MASTER AGREEMENT

between the

Board of Education of Baltimore County

and the

Baltimore County Public Schools Organization of Professional Employees (OPE)

July 1, 2014 – June 30, 2019

Contents

Definitions 4
Article I 5
Recognition 5
Article II 5
Organization Rights and Responsibilities 5
Article III 7
Board Rights 7
Article IV 7
Professional Rights and Privileges 7
Article V 9
Negotiation Procedures 9
Article VI 10
Promotion and Assignment 10
Article VII 11
Evaluation 11
Article VIII 12
Member Protection 12
Article IX 13
Absences and Leaves 13
Article X 20
Grievance Procedure 20
Article XI 22
Reimbursement 22
Article XII 23
Benefits 23
Article XIII 26
Working Conditions 26
Article XIV 27
Compensation 27
ARTICLE XV 27
Effect of Agreement 27

ARTICLE XVI 28

Duration of the Agreement 28

APPENDIX

A-1	Ten-Month Salary Scale for Exempt 10-Month Employees	**29-36**
A-2	Twelve-Month Salary Scale for Exempt 12-Month Employees	**37-44**
B	Medical, Dental & Vision Deductions, Full Time Employees	**45**
C	Grievance Report Form	**46**
D	OPE Represented Classes	**47-49**
E	Retirement Health Plan Allowances for BCPS Employees Hired on or after January 1, 2011	**50**

INDEX **51-52**

Definitions

The following terms used in this agreement refer to the definitions as written:

Board – The Board of Education of Baltimore County.

Superintendent – The Superintendent of the Baltimore County Public Schools or his/her designee.

OPE – The Baltimore County Public Schools Organization of Professional Employees.

Member – All non-certificated (by position) administrative, executive, professional, supervisory and technical employees (except those excluded by the BOE as a confidential employee) that are part of the exempt administrative, executive, and professional employee salary scales.

Close Relative – Grandmother-in-law, grandfather-in-law, brother-in-law, sister-in-law, uncle by blood or marriage, aunt by blood or marriage, nephew or niece by blood or marriage, or first cousin. ***By blood or marriage*** refers to the employee's relative by blood or marriage. For example, an aunt by blood is the sister of the employee's parent; an aunt by marriage is the spouse of the employee's uncle by blood.

Immediate Family – Father, mother, brother, sister, husband, wife, son, daughter, grandmother and grandfather by blood (not marriage), grandson, granddaughter, mother-in-law, father-in-law, daughter-in-law, son-in-law, equivalent step-family members, legal dependent of the employee, a person residing as a member of the household where the employee is making his/her home, or any other person so interpreted by the Manager, Office of Staff Relations. For the purposes of bereavement leave, brother-in-law and sister-in-law are classified as immediate family.

Article I
Recognition

This Master Agreement is made and entered into by and between the Board of Education of Baltimore County Public Schools (Board) and The Baltimore County Public Schools Organization of Professional Employees (OPE).

OPE and the Board enter into this agreement committed to forging a collaborative partnership based on mutual professional respect, open communication and commitment to the continuous improvement in the performance of school system staff and the achievement of educational excellence for all students.

The Board recognizes OPE as the exclusive collective bargaining representative for all bargaining unit members with regard to all matters relating to salary, wages, hours and other working conditions.

This agreement has as its purpose the promotion of harmonious relations between the Board and the organization, the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay and conditions of employment.

OPE believes in and supports the goals and objectives of the Board and believes that a high-quality education is the right of every child. With this agreement, OPE and the Board dedicate themselves to a shared commitment and responsibility for achieving the goals and priorities of the Baltimore County Public Schools.

Article II
Organization Rights and Responsibilities

2.1 Employees may join OPE at any time by completing a membership application. The Board agrees to collect OPE dues from employees who complete a membership application and designate the payroll deduction option. OPE will provide the Office of Payroll with the names and employee identification numbers of employees who request dues deduction. Dues deduction will begin when OPE notifies the Office of Payroll in writing of new OPE members. OPE will determine the dues amount on an annual basis and inform the Office of Payroll of the rate(s) and the effective date. Dues deduction remains in effect until revoked by the employee.

The employee may withdraw from OPE membership by notifying OPE in writing between July 1 and July 20. The letter must be post marked no later than July 20 to be considered valid. The letter is to be sent to:

BCPSOPE
P.O. Box 83
Riderwood, Maryland 21139

OPE will send a membership withdrawal list, for those seeking to withdraw whose dues had been payroll deducted, to the Office of Payroll as soon as possible after withdrawals are received, but no later than July 31. The Office of Payroll will deduct the unpaid balance of dues from the final pay of members who separate from service or the balance of one-half year dues if the employee separates prior to January 1 (for 12-month employees) or February 1 (for 10-month employees). No unpaid balance will be deducted from the employee's final pay if the separation is due to death, retirement, or an unpaid leave of absence.

2.1.1 The Board agrees not to interfere with the rights of employees to become members of the bargaining unit, and there shall be no discrimination, interference, restraint, or coercion by the Board or any Board representative against any employee because of bargaining unit membership

or because of any lawful employee activity in an official capacity on behalf of the bargaining unit, or because of participation in the grievance procedure provided in this Agreement.

2.2 The Board will provide OPE with copies of all communications concerning salaries, wages, benefits, hours and other working conditions of OPE eligible employees. Similarly, decisions made by the Board and/or the Superintendent or his/her designee affecting groups of OPE eligible employees will be provided. OPE will supply the Board with copies of each flyer, newsletter or other communication which is given general distribution to its members. Distribution to the Board and to OPE will be made concurrently with other distribution.

2.2.1 The school system will provide the OPE office with standard official systemwide electronic communiqués, emergency notices, and press releases at the time of systemwide dissemination. These will be sent to BCPSOPE@outlook.com.

2.4 OPE may use the interschool mail delivery service to distribute official OPE materials.

2.5 OPE will have the right to use school buildings, equipment and other facilities in accordance with Board policy for its meetings and for the conduct of its business. OPE will pay the cost of materials and supplies incidental to the use of equipment and will be liable for any damage resulting from such use.

2.6 The Board will provide OPE with the names and assignments of all OPE-eligible employees monthly. The Board will provide OPE with the names and assignments of newly appointed or promoted administrators, supervisors, and other personnel represented by the OPE as well as listings of transfers and retirements as soon as possible. The Board will provide OPE with a list of essential employee job titles, pension data, sick bank data, health plan data for OPE-eligible employees annually.

2.7 An official representative for OPE may attend any Board meeting and may offer comments at the appropriate time during the meeting. OPE will be able to access a copy of the agenda prior to each regular meeting of the Board and a copy of the approved minutes following each meeting through the school system's website.

