$1,375	\$1,460	\$1,535	\$1,610
Bocce Ball Head Coach - Corollary Sports Program (Spring) (1)	3.5	\$963	\$1,022	\$1,075	\$1,127
Bocce Ball Assistant Coach - Corollary Sports Program (Spring) (1)	3	\$825	\$876	\$921	\$966
Bowling Head Coach- Corollary Sports Program (Winter) (1)	3.5	\$963	\$1,022	\$1,075	\$1,127
Bowling Assistant Coach- Corollary Sports Program (Winter) (1)	3	\$825	\$876	\$921	\$966
Cheerleaders (Fall) Assistant Coach (1)	5.9	\$1,623	\$1,723	\$1,811	\$1,900
Cheerleaders (Fall) Coach (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Cheerleaders (Fall) Freshman Coach (1)	5.9	\$1,623	\$1,723	\$1,811	\$1,900
Cheerleaders (Winter) Assistant Coach (1)	5.9	\$1,623	\$1,723	\$1,811	\$1,900
Cheerleaders (Winter) Freshman Coach (1)	5.9	\$1,623	\$1,723	\$1,811	\$1,900
Cheerleaders (Winter) Coach (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Chorus Director - Chorus Programs & Competitions - H.S. (1)	11	\$3,025	\$3,212	\$3,377	\$3,542
Chorus Director - Chorus Programs & Competitions - M.S. (1)	10	\$2,750	\$2,920	\$3,070	\$3,220
Class Sponsor, 11th and 12th Grades (2)	10	\$2,750	\$2,920	\$3,070	\$3,220
Class Sponsor, 9th and 10th Grades (2)	10	\$2,750	\$2,920	\$3,070	\$3,220
Cross Country Assistant Coach (2)	6	\$1,650	\$1,752	\$1,842	\$1,932
Cross Country Coach (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Cycling Coach - Corollary Sports Program (1)	3.5	\$963	\$1,022	\$1,075	\$1,127
Cycling Assistant Coach - Corollary Sports Program (1)	3	\$825	\$876	\$921	\$966
DECA Sponsor - H.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Destination Imagination - E.S/M.S.	7	\$1,925	\$2,044	\$2,149	\$2,254
Drama Director - M.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Event Chef - JFCTC (1)	9	\$2,475	\$2,628	\$2,763	\$2,898

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Environthon Sponsor - H.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
FBLA Sponsor - M.S. (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
FBLA Sponsor - H.S. (1)	8	\$2,200	\$2,336	\$2,456	\$2,576
Field Hockey Assistant Coach (2)	6	\$1,650	\$1,752	\$1,842	\$1,932
Field Hockey Coach (1)	10	\$2,750	\$2,920	\$3,070	\$3,220
Flags/Majorettes Sponsor (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
Football Assistant Coach (5)	7.2	\$1,980	\$2,102	\$2,210	\$2,318
Football Coach (1)	12	\$3,300	\$3,504	\$3,684	\$3,864
Foreign Language Club Sponsor - H.S. (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
Future Educators - H.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Future Educators - M.S. (1)	4	\$1,100	\$1,168	\$1,228	\$1,288
Future Farmers of America (FFA) - JFCTC (1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Future Homemakers of America Sponsor (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Golf Coach (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
Indoor Track (1)	8	\$2,200	\$2,336	\$2,456	\$2,576
Indoor Track, Assistant Coach (2)	6	\$1,650	\$1,752	\$1,842	\$1,932
Intramural Coach - M.S. (12)	4	\$1,100	\$1,168	\$1,228	\$1,288
JROTC Drill Team Assistant Coach - H.S. (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
JROTC Drill Team Head Coach - H.S. (1)	8	\$2,200	\$2,336	\$2,456	\$2,576
Lacrosse Assistant Coach (4)	6	\$1,650	\$1,752	\$1,842	\$1,932
Lacrosse Coach	10	\$2,750	\$2,920	\$3,070	\$3,220
MESA Sponsor - H.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
MESA Sponsor - M.S. (1)	4	\$1,100	\$1,168	\$1,228	\$1,288
MGA/MUN Sponsor - H.S.(1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Mock Trial Sponsor - H.S.(1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Music Programs & Competitions Elementary (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Musical Programs & Competitions High School (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Music Programs & Competitions, Middle School (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
Musical Pit Coordinator - H.S. (1)	4	\$1,100	\$1,168	\$1,228	\$1,288
Musical Rehearsal Pianist/Vocal Director - H.S. (1)	6	\$1,650	\$1,752	\$1,842	\$1,932
National Honor Society Advisor - H.S.(1)	9	\$2,475	\$2,628	\$2,763	\$2,898
National Jr. Honor Society Advisor - M.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Newspaper Advisor (1) - JFCTC	6	\$1,650	\$1,752	\$1,842	\$1,932
Newspaper Sponsor - H.S. (1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Ninth Grade Scholars Sponsor (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Peer Mediator Sponsor - H.S. (1)	2	\$550	\$584	\$614	\$644
Physics Olympic Team Sponsor - H.S. (1)	4	\$1,100	\$1,168	\$1,228	\$1,288
Pom Pons Coach - H.S. (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
Quadcopter Coach – M.S./H.S.	5	\$1,375	\$1,460	\$1,535	\$1,610
Robotics Team Advisor - JFCTC/GMHS (1)	11	\$3,025	\$3,212	\$3,377	\$3,542
SGA/SCA Sponsor - H.S. (1)	14	\$3,850	\$4,088	\$4,298	\$4,508