2.8 OPE will be provided exhibit space at the annual Administrative and Supervisory Meeting held prior to the beginning of school each year.

2.9 The Superintendent may permit OPE officers and representatives to be absent from their regular work sites for the purpose of attending official meetings or conducting official OPE business except when their absence unreasonably interferes with their duties.

2.10 The Superintendent and his/her designated representatives will meet quarterly with the designated representatives of OPE**.** Either may recommend items of mutual concern for the agenda of such meetings.

2.11 Representatives of OPE may submit suggested calendar changes to the Director of the Office of Communications regarding the Board's School Calendar. OPE will also have the right to place its meetings and events on the Annual Calendar.

2.12 Any recommendations from any committee established by the Superintendent to study and/or recommend changes in salary, benefits, hours and working conditions of OPE members will be brought to the negotiation process.

2.13 The Superintendent shall determine the membership of any committee established to develop or revise curriculum guides, courses of study, and instructional and operational policy. When deemed appropriate by the Superintendent a representative of OPE shall be appointed to serve on the committee.

2.13.1 A representative of OPE will be part of any committee established by the superintendent, or his/her designee, designed to change or revise the evaluation systems of unit eligible employees.

2.14 There shall be no reprisals of any kind taken against any employee because of his or her membership in OPE or his or her legal activity or representation on behalf of OPE.

2.15 A representation fee will be implemented when OPE attains 72% membership. This representation fee will go into effect in the fiscal year following this attainment. In the event that membership falls below 68%, representatives of the Board and OPE will meet to review the circumstances upon which membership was reduced. The Board, after such review may, at its discretion, terminate the collection of the representation fee.

2.16 The Bargaining Unit shall be provided advance notification of the date(s) and time(s) of new employee orientation meetings. In coordination with the Department of Human Resources, Union representatives shall be allowed to attend and distribute Bargaining unit information.

Article III
Board Rights

Legal Authority

3.1 The Board on its own behalf, and on behalf of the citizens of Baltimore County, retains and reserves unto itself, without limitations, all powers conferred upon and vested in it by the laws and Constitution of the State of Maryland and/or the United States.

Managerial Rights

3.2 In exercising such powers, the Board, through its administrative staff, shall be free, subject to the provisions of this Agreement, to exercise all of its managerial rights and authority to the extent permitted by law.

Subcontracting

3.3 The Board shall have the right to subcontract work. However, work that is normally performed by members of the bargaining unit who are covered by this Agreement shall not be subcontracted to organizations and/or workers not covered by this Agreement unless there is a substantial business or professional reason for so doing.

3.3.1 In addition, if the Board is contemplating subcontracting any bargaining unit work, OPE shall be given sufficient advance notice of such plans so that they shall have ample opportunity to meet with the Board before such a decision is put into effect.

Article IV
Professional Rights and Privileges

4.1 Member's Protection

The Board agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Board or any Board representative against any employee because of the Union membership or because of any lawful employee activity in an official capacity on behalf of the Union, or because of participation in the grievance procedure provided in the Agreement.

4.2 In matters related to this Master Agreement, OPE represents all eligible employees.

4.3 In matters related to this Master Agreement, there will be no discrimination by the Board against employees because of their membership or non-membership in OPE.

4.4 This Master Agreement, the policies of the Board, and the discretionary authority of the Superintendent will be applied in good faith and not in an arbitrary or capricious manner.

4.5 **A**fter work activities and the personal lives of members will not be subject to action by the Board or by its administrative officials unless these activities clearly impair the members' effectiveness in their administrative or supervisory assignments.

4.6 The Board will respect the rights of OPE members by keeping personal information private as determined by Maryland Law.

4.7 Upon request, each employee shall have the right to review, at a time mutually convenient for the employee and the appropriate administrator, the contents of his/her file in the central office, with the exception of any confidential references submitted as a part of the pre-hiring selection process. At the employee's request, a witness of his/her choice may accompany the employee in such a review. The review shall be made in the presence of the administrator responsible for the safekeeping of such files.

4.7.1 All items entered in the personnel file of an OPE member will be open to that member by appointment and available to no one else, except his/her superiors, others with a business need-to-know, and those responsible for keeping the files, without the member's written permission.

4.7.2 Material of a negative nature shall not be placed in an employee's file without his/her knowledge. Except for evaluation forms, material of a negative nature may be removed from the employee's file after five (5) years upon the employee's request and subject to the approval of the superintendent of schools or his/her designee.

4.7.3 Employee files maintained other than in the central file shall be available for review.

4.8 The Board and OPE recognize the right of OPE members to participate in political and governmental affairs in a manner afforded any other citizen, including the right to vote; the right to be an active member of a political party of their choice; the right to campaign for candidates for election to public office; the right to lobby on a particular issue or espouse a particular position, and the right to seek, campaign for, and serve in public office. Political activities of OPE members will be conducted outside the duty premises and outside the working hours. This limitation will not prohibit the use of "bumper stickers" or other expressions of individual preferences upon automobiles which members normally park on school grounds or other school system facilities.

4.9 OPE members have the right to engage in other gainful employment as long as it does not interfere with the performance of the duties of their position.

Article V
Negotiation Procedures

Designation of Negotiators

5.1 Prior to September 1 of each year, the Board and OPE shall each designate in writing, to the other, the name of the chairman of its negotiating team and not more than three other official representatives to serve on its negotiating team. Notwithstanding the above requirement, the Board and the OPE shall retain the right to replace the chairman or members of their teams at their individual discretion.

5.1.1 The negotiating teams of the Board and OPE may have four (4) consultants in attendance at any time during the negotiating sessions. By mutual consent, the number of consultants on any given subject may be expanded.

5.1.2 BCPSOPE reserves the right to select any team members and consultants to its negotiating team.

Proposals

5.2 Requests by OPE or the Board to amend the existing Agreement must be submitted in writing no later than September 15 of each school year in which the contract expires.

Time Limit – Impasse

5.3 Negotiation on all items submitted must be completed by November 15 unless the impasse procedure provided in the negotiations law is used.

5.3.1 Should either party suggest an impasse, the procedures as provided in the negotiations law, relating to impasse shall be followed.

5.3.2 If the parties are unable to agree upon a third panel member or obtain a commitment from a third panel member to serve within the specified period, a request for a list of Educational Panel members shall be made to the American Arbitration Union. All costs involving the neutral party shall be shared by the Board and OPE.

5.3.3 If the panel is activated, said panel shall within thirty (30) calendar days render a report setting forth its recommendations for the resolution of the impasse unless the impasse is dissolved in the interim. The parties agree to cooperate with the panel and provide such information and assistance as it may request.

Ratification

5.4 Following the completion of the regular negotiating session, an agreement shall be signed by the respective negotiating teams and shall be submitted to the parties for ratification. Within fifteen (15) calendar days of November 15 (or the report of an impasse panel), the parties shall notify each other of the results of the voting.

5.4.1 If the Agreement is not ratified by the respective bodies, either party may make recommendations for renegotiation. Either party may initiate a meeting for this purpose upon seven (7) calendar days' notice. This time may be reduced by mutual consent.

Meetings

5.5 Meetings during the regular negotiating period shall be scheduled by mutual consent. Either negotiating team may initiate such a meeting with five (5) calendar days' notice, in the absence of mutual consent. This provision shall prevail during a period of impasse as defined in the negotiations law.

Emergency Items

5.6 Emergency items may be negotiated other than during the regular negotiating period, upon the mutual consent of both OPE and the Board.

Meeting Places

5.7 Meeting places for negotiating shall be alternated and shall be selected by members of the respective negotiating teams without restriction, except that reasonable steps shall be taken to assure privacy of discussion.

Fiscal Renegotiation

5.8 If the Baltimore County fiscal authorities, in exercising their authority under the law, reduce the budget recommendations of the Board, and such action makes it necessary for the Board to reduce one (1) or more items that have been negotiated, such items and all other negotiated items that are dependent upon budget funding shall be subject to renegotiation. In such event that negotiations are mandated, the parties agree to meet as soon as possible after the action of the fiscal authorities, but no later than ten (10) calendar days after the county council adopts the operating budget and they agree to complete such renegotiation within five (5) calendar days.

5.8.1 If the parties are unable to reach agreement within five (5) calendar days, the impasse procedure provided by law shall be employed with the mutually agreed upon restriction that this impasse procedure shall not exceed ten (10) calendar days. This subsequent Agreement, including items agreed upon in the period of renegotiation, shall be direct and binding on all matters stated and referred to herein. Under no circumstances shall this process extend beyond the last day of school for pupils.

Distribution of Agreement

5.9 Upon ratification of this Agreement by the parties, such Agreement shall be made available in its entirety via electronic mail by the bargaining unit to all members and shall be posted to the BCPSOPE website. The parties shall prepare the final text of the ratified Agreement.

Non-arbitrable

5.10 A dispute related to this article is not subject to arbitration.

Article VI
Promotion and Assignment

6.1 It is the goal of the Baltimore County Public Schools to employ fair practices with regard to filling administrative vacancies in a consistent and equitable process.

6.1.1 Promotional Consideration Practices for Unit Eligible Positions

For unit eligible appointments, it has been and will continue to be the prerogative of the Superintendent and the Board of Education to either advertise or appoint without advertising for positions at the level of Director and Superintendent's Staff. Past history, however, has been predominately that of advertising for these positions and interviewing well-qualified candidates expressing interest in promotion.

As a matter of past and intended future practice, vacancies for other unit eligible positions are generally posted through the use of vacancy announcements. Every effort is made to advertise widely for a reasonable period of time and to consider all interested applicants who meet minimum criteria. Initial applicant consideration is based on credentials; those candidates who appear to be best qualified are interviewed by a screening panel, and two (2) or three (3) candidates are then recommended to the hiring official for final consideration and interviewing. As appropriate, the Superintendent makes a recommendation to the Board of Education for appointment. Other hiring recommendations are forwarded to Human Resources for possible job offers.

6.2 Whenever possible and practical, the Superintendent, or his/her designee, will confer with affected department and office heads during the promotion, transfer, and/or appointment process.

As with all administrative positions, the Superintendent and the Board of Education may make appointments directly without utilizing the process described above in cases where unique system-wide needs and/or personnel circumstances so require.

6.3 Reassignment

Reassignment may be made by the Superintendent as the needs of the schools system require. Reassignment will be made only after the Superintendent, or his/her designee, has conferred with the unit eligible employee.

6.3.1 When a unit eligible employee is reassigned after the beginning of a fiscal year to a position that results in a reduction of salary, the unit member's base salary (in accordance with the salary scale for ten (10) and twelve (12) month administrative, executive and professional employees) shall not be reduced for the remainder of that fiscal year.

Article VII
Evaluation

7.1 It is the Board's desire that each OPE member receive yearly feedback on work performance. The appraiser may use the appropriate BCPS standard appraisal form or an appropriate alternative format such as a narrative. A formal evaluation must include a specific rating. Informal feedback will not contain a summary rating.

7.2 When conducting a formal evaluation, the standard evaluation form or a mutually agreed alternative will provide an overall rating of "Satisfactory" or "Unsatisfactory".

7.3 If an area of an evaluation has been rated as "Needs Improvement", comments related to the area(s) needing improvement shall be included in, or attached to, the evaluation by the evaluator.

7.4 No member shall receive an overall rating of "Unsatisfactory" without having been given written suggestions for improvement, advance warning of an unsatisfactory rating, and having both the opportunity and sufficient time to address the areas of weakness. In any year in which an employee is not evaluated, it shall be assumed that the employee's performance is satisfactory.

7.5 Members shall be given the name and specific complaint of any person who complains about a member, within a reasonable period of time, if the complaint is to be given consideration in the member's evaluation or filed in the member's personnel file. The member shall be given the opportunity, in writing, to respond to a complaint. The response will be attached to the filed document and reviewed by the appropriate administrator. All such complaints shall be held confidential.

7.6 The member shall be given a copy of the completed written evaluation and will be given three (3) duty days to sign and return the evaluation. The member's signature indicates receipt of the evaluation but not necessarily agreement with the evaluation.

7.7 A member may attach a written response to the evaluation.

7.8 Matters related to evaluation may be subject to the grievance process only for reasons of arbitrariness or failure to follow procedures.

Article VIII
Member Protection

8.1 When a meeting with a OPE member is being called for the purpose of discipline, demotion, or discharge, the member shall be advised of his/her right to representation prior to the beginning of any such conference or meeting and be given no more than 10 business days to arrange for representation.

8.2 No member shall be disciplined without due process**.**

8.3 The Board shall maintain safe, sanitary, and healthful working conditions.

8.4 Members shall have authority and within the scope of their employment, shall exercise responsibility for the control of students during the school day and also during the supervision of school sponsored activities. Members shall be expected to take reasonable action in accordance with current school practice to deter acts of vandalism, willful waste of materials and utilities, verbal and physical abuse of persons and any and all forms of violence. A member may use reasonable force in self-defense or in the restraint of a student to prevent harm to that student, to other students, faculty and staff.