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Science Fair Club Sponsor - M.S./H.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
SkillsUSA Advisor - JFCTC (2)	12	\$3,300	\$3,504	\$3,684	\$3,864
Soccer Assistant Coach (4)	6	\$1,650	\$1,752	\$1,842	\$1,932
Soccer Coach (2)	10	\$2,750	\$2,920	\$3,070	\$3,220
Softball Assistant Coach	6	\$1,650	\$1,752	\$1,842	\$1,932
Softball Coach (1)	10	\$2,750	\$2,920	\$3,070	\$3,220
Strength and Conditioning Coach- (Fall) (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Strength and Conditioning Coach- (Winter) (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Student Council Sponsor - M.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Swimming Assistant Coach (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Swimming Coach (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
Swimming Head Coach – H.S.	10	\$2,750	\$2,920	\$3,070	\$3,220
Tennis Assistant Coach (1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Tennis Coach (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Theatre Programs & Competitions	10	\$2,750	\$2,920	\$3,070	\$3,220
Theatre Programs & Competitions, Assistant Director - H.S.	6	\$1,650	\$1,752	\$1,842	\$1,932
Track Assistant Coach (4)	6	\$1,650	\$1,752	\$1,842	\$1,932
Track Coach (2)	10	\$2,750	\$2,920	\$3,070	\$3,220
Tutoring Our Peers (T.O.P.) Sponsor - H.S. (1)	3	\$825	\$876	\$921	\$966
Volleyball Assistant Coach (1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Volleyball Coach (1)	10	\$2,750	\$2,920	\$3,070	\$3,220
Wrestling Assistant Coach (1)	6.6	\$1,815	\$1,927	\$2,026	\$2,125
Wrestling Coach (1)	11	\$3,025	\$3,212	\$3,377	\$3,542
Yearbook Advisor - H.S. (1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Yearbook Advisor - M.S. (1)	4	\$1,100	\$1,168	\$1,228	\$1,288
Year Book Advisor - E.S. (1)	3	\$825	\$876	\$921	\$966

### **FY 2028 Rates**

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Academic Competition Coordinator - E.S/M.S. (1)	4	\$1,124	\$1,192	\$1,252	\$1,312
Advanced Placement Coordinator – H.S.	6	\$1,650	\$1,752	\$1,842	\$1,932
Auditorium Coordinator	6	\$1,650	\$1,752	\$1,842	\$1,932
Baseball Assistant Coach (3)	6	\$1,650	\$1,752	\$1,842	\$1,932
Baseball Coach (1)	10	\$2,750	\$2,920	\$3,070	\$3,220
Basketball Assistant Coach (4)	6.6	\$1,815	\$1,927	\$2,026	\$2,125
Basketball Coach (2)	11	\$3,025	\$3,212	\$3,377	\$3,542
Basketball Freshman Coach Winter (1)	6.6	\$1,815	\$1,927	\$2,026	\$2,125
Best Buddies - H.S. (2)	5	\$1,375	\$1,460	\$1,535	\$1,610
Bocce Ball Head Coach - Corollary Sports Program (Spring) (1)	3.5	\$963	\$1,022	\$1,075	\$1,127
Bocce Ball Assistant Coach - Corollary Sports Program (Spring) (1)	3	\$825	\$876	\$921	\$966

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Bowling Head Coach- Corollary Sports Program (Winter) (1)	3.5	\$963	\$1,022	\$1,075	\$1,127
Bowling Assistant Coach- Corollary Sports Program (Winter) (1)	3	\$825	\$876	\$921	\$966
Cheerleaders (Fall) Assistant Coach (1)	5.9	\$1,623	\$1,723	\$1,811	\$1,900
Cheerleaders (Fall) Coach (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Cheerleaders (Fall) Freshman Coach (1)	5.9	\$1,623	\$1,723	\$1,811	\$1,900
Cheerleaders (Winter) Assistant Coach (1)	5.9	\$1,623	\$1,723	\$1,811	\$1,900
Cheerleaders (Winter) Freshman Coach (1)	5.9	\$1,623	\$1,723	\$1,811	\$1,900
Cheerleaders (Winter) Coach (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Chorus Director - Chorus Programs & Competitions - H.S. (1)	11	\$3,025	\$3,212	\$3,377	\$3,542
Chorus Director - Chorus Programs & Competitions - M.S. (1)	10	\$2,750	\$2,920	\$3,070	\$3,220
Class Sponsor, 11th and 12th Grades (2)	10	\$2,750	\$2,920	\$3,070	\$3,220
Class Sponsor, 9th and 10th Grades (2)	10	\$2,750	\$2,920	\$3,070	\$3,220
Cross Country Assistant Coach (2)	6	\$1,650	\$1,752	\$1,842	\$1,932
Cross Country Coach (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Cycling Coach - Corollary Sports Program (1)	3.5	\$963	\$1,022	\$1,075	\$1,127
Cycling Assistant Coach - Corollary Sports Program (1)	3	\$825	\$876	\$921	\$966
DECA Sponsor - H.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Destination Imagination - E.S/M.S.	7	\$1,925	\$2,044	\$2,149	\$2,254
Drama Director - M.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Event Chef - JFCTC (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Environthon Sponsor - H.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
FBLA Sponsor - M.S. (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
FBLA Sponsor - H.S. (1)	8	\$2,200	\$2,336	\$2,456	\$2,576
Field Hockey Assistant Coach (2)	6	\$1,650	\$1,752	\$1,842	\$1,932
Field Hockey Coach (1)	10	\$2,750	\$2,920	\$3,070	\$3,220
Flags/Majorettes Sponsor (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
Football Assistant Coach (5)	7.2	\$1,980	\$2,102	\$2,210	\$2,318
Football Coach (1)	12	\$3,300	\$3,504	\$3,684	\$3,864
Foreign Language Club Sponsor - H.S. (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
Future Educators - H.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Future Educators - M.S. (1)	4	\$1,100	\$1,168	\$1,228	\$1,288
Future Farmers of America (FFA) - JFCTC (1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Future Homemakers of America Sponsor (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Golf Coach (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
Indoor Track (1)	8	\$2,200	\$2,336	\$2,456	\$2,576
Indoor Track, Assistant Coach (2)	6	\$1,650	\$1,752	\$1,842	\$1,932
Intramural Coach - M.S. (12)	4	\$1,100	\$1,168	\$1,228	\$1,288
JROTC Drill Team Assistant Coach - H.S. (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
JROTC Drill Team Head Coach - H.S. (1)	8	\$2,200	\$2,336	\$2,456	\$2,576