8.5 When a member is charged with personal civil liability arising from an event or action taken by the member within the scope of employment of the member in the ordinary and/or appropriate performance of his duties and/or responsibilities, he or she will be covered by liability insurance provided by the Baltimore County Public Schools in accordance with the provisions of Sections 4-105 and 4-106 of the Education Article, Annotated Code of Maryland. In any suit or claim brought against a member as a result of an intervention as described in section 8.4 above, the Board shall provide legal counsel and indemnity in accordance with Section 7-307 (c) of the Education Article, Annotated Code of Maryland.

8.6 Procedure in Case of Threat (Assault) and/or Physical Attack (Battery)

Any case of threat (assault) and/or physical attack (battery) upon a staff member while acting within the scope of his/her duties shall be promptly reported to the appropriate supervisor, office head or director**.** The scope of the employee's duties, in such cases, shall be defined to include the regular work day, and any extra-curricular activity or duty, whether a school-sponsored, system-sponsored, or PTA-sponsored event or activity.

Administrators and supervisory personnel shall proceed in accordance with the ***Critical Response and School Emergency Safety Management Guide, Workplace Violence: Guidelines for Administrators Dealing with Threat and Physical Attack on a Staff Member***.

The appropriate supervisor, office head or director shall share with the employee all information relative to the immediate threat and/or physical attack relating to the persons involved, that is not legally prohibited, and will act in appropriate ways as liaison between the employee(s), the police, and the courts. The appropriate supervisor, office head or director, or a member of the Superintendent's staff will appear with the employee at any consequent hearing.

Staff members shall report to the appropriate administrator any threats of civil or criminal action against them arising out of and in the course of their employment. OPE members are also encouraged to contact OPE.

Article IX
Absences and Leaves

Academic Activities

9.1 One (1) day is allowed for an OPE member to attend his/her own college commencement, his/her spouse's, and his/her children's. The absence will be charged to urgent personal business leave. One (1) day is allowed for members to appear for examinations for advanced degrees or professional licenses related to their employment. The absence will be charged to urgent personal business leave.

Adoption Leave

9.2 A full-time employee shall have six (6) weeks for adoption beginning with the day the child is received. The absence shall be charged to accumulated sick leave.

Bereavement Leave

9.3 Up to four (4) consecutive duty days with pay, beginning with the day of death or the first day after death are allowed if the death is in the immediate family. One (1) additional day will be allowed in those instances of delay of the funeral, the need to travel excessive distances, or when required by the tenets of the religious denomination. If further days are needed, those days will be charged to urgent personal business. In unusual circumstances, there may be flexibility in the use of the days by mutual agreement between the employee and the Manager of the Office of Staff Relations and Employee Performance Management.

One (1) work day is allowed to attend the funeral of a close relative. An additional day, if needed, shall be granted in those instances of delay of the funeral, the need to travel excessive distances, or when required by the tenets of a religious denomination.

The employee is required to submit to the appropriate administrator a letter or the Notification of Absence Card stating the relationship, the date of death, the date of the funeral, and the dates of absence.

Family Illness

9.4 Employees may use a portion of their personal sick leave for illness in the immediate family. At the start of their leave accounting year, employees will be advanced a maximum of four (4) days from their personal sick leave to be used for illness in the family and they may accumulate up to a maximum of eight (8) days of such leave. Family Illness days are part of an employee's personal sick leave. The employee is required to provide the appropriate administrator with documentation stating the exact relationship of the family member, the nature of the illness, and the necessity for assisting the ill member of the family. The Department of Human Resources may approve up to a maximum of forty (40) additional days of Family Illness leave per fiscal year if the employee has sufficient personal sick leave and can provide medical documentation of the family member's illness.

Absence for Maternity

9.5 The parties hereto intend to comply fully with the provisions of the Pregnancy Discrimination Amendments of the Civil Rights Act of 1964, as amended. A member who is pregnant may use accrued sick leave prior to and following the birth of the child, subject to medical documentation indicating the physician's determination that the member refrain from employment due to a disability resulting from her pregnancy, child birth, and/or complications thereof. A member absent due to these reasons must return to work as soon as she is physically able. The Board reserves the right to request medical documentation of her disability and of her physical ability to return to work.

Child Rearing Leave

9.6 Request for child rearing leave of absence shall be normally made by completing and forwarding the form, ***Application for Child Rearing Leave of Absence*** to the appropriate administrator as soon as possible but prior to the last day of work before the birth of the child. In the event of a premature delivery (prior to the completion of the thirty-seventh (37th) week), where the employee has not yet filed for leave, the ***Application for Child Rearing Leave of Absence*** must be received in the Department of Human Resources no later than thirty (30) days from the date of the birth of the child(ren).

A child rearing leave of absence for birth or adoption of a child may be granted for a period of up to two (2) years following the birth or adoption of the child. Such leave becomes effective following the last day of employment.

When a child rearing leave is scheduled to terminate after a semester begins (September 1 or February 1) the Board or member will have the option of extending the leave to the beginning of the following semester.

The unused sick leave of a member who has been granted a child rearing leave of absence will be held in abeyance until such time as he/she returns to active service.

Military Leave

9.7 All members shall be provided paid leave to serve in the uniformed services, covering all categories of military training and service, including duty performed on a voluntary or involuntary basis and in time of peace or war in accordance with the Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA).

Short term--Members who lose time due to obligatory short-term emergency or annual unit training duty with the National Guard or military reserves may be granted leave with regular pay consistent with their official military orders up to a period of fifteen (15) working days per annum. During the fifteen-day (15) period, accrual of benefits will continue.

If a member is part of the organized militia or a reserve unit and is ordered to active duty under the authority of the governor or official Department of Defense notification and/or orders, he/she shall be entitled to leave of absence without loss of pay while actually serving under such active duty orders. "Without loss of pay" shall mean the member's regular pay for the period of service plus any compensation for such military duty.

In order to implement this policy, the member must present the Board with a copy of his/her military orders. In the absence of supporting documents, lost time due to military training or emergency duty shall be uncompensated. If a ten-month member has an option as to when he/she participates in short term duty, he/she shall do so at the time, which has least conflict with his/her professional duties.

The Board will continue to pay its share of the health and dental benefits for the family of the employee called to active duty for up to one (1) year provided the employee was enrolled in the appropriate coverage at the time of the order.

Extended active duty military leave shall be granted upon request to any member entering one of the military services of the United States. Upon completion of his/her military obligation he/she shall, within a reasonable length of time, be reinstated to his/her previous position, or one of similar scope and complexity.

Members who are ordered to extend active duty shall be compensated for lost time up to fifteen (15) working days. Members returning to the system from military leave shall be granted up to a maximum of five (5) years of salary credit.

Sick Leave

9.8 OPE members, in their first two (2) years, shall be advanced ten (10) days of sick leave for ten (10) month employees and twelve (12) days for twelve (12) month employment. Members shall be eligible to accumulate earned sick leave days on an unlimited basis. After two (2) years, ten (10) month employees will be advanced fifteen (15) days, while twelve (12) month employees shall be advanced eighteen (18) days each fiscal year. The advance of sick leave will be prorated based upon date of hire and FTE.

A member who, on termination of service with the Board, is indebted to said Board for any amount of advanced sick leave, shall have the amount of such indebtedness deducted from his/her earned salary. A member must reimburse said Board for any amount of indebtedness for advanced sick leave not covered by any monies due him/her.

A member on a leave of absence requiring Board action shall not be advanced sick leave time.

When a member is granted a leave of absence requiring Board action, his/her accumulated sick leave days are held in abeyance until he/she returns to duty. Upon return to duty, the member will be granted sick leave days according to the policies in effect, but he/she will not lose his/her earned length of service for accumulation purposes.

As part of our Office of Risk Management, the Board has initiated an Integrated Disability Management program. The purpose of the plan is to manage the use of sick leave time by employees who have been or will be out ten (10) or more days and to help them reach maximum medical improvement so that they can return to work.

Study Leave—Sabbatical

Eligibility and Limitation

9.9 A regularly-certificated member with seven (7) or more years of satisfactory, continuous, active service with the Board may be granted a sabbatical leave of absence for the purpose of furthering professional growth by means of graduate study or other means approved by the Superintendent of Schools.

A second sabbatical leave will not be granted as long as there is any other applicant meeting the qualifications for a sabbatical leave. This restriction may be waived if the sabbatical leave is necessary in order for the applicant to fulfill a residency requirement for a doctorate.

Satisfactory, continuous, active service is construed as meeting uninterrupted professional service in the system.

No leave time will be regarded as active service insofar as determining the seven (7) year sabbatical leave eligibility requirement.

Procedures

Application for sabbatical leave shall be made, in writing, after September 1 and prior to April 1, preceding the school year for which such leave is requested. Those applications which have been received by December 1 will be acted upon by the Board during that month. If the number of budgeted sabbatical leaves has not been allocated as a result of this procedure, those which are submitted up to April 1 will be acted upon in the order received.

A member must present, with his/her application, an outline of proposed study to be undertaken while on leave. A program of full-time graduate study of twenty-four (24) semester hours is accepted as meeting the sabbatical leave requirement. Any exception to this requirement must be approved by the Deputy Superintendent prior to the expiration of this leave.

Three (3) sabbatical leaves shall be available during each school year.

Sabbatical leaves for twelve (12) month members will begin on July 1 and extend through June 30 of the following year. Any exception to this provision must be approved by the Superintendent.

Compensation

The salary for a member on sabbatical leave shall be determined on the basis of years of commitment for employment by the Board upon returning from the sabbatical leave. A member who commits himself/herself to at least two (2) years of service to the Board following such leave

shall be paid at the rate of sixty (60) percent of his/her regular salary during the specified period of leave. Members who are granted sabbatical leave shall retain the option of one (1) year commitment of service, with payment to be made at the current rate of fifty (50) percent of his/her salary.

In the event a member on sabbatical leave receives extra monies through any type of grant, the combined amount of those monies and the sabbatical leave allowance shall not exceed the amount of money this person would have received as a member for the school year in which the sabbatical leave has been granted. In cases where the combined monies exceed the regular salary, as outlined above, the sabbatical leave salary shall be reduced accordingly.

Should the member not return to the service of the Board, he/she will be required to refund the salary granted for sabbatical leave.

The provisions of the sabbatical leave section will be administered in accordance with the conditions of the individual sabbatical leave contract (1972 revision).

Unusual or Imperative Leave

9.10 A member may be granted a leave up to one (1) year without pay for extenuating circumstances that are unusual or imperative and when no other leave is applicable.

An application with supporting documentation must be submitted and Board of Education approval must be secured before the absence begins.

The member may continue participation in the Board of Education Employee Insurance Plan by assuming full costs of the premium.

The member must immediately notify the Department of Human Resources if plans to take the leave change.

Urgent Personal Business Leave

9.11 Each employee shall be entitled to up to five (5) days per year for urgent personal business leave. A written statement of intent to be absent shall be submitted to the appropriate administrator at least twenty-four (24) hours prior to the expected absence. Urgent personal business leave must be used only to conduct personal business of a nature that cannot be scheduled on a non-duty day. Personal business leave shall not be used for group activities. Absence for personal business leave shall not be charged to sick leave; unused urgent personal business leave shall be accumulated as sick leave.

Special Religious Observance Leave

9.12 Employees will be permitted a total of seven (7) days for religious holidays. These seven days include the five (5) urgent personal business leave days allowed. The employee is required to submit one (1) week in advance, to the appropriate administrator, a letter stating the intent to be absent on a duty day to observe a religious holiday.

In determining religious holidays beyond the seven (7) days allowed, the Superintendent will request, from appropriate religious authorities, verification of the requirement for employees to be absent from work to fulfill religious obligations. Should religious authorities verify that more than seven (7) days are needed by the employee; the employee shall be granted the additional day(s). This/These day(s) shall not be subtracted from the employee's accumulated sick leave.

Court-related Leave

9.13 Employees may be absent without loss of pay to serve on a jury or to obey a summons issued by a legally-established court unless he/she is a defendant in court proceedings. Such absence is not charged to sick leave. An employee receiving compensation for this duty shall receive his/her regular salary, less any compensation for such day.

A. Unless he/she is a defendant in a criminal court proceeding unrelated to any school activities or if charged with an offense outside the course of employment; or
B. Unless he/she is a plaintiff or defendant in a civil case where the allegations are unrelated to any activities related to the course of their employment.

An employee in subsection A and/or B may be paid for lost time because of the summons provided the verification of the verdict in his/her favor is provided within thirty (30) days of the absence. An employee under subsection A or B who pleads *nolo contendere* or who agrees to accept a finding of probation before judgment shall not be paid.

Unified Sick Leave Bank

9.14 **PURPOSE.** The Board of Education (BOE) will provide a Unified Sick Leave Bank (USLB) benefit to employees represented by the BOE's bargaining units, and to non-represented administrative assistants and management employees. The purpose of the USLB is to provide a vehicle through which employees may donate their accrued sick leave for other eligible employees to use. This additional paid sick leave may be granted to employees who have exhausted their accumulated sick leave and urgent personal business days.