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Lacrosse Assistant Coach (4)	6	\$1,650	\$1,752	\$1,842	\$1,932
Lacrosse Coach	10	\$2,750	\$2,920	\$3,070	\$3,220
MESA Sponsor - H.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
MESA Sponsor - M.S. (1)	4	\$1,100	\$1,168	\$1,228	\$1,288
MGA/MUN Sponsor - H.S.(1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Mock Trial Sponsor - H.S.(1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Music Programs & Competitions Elementary (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Musical Programs & Competitions High School (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Music Programs & Competitions, Middle School (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
Musical Pit Coordinator - H.S. (1)	4	\$1,100	\$1,168	\$1,228	\$1,288
Musical Rehearsal Pianist/Vocal Director - H.S. (1)	6	\$1,650	\$1,752	\$1,842	\$1,932
National Honor Society Advisor - H.S.(1)	9	\$2,475	\$2,628	\$2,763	\$2,898
National Jr. Honor Society Advisor - M.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Newspaper Advisor (1) - JFCTC	6	\$1,650	\$1,752	\$1,842	\$1,932
Newspaper Sponsor - H.S. (1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Ninth Grade Scholars Sponsor (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Peer Mediator Sponsor - H.S. (1)	2	\$550	\$584	\$614	\$644
Physics Olympic Team Sponsor - H.S. (1)	4	\$1,100	\$1,168	\$1,228	\$1,288
Pom Pons Coach - H.S. (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
Quadcopter Coach – M.S./H.S.	5	\$1,375	\$1,460	\$1,535	\$1,610
Robotics Team Advisor - JFCTC/GMHS (1)	11	\$3,025	\$3,212	\$3,377	\$3,542
SGA/SCA Sponsor - H.S. (1)	14	\$3,850	\$4,088	\$4,298	\$4,508
Science Fair Club Sponsor - M.S./H.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
SkillsUSA Advisor - JFCTC (2)	12	\$3,300	\$3,504	\$3,684	\$3,864
Soccer Assistant Coach (4)	6	\$1,650	\$1,752	\$1,842	\$1,932
Soccer Coach (2)	10	\$2,750	\$2,920	\$3,070	\$3,220
Softball Assistant Coach	6	\$1,650	\$1,752	\$1,842	\$1,932
Softball Coach (1)	10	\$2,750	\$2,920	\$3,070	\$3,220
Strength and Conditioning Coach- (Fall) (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Strength and Conditioning Coach- (Winter) (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Student Council Sponsor - M.S. (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Swimming Assistant Coach (1)	5	\$1,375	\$1,460	\$1,535	\$1,610
Swimming Coach (1)	7	\$1,925	\$2,044	\$2,149	\$2,254
Swimming Head Coach – H.S.	10	\$2,750	\$2,920	\$3,070	\$3,220
Tennis Assistant Coach (1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Tennis Coach (1)	9	\$2,475	\$2,628	\$2,763	\$2,898
Theatre Programs & Competitions	10	\$2,750	\$2,920	\$3,070	\$3,220
Theatre Programs & Competitions, Assistant Director - H.S.	6	\$1,650	\$1,752	\$1,842	\$1,932
Track Assistant Coach (4)	6	\$1,650	\$1,752	\$1,842	\$1,932
Track Coach (2)	10	\$2,750	\$2,920	\$3,070	\$3,220

<b>EPED Position</b>	<b>Points</b>	<b>1 – 3 Yrs</b>	<b>4 – 6 Yrs</b>	<b>7 – 9 Yrs</b>	<b>10+ Yrs</b>
Tutoring Our Peers (T.O.P.) Sponsor - H.S. (1)	3	\$825	\$876	\$921	\$966
Volleyball Assistant Coach (1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Volleyball Coach (1)	10	\$2,750	\$2,920	\$3,070	\$3,220
Wrestling Assistant Coach (1)	6.6	\$1,815	\$1,927	\$2,026	\$2,125
Wrestling Coach (1)	11	\$3,025	\$3,212	\$3,377	\$3,542
Yearbook Advisor - H.S. (1)	6	\$1,650	\$1,752	\$1,842	\$1,932
Yearbook Advisor - M.S. (1)	4	\$1,100	\$1,168	\$1,228	\$1,288
Year Book Advisor - E.S. (1)	3	\$825	\$876	\$921	\$966

## Appendix D – EASMC, SMASA, and SMCPs Joint Sick Leave Bank and Exchange Operational Guidelines



### Joint Sick Leave Bank and Exchange Operational Guidelines (Revised August 2021)

#### 1. HISTORY AND MAINTENANCE

A Joint Sick Leave Bank for employees was jointly established by representatives of St. Mary's County Public Schools (SMCPS), the Education Association of St. Mary's County (EASMC), and the Collective Education of St. Mary's County (CEASMC) as a result of collective bargaining for the 2002-2003 negotiated agreements.

Through collective bargaining for the 2015-2016 negotiated agreements, CEASMC, EASMC, SMASA, and SMCPS agreed to enhance the Sick Leave Bank by adding an option to exchange sick leave among bank members, resulting in the current Joint Sick Leave Bank and Exchange. The exchange was implemented during the 2015-2016 school year beginning with open enrollment during the month of September 2015. Requests for eligibility to receive sick leave allocations through the exchange are approved by the current Joint Sick Leave Bank and Exchange Approval Committee. In 2017, EASMC and CEASMC merged into one association as EASMC with two units, certificated (EASMC-Certificated) and educational support professionals (EASMC-ESP).