DEFINITION. The USLB may grant additional paid sick leave to an employee who through catastrophic illness, injury, or quarantine is unable to perform the duties of his/her position. Under a qualifying illness or injury, sick leave from the bank may also be granted for medical, dental, or optical examinations, or treatments that are impossible to schedule on non-duty days. Only the individual employee may use the USLB for his/her personal illness or injury. The USLB may not be used to be absent from work to care for members of the employee's family. Sick leave from the bank may not be granted when the employee has an active Workers' Compensation claim or when the employee is receiving compensation from Workers' Compensation. The USLB may not be used by an employee who is eligible for disability retirement to postpone that retirement. In no case will the granting of leave from the bank cause an employee to receive more than his/her regular annual salary.

ELIGIBILITY. All bargaining unit-represented employees will be automatically enrolled in the USLB once the following eligibility criteria are met:

• **TEN (10) MONTH EMPLOYEES.** TEN (10) MONTH EMPLOYEES WHO HAVE COMPLETED ONE (1) YEAR OF CONTINUOUS SERVICE AND WHO HAVE ACCUMULATED TWENTY (20) DAYS OF SICK LEAVE WILL BE AUTOMATICALLY ENROLLED IN THE USLB.

• **TWELVE (12) MONTH EMPLOYEES**. TWELVE (12) MONTH EMPLOYEES WHO HAVE COMPLETED ONE (1) YEAR OF CONTINUOUS SERVICE AND WHO HAVE ACCUMULATED TWENTY-FOUR (24) DAYS OF SICK LEAVE WILL BE AUTOMATICALLY ENROLLED IN THE USLB.

Employees meeting the eligibility requirements will be assessed a contribution when enrolled. The initial assessment and subsequent employee contributions will be based upon the needs of the USLB as determined by its governing committee.

OPT OUT - An employee who is eligible for membership in the USLB may 'opt out' for any reason by notifying the USLB in writing of his/her desire to withdraw from the USLB. Employees who opt out of the USLB will remain eligible for membership and may request to be re-enrolled by making a written request to the USLB. Employees who have opted out and request to be re-enrolled must meet the eligibility requirements. Employees who opt out in the fiscal year that the initial assessment is made will have that sick leave time returned to them.

USE OF THE USLB. Employees must use all accumulated sick and urgent personal business leave prior to drawing from the USLB. The life time total that an employee may draw from the USLB is one (1) year. One year is equal to the number of duty days for ten (10) month employees and is equal to two hundred forty-five (245) duty days for twelve (12) month employees. The USLB will not be charged for holidays, compensable non-duty week days, or vacation days.

USLB OVERSIGHT COMMITTEE. A USLB Oversight Committee, composed of a representative from each of the participating bargaining units and staff from the Office of Employee Absence and Risk Management, the Office of Payroll, and the Department of Staff Relations and Employee Performance Management will meet at least annually to determine the initial and subsequent employee annual sick leave assessment or contribution rates, to review the USLB's rules and procedures, and to make revisions to these rules and procedures as necessary. The Oversight Committee, in accordance with established USLB rules and procedures, and the Superintendent must approve any changes to the rules and procedures before they are disseminated to employees.

Organization members will obtain the USLB Application from and submit the completed request directly to the Office of Employee Absence and Risk Management. The Office of Employee Absence and Risk Management shall review the application and shall advise the employee and the bargaining unit's designated point of contact of all approval and denial decisions.

APPEALS

Appeals of decisions of the Office of Employee Absence and Risk Management may be made in writing within ten (10) duty days to the Chief Human Resources Officer, Division of Human Resources. Pending the outcome of the appeal to the Chief Human Resources Officer, the employee will continue to be covered by the sick leave bank.

Personal Injury Leave

9.15 When an employee is absent from school as a result of personal injury caused by an accident or an assault occurring in the course of his/her employment as used and defined in the Workers' Compensation Laws of Maryland, and such lost time is approved by a Board physician, the employee will be paid as close to his/her normal net salary as possible for the period of such absence up to twelve (12) calendar months. No part of such absence will be charged to the employee's sick leave. If disability persists after the twelve (12) month period, the employee shall be placed on Leave of Absence and disability payment will commence consistent with the amount covered by Workers' Compensation Law. Any employee who terminates his/her service with the Board must reimburse the Board for any advanced personal injury leave pay for which he/she is indebted to the Board.

The Board will continue to pay its share of the cost of health insurance for an employee receiving

Workers' Compensation benefits, including up to twelve (12) months following the expiration of personal injury and sick leave benefits.

An employee on Workers' Compensation may accrue up to one (1) year of service credit in determining his/her salary, including longevity, or vacation eligibility. These advance credits will become effective upon the employee's return to work. Vacation time will not be accrued during the extended time.

In the event an employee is declared to have a permanent total disability verified by a Board-designated physician, he/she shall receive a contribution toward the premium for health insurance and life insurance, commensurate to an employee retiring with thirty (30) years of service.

Vacation

9.16 An employee accrues annually twenty (20) days of vacation. Vacation will be capped at forty-five (45) days. At the end of the fiscal year, accrued vacation in excess of forty-five (45) days shall convert to personal illness leave. Upon separation from service, employees will be paid for all unused vacation based on salary in effect at the time of separation. This vacation payout will be capped at forty-five (45) days.

In determining vacation schedules, effort shall be made to comply with the employee's request. However, when there is a conflict between employee work schedule and an individual employee's request, work schedules will take precedence. Vacations shall be requested at least twenty-four (24) hours in advance. Requests for vacation will be approved or denied by the appropriate supervisor in a timely manner.

Leave for OPE Business

9.17 Any member elected or duly appointed by OPE may, with proper application and permission from the Office of Staff Relations and Employee Performance Management, be granted release time to conduct OPE business and/or attend official or professional meetings.

Article X
Grievance Procedure

Introduction

The parties recognize their mutual responsibility for the prompt and orderly disposition of member problems. Their reliance on the following grievance procedure does not detract from the rights of an OPE member to discuss any matter with his/her immediate administrative supervisor or any other appropriate member of the administration to seek a resolution of his/her problem. A member may not utilize both the grievance procedure contained herein and the administrative appeal procedure to challenge the same alleged violation.

10.1 Definitions

1. Member or employee: A member or employee is defined as any individual whose position is represented by this bargaining group.

2. Grievance: A grievance is a complaint by a member, or, in the event of an action affecting unit rights, OPE, concerning the interpretation, application, or alleged violation of an express provision or provisions of this Agreement.

3. The Grievant: The grievant is the member filing a grievance.

4. Representation: A member may be represented by OPE at any step of the grievance procedure.

5. Time Limits: If the employer fails to answer within time limits provided, the grievance may be appealed to the next step. If the grievant fails to appeal within the time limits provided, it shall be deemed as acceptance of the employer's disposition of the claim. Time limits may be extended by mutual agreement in writing.

10.2 Procedure

Informal –

A member who feels he/she has a grievance shall discuss it, either orally or in writing, with his/her immediate supervisor within twenty-one (21) calendar days of the event giving rise to the complaint or his/her first knowledge thereof. The informal discussion of problems and the continuous interchange of views between members and their appropriate administrators is encouraged in order to resolve as many disputes as possible informally.

Level I –

If a member is not satisfied with the disposition of his/her claim at the informal level, he/she may submit his/her grievance in writing within ten (10) days, following the reply at the informal level, to his/her Executive Director or other appropriate administrator. If a grievance hearing is to be conducted, it shall be scheduled (not necessarily held) within ten (10) days of receipt of the grievance by the Executive Director or other appropriate administrator. Such individual shall within ten (10) days of receipt of the grievance, or date of grievance hearing if held, inform the grievant as to the disposition of his/her claim.

Level II –

If a member is not satisfied with the disposition of his/her claim at Level I, he/she may appeal in writing to the Superintendent or his/her designated representative within ten (10) days. If a grievance hearing is to be conducted, it shall be scheduled (not necessarily held) within ten (10) days of receipt of the grievance by the Executive Director or other appropriate administrator. The Superintendent or his/her designated representative shall inform the grievant as to the disposition of his/her claim within ten (10) days of the receipt of the appeal at this level, or date of grievance hearing if held.

Level III –

On request of the grievant, OPE may appeal the Superintendent's disposition to arbitration. If it so determines, it shall notify the Superintendent of its intent to appeal to arbitration within ten (10) days of receipt of notification of the Superintendent's disposition of the claim.

10.3 Within ten (10) days after such notification of submission to arbitration, the Board and the Council will attempt to agree upon a mutually acceptable arbitrator and obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the

American Arbitration Council by either party. The parties will then be bound by the rules and procedures of the American Arbitration Association.

10.4 The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined to the express provision or provisions of this Agreement at issue between OPE and the Board. He/she shall have no authority to add to, alter, detract from, 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 it by law. The award of the arbitrator, in writing, shall be final and binding on the aggrieved member or members, OPE, and the Board.

10.5 The arbitrator's decision shall be made within thirty (30) days of the conclusion of the presentation of the case. The cost for the services of the arbitrator shall be shared equally by the parties.

10.6 Grievance forms and attendant papers shall not be placed in an administrator's personnel file.

Article XI
Reimbursement

Property Loss – Battery

11.1 In the event that an employee has any clothing or other personal property damaged or destroyed as the result of a battery suffered in the course of his/her employment, the Board shall reimburse the employee the cost of repair or the replacement value of such property. The benefit shall have a five dollar ($5.00) minimum clause.

Property Loss – General

11.2 The Board shall assume liability for the value of personal property destroyed, lost, or damaged on the school property as a result of an accident, vandalism or theft under the following circumstances: If the personal property was brought to the worksite to be used as an adjunct to work-related activities and was with the approval of the appropriate administrator prior to the loss. Each request shall include an accurate description along with appropriate serial numbers and/or model numbers and cost. Such request must be reviewed annually.

No coverage shall exceed six hundred fifty dollars ($650).

Such coverage shall not apply if the negligence of the member contributes to the loss.

Transportation Reimbursement

11.3 Reimbursement will be made monthly and no less than quarterly. No reimbursement of less than fifteen dollars ($15.00) will be paid to an employee for any period of time, except for the final reimbursement of the fiscal year, which may be submitted for less than fifteen dollars ($15.00). Final reimbursement reports must be submitted by June 30 for ten (10) month employees or within seven (7) days of the close of a fiscal year for all other employees in order to receive reimbursement.

Tuition Reimbursement

11.4 The Board will reimburse employees for tuition and fee charges up to three hundred ($300) dollars per credit provided that such courses have been approved by the Superintendent or his/her designee. There will be a limitation of nine (9) credits reimbursement per employee per year. In programs requiring more than nine (9) credits per year, the nine (9) credit limitation shall be waived.

Employees participating in supervisor approved qualifying professional development and non-college credit producing activities that lead to job related recertification or re-licensure will be reimbursed for registration/enrollment expenses. Reimbursement for those eligible expenses not funded by a department/office will be calculated on a credit equivalent basis as part of the limit for tuition. The employee must complete the appropriate course form which is returned upon completion of the course/activity to the Certification Office, Department of Human Resources for reimbursements.

11.4.1 The Board will reimburse any professional employee for job required licensure, re-licensure, national level certification and re-certification fees. The related cost will be calculated as part of the limit for tuition and fees allocated in Article 11.4 of this Agreement.

Article XII
Benefits

Basic Plan Life Insurance

12.1 The Board will pay one hundred percent (100%) of the premium for fifteen thousand dollars ($15,000) life insurance.

For active employees, additional life insurance (optional) can be purchased in multiples of basic annual earnings. Minimum coverage is for 1X's the employee's basic annual earning and maximum coverage is 10X's the employee's basic annual earning up to $1,000,000. Optional life insurance coverage shall be available to employees by payroll deduction.

Flexible Spending Accounts

12.2 An employee may make contributions to a Dependent Care Spending Account provided the employee meets requirements prescribed by federal regulations. The account may be used, during the plan year for which the contributions were made, for tax-free reimbursement of qualifying expenses for the care of dependents to enable the employee to work. Any amounts remaining in the account at the end of the plan year will be forfeited. An employee may make contributions to a Health Care Spending Account for tax-free reimbursement of qualifying health-related expenses incurred during the plan year for which the contributions were made and not paid by insurance. Any amounts remaining in the account at the end of the plan year will be forfeited.

The specific coverage in each of the health care options shall be mutually determined by the Board and the employee organization(s) representing covered employees, and shall be provided in writing each year to the employees.

Health Care Options

12.3 **The specific coverage in each of the health care options shall be mutually determined by the** Board and the employee organization(s) representing covered employees, and shall be provided in writing each year to the employees.

The Board shall provide a prescription drug benefit for Cigna OAP and Cigna OAPIN plan members, as well as a mail order Prescription Drug Program for the purchase of maintenance type prescription drugs, including insulin and related supplies. Generic substitutions will be mandatory.