The Joint Sick Leave Bank and Exchange Steering Committee includes the Joint Sick Leave Bank and Exchange Approval Committee; EASMC President/Certificated Designee, EASMC President/ESP Designee, and SMASA Presidents; one SMCPS chief negotiator; one Maryland State Education Association (MSEA) UniServ Director representing EASMC; and one MSEA UniServ Director representing SMASA. The steering committee will meet no less than annually for a Joint Sick Leave Bank and Exchange Procedural Review. If the SMCPS chief negotiator is not a current SMCPS employee, then SMCPS will appoint a designee to participate in the annual review in place of the SMCPS chief negotiator. The purpose of the meeting will be to review Joint Sick Leave Bank and Exchange guidelines and update them if deemed necessary by the majority of the review attendees.

The latest approved operational guidelines will be available on the SMCPS, EASMC, and SMASA web sites, and in the appendices of the EASMC, EASMC-ESP, and SMASA negotiated agreements. Employees desiring to apply for Joint Sick Leave Bank and Exchange benefits should request an SMCPS Joint Sick Leave Bank and Exchange Request and Waiver of Medical Records form from the SMCPS Department of Human Resources.

## **2. MEMBERSHIP**

### **2.1 Membership Eligibility**

Participation in the Joint Sick Leave Bank and Exchange is on a voluntary basis. Joint Sick Leave Bank and Exchange benefits are available to all SMCPs employees who are eligible to earn leave and have an accrued leave balance (consisting of sick, personal or annual leave) of at least ten (10) days, with a minimum of five (5) days of accrued sick leave. Pre-allocated leave, acquired hours and compensatory time will not be considered for purposes of membership eligibility. New employees may elect to enroll in the Joint Sick Leave Bank and Exchange within 30 calendar days of initial employment (if they have at least one day of sick leave to donate, regardless of their date of employment) or during the open enrollment held annually from August 15 – September 15.

The purpose of the Joint Sick Leave Bank and Exchange is to allow continuation of salary and benefits for the employee. The Joint Sick Leave Bank and Exchange operates independently, and is not governed by and does not impact the employee's rights under the Family and Medical Leave Act (FMLA). The use of leave allocated under the Joint Sick Leave Bank and Exchange does not guarantee that an employee will maintain his or her position.

### **2.2 Membership Enrollment**

Employees may elect to enroll in the Joint Sick Leave Bank and Exchange within 30 calendar days of initial employment or during the open enrollment in September. Employees returning from a leave of absence in the following school year who were not previously members of the Joint Sick Leave Bank and Exchange may enroll within 30 days of their date of return. SMCPs will indicate on each employee's personal pay statement whether or not that employee is a member of the Joint Sick Leave Bank and Exchange.

### **2.3 Required Leave Contributions for Members**

In order to participate in the Joint Sick Leave Bank and Exchange, an employee must contribute one day of sick leave to the bank. In order to remain a member, an employee must contribute an additional day of sick leave to the bank each time there is a replenishment request (see Paragraph 7.2, Ongoing Donations, below). Donated sick leave will not be returned. All members who utilize Sick Leave Bank benefits in a given year will be required to donate one day back to the bank from the sick days they are granted in the following school year.

### **2.4 Membership Cancellation**

Members may cancel membership in or opt out of the Joint Sick Leave Bank and Exchange by sending a written notice to the Department of Human Resources or by choosing not to donate another day during a replenishment request.

## **3. SICK LEAVE BANK BENEFITS**

### **3.1 Sick Leave Bank Benefits Waiting Period**

Employees who have been employed by SMCPs for a year or more must be enrolled in the Joint Sick Leave Bank and Exchange for a period of three months prior to receiving Sick Leave Bank benefits. Employees who have been employed by SMCPs for less than a year are exempt from the three-month waiting period requirement.



### 3.2 Sick Leave Bank Benefits Eligibility

Sick Leave Bank days may be awarded to Joint Sick Leave Bank and Exchange members for use on regularly scheduled duty days for temporarily incapacitating and debilitating personal illness, or injury, **of the member** that is not likely to result in permanent disability of that employee. In order to be eligible for sick leave bank benefits, a member must qualify for approved leave under personal illness. Terminal illness of the employee is a covered benefit if the employee is filing for disability retirement through Maryland State Retirement Agency. Once an employee is eligible for disability retirement, all Joint Sick Leave Bank and Exchange benefits will cease.

The purpose of the Joint Sick Leave Bank and Exchange is to allow continuation of salary and benefits for the employee. The Joint Sick Leave Bank and Exchange operates independently, and is not governed by and does not impact the employee's rights under the FMLA. The use of leave allocated under the Joint Sick Leave Bank and Exchange does not guarantee that an employee will maintain his or her position.

### 3.3 Sick Leave Bank Benefit Exclusions

Exclusions from Sick Leave Bank benefits include but are not limited to the following.

- a. Any illness, injury, or quarantine of anyone other than the Joint Sick Leave Bank and Exchange member.
- b. Any employee eligible for Worker's Compensation is not eligible for Sick Leave Bank benefits.
- c. Once an employee is eligible for disability retirement, all Joint Sick Leave Bank and Exchange benefits will cease.
- d. An employee who at the time of Joint Sick Leave Bank and Exchange application is on an approved leave of absence, suspended, or terminated from SMCPS is not eligible for Joint Sick Leave Bank and Exchange benefits.
- e. Normal pregnancies and childbirth are not considered eligible reasons for Sick Leave Bank benefits.
- f. Members with available accumulated leave (Examples: sick, personal, annual, compensatory time, etc.) are not eligible for Joint Sick Leave Bank and Exchange benefits. Members must use all accumulated leave (Examples: sick, personal, annual, compensatory time, etc.) before being eligible for awards from the bank. **Members eligible for direct sick leave exchange from other employees must exhaust those options first. (Refer to the appropriate negotiated agreement: EASMC-ESP Article 8.3, f, 1, 6<sup>th</sup> bullet – EASMC Article VIII, C, 1, a, 6 – SMASA Article VIII, C, 1, a, 4.)**
- g. Donated Sick Leave Bank days granted in one school year cannot be carried over and used in a subsequent school year. Unused Sick Leave Bank days will be returned to the bank.
- h. A member who is receiving benefits from the Joint Sick Leave Bank and Exchange may not work secondary employment. A member who is receiving benefits from the Joint Sick Leave Bank and Exchange may not perform actions contrary to the limitations set forth in the medical documentation provided in the application and supporting documents. To do so may result in disciplinary action, immediate termination of Joint Sick Leave Bank and Exchange benefits, and/or revocation of any previously granted days.

### 3.4 Leave Limits

The maximum number of Sick Leave Bank days available per employee per school year is 50 days with a maximum of no more than 120 days in any five-year period. Leave donations for other than full-time members will be proportionate to the hours worked of the individual requesting leave. Utilization will conform to the appropriate negotiated agreements. Total salary and Joint Sick Leave Bank and Exchange benefits shall not exceed a member's annual SMCPs salary.

## 4. **SICK LEAVE EXCHANGE BENEFITS**

### 4.1 Sick Leave Exchange Benefits Waiting Period

Excluding the requirement to utilize any available leave to the employee, there is no waiting period to request Sick Leave Exchange benefits.

### 4.2 Sick Leave Exchange Benefits Eligibility

Sick Leave Exchange days may be awarded to Joint Sick Leave Bank and Exchange members for use on regularly scheduled duty days for (1) temporarily incapacitating and debilitating personal illness, injury, isolation, or quarantine **of the member** that is not likely to result in permanent disability of that employee or (2) to allow the member to care for an immediate family member (adopted, foster, or natural child, grandchild, parent, brother, sister, spouse/life partner, or anyone who has lived regularly in the household) facing temporarily incapacitating and debilitating personal illness, injury, terminal illness or quarantine. In order to be eligible for Sick Leave Bank benefits, a member must qualify for approved leave under personal illness.

The purpose of the Joint Sick Leave Bank and Exchange is to allow continuation of salary and benefits for the employee. The Joint Sick Leave Bank and Exchange operates independently, and is not governed by and does not impact the employee's rights under the FMLA. The use of leave allocated under the Joint Sick Leave Bank and Exchange does not guarantee that an employee will maintain his or her position.

### 4.3 Sick Leave Exchange Benefit Exclusions

Exclusions from Sick Leave Exchange benefits include but are not limited to the following.

- a. Employees may not request Sick Leave Exchange benefits to care for anyone other than themselves or immediate family members (adopted, foster, or natural child, grandchild, parent, brother, sister, spouse/life partner, or anyone who has lived regularly in the household).
- b. Any employee eligible for Worker's Compensation is not eligible for Sick Leave Exchange benefits.
- c. Once an employee is eligible for disability retirement, all Joint Sick Leave Bank and Exchange benefits will cease.
- d. An employee who at the time of Joint Sick Leave Bank and Exchange application is on an approved leave of absence, suspended, or terminated from SMCPs is not eligible for Joint Sick Leave Bank and Exchange benefits.
- i. Members with available accumulated leave (Examples: sick, personal, annual, compensatory time, etc.) are not eligible for Joint Sick Leave Bank and Exchange benefits. Members must use all available accumulated leave (Examples: sick, personal, annual, compensatory time, etc.) before being eligible for awards from the bank. **Members eligible for direct sick leave exchange from other employees must exhaust those options first.**

**(Refer to the appropriate negotiated agreement: EASMC-ESP Article 8.3, f, 1, 6<sup>th</sup> bullet – EASMC Article VIII, C, 1, a, 6 – SMASA Article VIII, C, 1, a, 4.)**

- e. Donated sick leave exchange days, once granted, cannot be returned to the donor and remain available to the employee for use for the purposes stated in the application form until June 30 of that year, but shall not be applied to the sick leave balance reported at time of retirement, termination or resignation. All unused Sick Leave Exchange days not utilized by the employee by June 30 for the purposes stated in the application form shall be transferred to the Sick Leave Bank.
- f. A member who is receiving benefits from the Joint Sick Leave Bank and Exchange may not work secondary employment. A member who is receiving benefits from the Joint Sick Leave Bank and Exchange may not perform actions contrary to the limitations set forth in the medical documentation provided in the application and supporting documents. To do so may result in disciplinary action, immediate termination of Joint Sick Leave Bank and Exchange benefits. And/or revocation of any previously granted days.

#### 4.4 Leave Limits

The maximum number of Sick Leave Exchange days available per employee per school year is 30 days if the employee has also been granted Sick Leave Bank days. The maximum number of Sick Leave Exchange days available per employee per school year is 60 days if the employee was ineligible for Sick Leave Bank days, but is eligible for Sick Leave Exchange Days. The maximum number of Sick Leave Exchange days that an employee may receive is no more than 120 in any five-year period. The maximum combined total of Sick Leave Bank and Exchange days is limited to 180 days in any five-year period. Leave donations for other than full-time members will be proportionate to the hours worked of the individual requesting leave. Utilization will conform to the appropriate negotiated agreements. Total salary and Joint Sick Leave Bank and Exchange benefits shall not exceed a member's annual SMCPs salary.

### 5. **APPLICATION REQUIREMENTS**

#### 5.1 Application Timeline

When possible, all leave requests should be made within the 30 calendar days prior to the first date Joint Sick Leave Bank and Exchange usage is requested. (In extreme and unusual cases, an exception for retroactive days may be approved.)

#### 5.2 Required Documentation

Requests for and allocation of sick leave days shall be in full day increments. A complete SMCPs Joint Sick Leave Bank and Exchange Request and Waiver of Medical Records form must be submitted prior to consideration of a request. If the request for Sick Leave Exchange is to care for an immediate family member, the family member must also sign a waiver allowing SMCPs to access medical records necessary to make a determination of benefits. Among other information, this form must include the following.

- History of the illness
- Date the illness began or that treatment was first administered
- A diagnosis and prognosis
- The physician's signature and stamp
- Any other related information that supports the benefits eligibility
- Detailed plan of treatment including any prescribed medications or therapies
- Anticipated return to work release date

### 5.3 Ethics

Any violation, withholding of information, or false representation of information may result in disciplinary action or termination of Joint Sick Leave Bank and Exchange benefits and may require repayment.

## 6. **APPLICATION REVIEW**

### 6.1 Joint Sick Leave Bank and Exchange Approval Committee Members

The Joint Sick Leave Bank and Exchange Approval Committee will be comprised of a representative of the Department of Human Resources, one SMASA representative appointed by the SMASA President, two EASMC-Certificated representatives appointed by the EASMC President, two EASMC-ESP representatives appointed by the EASMC President, and one non-voting member who would be the Supervisor of Health Services or an SMCPs registered nurse. The respective organizations will submit the name of their appointees annually on July 1 to the Superintendent. One of the SMCPs appointees and one of the EASMC-Certificated, EASMC-ESP, or SMASA appointees will serve as co-chairpersons, as determined by the Joint Sick Leave Bank and Exchange Committee. The respective presidents will appoint replacements. All parties recognize that due to the personal and sensitive nature of sick leave donation review, the complete confidentiality by the Joint Sick Leave Bank and Exchange Approval Committee members is essential. All correspondence pertaining to the Joint Sick Leave Bank and Exchange will be issued by the Director of Human Resources. A quorum of the committee will be four members and will be required to make official decisions relative to leave requests.

### 6.2 Joint Sick Leave Bank and Exchange Approval Review Process

The six-member Joint Sick Leave Bank and Exchange Approval Committee will review all applications for the donation of sick leave in accordance with the following process. The Joint Sick Leave Bank and Exchange Approval Committee will meet regularly each month to consider any complete application packages that have been received. The Joint Sick Leave Bank and Exchange application allows a Joint Sick Leave Bank and Exchange co-chairperson or designee to contact the physician(s) who provided the necessary documentation. The committee may also confer with the SMCPs Insurance Specialist. The committee may also review and request additional documentation during the course of the eligibility period. Decision of the committee will be by consensus.

### 6.3 Final Decision

The Joint Sick Leave Bank and Exchange Approval Committee's decision and reason will be communicated in writing to the employee within seven business days following the decision of the Joint Sick Leave Bank and Exchange Approval Committee. The decision of the Joint Sick Leave Bank and Exchange Approval Committee is final. **There is no process to appeal a decision of the Joint Sick Leave Bank and Exchange Approval Committee.** If employees believe it would be advantageous, they may reapply with additional information within 15 days of the notice of denial for the same condition considered in the original application. If leave is granted, allocation will be equal to the normal workday of the individual requesting leave. Utilization will conform to the appropriate negotiated agreements.

## **7. MAINTENANCE OF JOINT SICK LEAVE BANK AND EXCHANGE**

### **7.1 Initial Donations**

New employees may elect to join the Joint Sick Leave Bank and Exchange within 30 calendar days of initial employment or during the open enrollment in September. Joint Sick Leave Bank and Exchange membership requires an initial donation of one sick leave day per member. To participate, current employees (those not new to SMCPS) must have at least 10 days of accrued sick leave. New Joint Sick Leave Bank and Exchange members cannot be asked to donate more than one sick leave day in their initial year of enrollment.

### **7.2 Ongoing Donations**

When the Joint Sick Leave Bank and Exchange balance drops to 25% of the membership, then EASMC-Certificated, EASMC-ESP, SMASA and SMCPS representatives will convene to review the status of the bank and determine if a request for replenishment is necessary.

#### **7.2.1 Replenishment**

If the sick leave bank needs to be replenished, all members will be requested to donate an additional day. Members with a current sick leave balance of at least 50 days may contribute a maximum of two days during open enrollment, or a request to replenish the sick leave bank. Members with a current sick leave balance of at least 100 days may contribute a maximum of three days during open enrollment or a request to replenish the sick leave bank. Members with a current sick leave balance of at least 150 days may contribute a maximum of four days during open enrollment or a request to replenish the sick leave bank. Members with a current sick leave balance of at least 200 days may contribute a maximum of five days during open enrollment or a request to replenish the sick leave bank. Members who cannot or do not donate another day during a replenishment request will be removed from Joint Sick Leave Bank and Exchange membership. A Joint Sick Leave Bank and Exchange member returning from a leave of absence has 30 days to make the required donation to maintain Joint Sick Leave Bank and Exchange membership.

#### **7.2.2 Repayment**

Members who utilized Sick Leave Bank benefits in a given year will be required to donate one day back to the bank from the new sick days they are granted by SMCPS in the following school year. Members who cannot or do not donate another day during the following year will be removed from Joint Sick Leave Bank and Exchange membership.

#### **7.2.3 Voluntary Donations**

Members with a current sick leave balance of at least 50 days may contribute a maximum of two days during open enrollment, or a request to replenish the sick leave bank. Members with a current sick leave balance of at least 100 days may contribute a maximum of three days during open enrollment or a request to replenish the sick leave bank. Members with a current sick leave balance of at least 150 days may contribute a maximum of four days during open enrollment or a request to replenish the sick leave bank. Members with a current sick leave balance of at least 200 days may contribute a maximum of five days during open enrollment or a request to replenish the sick leave bank. Current Joint Sick Leave Bank and Exchange Members, at time of retirement, may contribute no more than ten days of their current sick leave balance to the sick leave bank.

## Appendix E - Stipend Payment Schedule

The approved stipends are listed below. This is an evolving table since changes can be recommended by the EPED/Stipend Review Committee and approved by the Superintendent outside of the official opening of negotiations in accordance with this CBA. Article 9, Stipends, of this CBA includes additional clarifying and qualifying information on stipends, where appropriate. A description of expectations for each stipend is available from the Department of Human Resources. These stipends do not count towards pension accrual.

### FY 2025

Stipend	Amount
Administrative Office Personnel Liaison	\$1,400
CPR/AED/FA	\$820
Department Chair (working with 11 or more staff)	\$1,400
Elementary School Intermediate (3-5) Chair (working with 3-5 staff)	\$1,000
Elementary School Primary (PreK-2) Chair (working with 3-5 staff)	\$1,000
Energy Coordinator	\$500
Game Manager – H.S.	\$800
High School Department Chair (working with 3-5 staff)	\$1,000
High School Department Chair or Team Lead (working with 6-10 staff)	\$1,200
MD Certified School Psychologist Mentor of School Psychologist Intern	\$2,250
Mentor of Certificated Teachers (1 mentee)	\$700
Mentors of Certificated Teachers (each additional mentee)	\$300
MGA/MUN/MC Sponsor - Organizational Committee	\$2,600
Middle School Department Chair (working with 3-5 staff)	\$1,000
Middle School Department Chair or Team Lead (working with 6-10 staff)	1200
MTSS/PBIS Team Leader	\$500
Robotics Club Advisor	\$400
School Wellness Coordinator	\$300
Special Education Department Chair (working with 3-5 staff)	\$1,000
Teacher-in-Charge	2250
Webmaster Elementary	\$300
Webmaster High	\$800
Webmaster Middle	\$600

**FY 2026**

<b>Stipend Position</b>	<b>Points</b>	<b>1-3</b>	<b>4-6</b>	<b>7-10</b>	<b>10+</b>
Administrative Office Personnel Liaison	TBD	TBD	TBD	TBD	TBD
CPR/AED/FA	TBD	TBD	TBD	TBD	TBD
Department Chair (working with 11 or more staff)	TBD	TBD	TBD	TBD	TBD
Elementary School Intermediate (3-5) Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
Elementary School Primary (PreK-2) Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
Energy Coordinator	TBD	TBD	TBD	TBD	TBD
Game Manager – H.S.	TBD	TBD	TBD	TBD	TBD
High School Department Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
High School Department Chair or Team Lead (working with 6-10 staff)	TBD	TBD	TBD	TBD	TBD
MD Certified School Psychologist Mentor of School Psychologist Intern	TBD	TBD	TBD	TBD	TBD
Mentor of Certificated Teachers (1 mentee)	TBD	TBD	TBD	TBD	TBD
Mentors of Certificated Teachers (each additional mentee)	TBD	TBD	TBD	TBD	TBD
MGA/MUN/MC Sponsor - Organizational Committee	TBD	TBD	TBD	TBD	TBD
Middle School Department Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
Middle School Department Chair or Teal Lead (working with 6-10 staff)	TBD	TBD	TBD	TBD	TBD
MTSS/PBIS Team Leader	TBD	TBD	TBD	TBD	TBD
Robotics Club Advisor	TBD	TBD	TBD	TBD	TBD
School Wellness Coordinator	TBD	TBD	TBD	TBD	TBD
Special Education Department Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
Teacher-in-Charge	TBD	TBD	TBD	TBD	TBD
Webmaster Elementary	TBD	TBD	TBD	TBD	TBD
Webmaster High	TBD	TBD	TBD	TBD	TBD
Webmaster Middle	TBD	TBD	TBD	TBD	TBD

**FY 2027**

<b>Stipend Position</b>	<b>Points</b>	<b>1-3</b>	<b>4-6</b>	<b>7-10</b>	<b>10+</b>
Administrative Office Personnel Liaison	TBD	TBD	TBD	TBD	TBD
CPR/AED/FA	TBD	TBD	TBD	TBD	TBD
Department Chair (working with 11 or more staff)	TBD	TBD	TBD	TBD	TBD
Elementary School Intermediate (3-5) Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
Elementary School Primary (PreK-2) Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
Energy Coordinator	TBD	TBD	TBD	TBD	TBD
Game Manager – H.S.	TBD	TBD	TBD	TBD	TBD
High School Department Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
High School Department Chair or Team Lead (working with 6-10 staff)	TBD	TBD	TBD	TBD	TBD
MD Certified School Psychologist Mentor of School Psychologist Intern	TBD	TBD	TBD	TBD	TBD
Mentor of Certificated Teachers (1 mentee)	TBD	TBD	TBD	TBD	TBD
Mentors of Certificated Teachers (each additional mentee)	TBD	TBD	TBD	TBD	TBD
MGA/MUN/MC Sponsor - Organizational Committee	TBD	TBD	TBD	TBD	TBD
Middle School Department Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
Middle School Department Chair or Teal Lead (working with 6-10 staff)	TBD	TBD	TBD	TBD	TBD
MTSS/PBIS Team Leader	TBD	TBD	TBD	TBD	TBD
Robotics Club Advisor	TBD	TBD	TBD	TBD	TBD
School Wellness Coordinator	TBD	TBD	TBD	TBD	TBD
Special Education Department Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
Teacher-in-Charge	TBD	TBD	TBD	TBD	TBD
Webmaster Elementary	TBD	TBD	TBD	TBD	TBD
Webmaster High	TBD	TBD	TBD	TBD	TBD
Webmaster Middle	TBD	TBD	TBD	TBD	TBD



**FY 2028**

<b>Stipend Position</b>	<b>Points</b>	<b>1-3</b>	<b>4-6</b>	<b>7-10</b>	<b>10+</b>
Administrative Office Personnel Liaison	TBD	TBD	TBD	TBD	TBD
CPR/AED/FA	TBD	TBD	TBD	TBD	TBD
Department Chair (working with 11 or more staff)	TBD	TBD	TBD	TBD	TBD
Elementary School Intermediate (3-5) Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
Elementary School Primary (PreK-2) Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
Energy Coordinator	TBD	TBD	TBD	TBD	TBD
Game Manager – H.S.	TBD	TBD	TBD	TBD	TBD
High School Department Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
High School Department Chair or Team Lead (working with 6-10 staff)	TBD	TBD	TBD	TBD	TBD
MD Certified School Psychologist Mentor of School Psychologist Intern	TBD	TBD	TBD	TBD	TBD
Mentor of Certificated Teachers (1 mentee)	TBD	TBD	TBD	TBD	TBD
Mentors of Certificated Teachers (each additional mentee)	TBD	TBD	TBD	TBD	TBD
MGA/MUN/MC Sponsor - Organizational Committee	TBD	TBD	TBD	TBD	TBD
Middle School Department Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
Middle School Department Chair or Teal Lead (working with 6-10 staff)	TBD	TBD	TBD	TBD	TBD
MTSS/PBIS Team Leader	TBD	TBD	TBD	TBD	TBD
Robotics Club Advisor	TBD	TBD	TBD	TBD	TBD
School Wellness Coordinator	TBD	TBD	TBD	TBD	TBD
Special Education Department Chair (working with 3-5 staff)	TBD	TBD	TBD	TBD	TBD
Teacher-in-Charge	TBD	TBD	TBD	TBD	TBD
Webmaster Elementary	TBD	TBD	TBD	TBD	TBD
Webmaster High	TBD	TBD	TBD	TBD	TBD
Webmaster Middle	TBD	TBD	TBD	TBD	TBD

## Appendix F – Mobile Phone Allocation

The following categories of employees will be provided an annual mobile phone allocation as defined in Article 9.11.

<b>Category or Position</b>	<b>Mobile Phone Allocation Amount</b>
Assistant Building Service Manager	\$400
Building Service Manager	\$400
Department of Information Technology	\$400
Pupil Personnel Worker	\$500

## Appendix G – Placement on Salary Scale

Effective July 1, 2020 - Placement on EASMC Certificated or EASMC ESP Salary Schedules

### New Hires

1. For FY25, the Board will place new hires on the FY2024 salary scale based on verified experience and credentials. They will then be placed on the career ladder/specialist salary scale at the next immediate step where the dollar amount is higher than the dollar amount from their placement on the FY2024 salary scale. Any employee who will be placed as a classroom teacher at a Blueprint school with current National Board Certification under the National Board for Professional Teaching Standards (NBPTS) will have an additional \$3,000 included in the base salary used to determine their placement on the new career ladder salary scale.
2. Except for JROTC instructors and Professional Technical Education (PTE) instructors, employees hired by the Board will be credited with verified related previous experience as compared to the job description and placed accordingly on the appropriate step and range of the applicable salary scale for the assignment based on a 1:1 ratio of years of experience to steps, as determined by the Board.
3. JROTC instructors and PTE instructors hired by the Board will be credited with verified related previous experience as compared to the job description (active military experience for JROTC instructors and industry-specific experience for PTE instructors) and placed accordingly on the appropriate step and range of the applicable salary scale for the assignment based on a 2-to-1 ratio of years of experience to steps, as determined by the Board. JROTC instructors' placement on the salary scale shall comply with the Minimum Instructor Pay (MIP) required by Cadet Command. If at any time the MIP exceeds the current salary for a current JROTC instructor, then the JROTC instructor shall receive a MIP salary differential adjustment to allow for the step range plus differential adjustment be equal to the MIP. The MIP salary differential will be adjusted accordingly in future years as step/COLA adjustments are provided in the same manner as for others on the same scale.

### EASMC ESP Unit - Movement between Ranges

The value of the employee's salary will be computed based on the number of months of the new assignment and the number of hours worked per day for the new assignment, as compared to their current assignment to obtain the hourly wage equivalent. Based on this hourly wage equivalent, employees moving up or down ranges within the EASMC-ESP scale shall be placed on the salary scale utilizing the one method below that results in the highest employee salary.

1. Employees moving up ranges shall be placed at the next highest step, plus one step. Employees moving down ranges shall be placed at the next lower step, minus one step. (Does not apply to employees changing ranges due solely to obtaining advanced credentials. Ex: Para I moving to Para II due to passing the ParaPro assessment. Instead, these employees shall maintain their step on the salary scale).

2. Employees moving from one position classification to another position classification for which they have previous verified experience in the new position classification (as determined by the Board and not previously included in original placement) shall have their previous verified experience for the new position be used for the calculation of placement on the salary scale.
3. Employees who have moved to a higher placement and decide to return to their previous placement, will be placed on the appropriate scale/range at the step where they would have otherwise been had they not accepted the last assignment change.

#### EASMC Certificated Unit - Movement between Ranges

Employees moving between ranges due to additional credits earned or changes in certification shall maintain their step on the salary scale.

#### Movement from Another SMCPS Bargaining Unit

1. A current SMCPS Education Support Professional (ESP) Unit employee who is hired by the Board as a certificated teacher shall be granted service credit for up to ten years of ESP experience with SMCPS for the purpose of placement on the teacher's salary scale. For every two years of Education Support Professional service to the Board, the employee shall be given one step credit on the teacher's salary scale (a maximum of five step credits based on a maximum of ten years of Board Education Support Professional service).
2. A current SMCPS employee in either the EASMC Certificated Unit or the Administrative and Supervisory Unit moving to an EASMC-ESP position shall receive one step on the EASMC-ESP salary scale for every year of verified certificated/licensed full-time school-system work experience, or previous verified experience in the new position classification (as determined by the Board and not previously included in their original salary placement), whichever is higher.
3. A current SMCPS employee in the Administrative and Supervisory Unit moving to an EASMC-ESP or EASMC Certificated Unit position shall receive one step on the EASMC-ESP or EASMC Certificated Unit salary scale for every year of verified certificated/licensed full-time school-system work experience.

If the Superintendent determines that a salary placement does not meet any of the above criteria, the Superintendent and EASMC shall meet to reach consensus on salary placements prior to the employee's placement in a new position.

## Appendix H – Record of Changes

Agreement Between  
The Education Association of St. Mary’s County  
for Certificated Professionals  
and  
The Board of Education of St. Mary’s County  
July 1, 2024 – June 30, 2028  
Record of Changes

Change Sequence	Date	Original Pages	Reference	Summary of Changes