Option 1 - Employees may choose to enroll in the Cigna Open Access Plus (OAP) plan that allows for in network and out of network coverage. The employee price tag will be 19% of the annual premium through

December 31, 2016 according to the schedule in Appendix B, (20% for those hired on or after January 1, 2013); 20% as of January 1, 2017; 20% as of January 1, 2018; 22% as of January 1, 2019; 24% as of January 1, 2020; and 25% as of January 1, 2021. Beginning January 1, 2013 through December 31, 2021, the prescription co-pay structure shall be as follows: Cigna OAP: Retail – up to a 30 day supply - $10 for generic; $20 for formulary; $35 for non-formulary; Mail Order: - 90 day supply of maintenance prescriptions - $20 for generic; $40 for formulary; $70 for non-formulary. Also, the hospital emergency room co-pay will be $70 per visit and is waived if admitted.

Option 2 - Employees may choose to enroll in the Cigna Open Access Plus In Network (OAPIN) plan that allows for in network coverage only. The employee price tag will be 14% of the annual premium through December 31, 2016 according to the schedule in Appendix B, (15% for those hired on or after January 1, 2013); 15% as of January 1, 2017; and 15% as of January 1, 2018 through December 31, 2021. Beginning January 1, 2013 through December 31, 2021 the prescription co-pay structure shall be as follows: Cigna OAPIN: Retail – up to a 30 day supply - $10 for generic; $20 for formulary; $35 for non-formulary; Mail Order: - 90 day supply of maintenance prescriptions - $20 for generic; $40 for formulary; $70 for non-formulary. Also, the hospital emergency room co-pay

Option 3 - Employees may choose to enroll in a qualified prepaid health maintenance organization (HMO) plan offered by Kaiser Permanente that provides comprehensive medical care through a network of participating hospitals, physicians and other health care providers. The employee price tag will be 14% through December 31, 2016 according to the schedule in Appendix B, (15% for those hired on or after January 1, 2013); 15% as of January 1, 2017; and 15% as of January 1, 2018 through December 31, 2021. A prescription drug benefit is included with the HMO offered. The co-pay structure through December 31, 2021 shall be as follows: up to 60-day supply - $5 generic; $5 brand; at participating community pharmacy - $15 generic; $15 brand; Mail Order - 90-day supply - $5 generic; $5 brand.

The employee price tag for those hired on or after January 1, 2019 will be as follows: Cigna OAP – 25% Cigna OAPIN – 15%; Kaiser HMO – 15% according to the schedule in B-2.

Options 4A and 4B - These options provide for two (2) Medicare Supplement Plans: 4A – Cigna Medicare Surround; 4B – Kaiser Permanente Medicare Plus. These plan options will only be available to retirees who have attained the age of 65. The Board contribution toward the premium for health insurance for Medicare-eligible retirees will be according to Chart B in Section 17.8. For retirees covered by the Cigna Medicare Surround plan, the mail order prescription drug co-pay for generics will be $20 beginning January 1, 2013. Other co-pays for retail and mail order purchases will remain as specified in the Retiree Benefits Guide.

Adult Hearing Aids

12.4 Coverage for adult hearing aids will be included in the health plans offerings provided by the Board.

Health Insurance - Family of Deceased Employee

12.5 The Board will pay full premiums for health, dental, and vision insurance for the spouse and/or family of any employee who dies in service, for a period of one year, providing the employee was enrolled in such program and the spouse and/or family were eligible for benefits prior to the death.

Health Insurance—Retired Members

12.6 The Board shall contribute toward the premium for available health insurance plans or an optional HMO for employees with ten (10) years or more service with the Board, including military service time recognized by the Board, who retire under the Maryland State Teachers' Retirement

or Pension System, or the Baltimore County Employee Retirement System (ERS). Specific price tags for available plans will be according to schedules contained in the Retiree Benefits Guide. Contributions by the Board shall be made to employees hired prior to January 1, 2011 in accordance with Charts A and B as found below.

For pre-65 retirees, Chart A below specifies Board contributions for health plan options 1, 2, and 3 for each calendar year (CY) through December 31, 2021, based on the health plan option selected and the effective date of retirement. The Board contribution in place at the time of retirement will continue at that same level until the retiree reaches the age of 65. Once reaching age 65, Chart B below specifies Board contributions for plan options 4A and 4B.

Chart A

CIGNA OAP (Option 1)							CIGNA OAPIN (Option 2) and Kaiser HMO (Option 3)					
Current	**CY17**	**CY18**	**CY19**	**CY20**	**CY21**	**BCPS Yrs. of Service**	**Current**	**CY17**	**CY18**	**CY19**	**CY20**	**CY21**
30.0%	25.0%	25.0%	23.0%	21.0%	20.0%	**10**	30.0%	25.0%	25.0%	25.0%	25.0%	25.0%
30.0%	27.5%	27.5%	25.5%	23.5%	22.5%	**11**	30.0%	27.5%	27.5%	27.5%	27.5%	27.5%
30.0%	30.0%	30.0%	28.0%	26.0%	25.0%	**12**	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%
32.5%	32.5%	32.5%	30.5%	28.5%	27.5%	**13**	32.5%	32.5%	32.5%	32.5%	32.5%	32.5%
35.0%	35.0%	35.0%	33.0%	31.0%	30.0%	**14**	35.0%	35.0%	35.0%	35.0%	35.0%	35.0%
37.5%	37.5%	37.5%	35.5%	33.5%	32.5%	**15**	37.5%	37.5%	37.5%	37.5%	37.5%	37.5%
40.0%	40.0%	40.0%	38.0%	36.0%	35.0%	**16**	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%
42.5%	42.5%	42.5%	40.5%	38.5%	37.5%	**17**	42.5%	42.5%	42.5%	42.5%	42.5%	42.5%
45.0%	45.0%	45.0%	43.0%	41.0%	40.0%	**18**	45.0%	45.0%	45.0%	45.0%	45.0%	45.0%
47.5%	47.5%	47.5%	45.5%	43.5%	42.5%	**19**	47.5%	47.5%	47.5%	47.5%	47.5%	47.5%
55.0%	50.0%	50.0%	48.0%	46.0%	45.0%	**20**	56.2%	50.4%	50.4%	50.4%	50.4%	50.4%
55.0%	52.5%	52.5%	50.5%	48.5%	47.5%	**21**	56.2%	53.3%	53.3%	53.3%	53.3%	53.3%
55.0%	55.0%	55.0%	53.0%	51.0%	50.0%	**22**	56.2%	56.2%	56.2%	56.2%	56.2%	56.2%
57.5%	57.5%	57.5%	55.5%	53.5%	52.5%	**23**	59.1%	59.1%	59.1%	59.1%	59.1%	59.1%
60.0%	60.0%	60.0%	58.0%	56.0%	55.0%	**24**	62.0%	62.0%	62.0%	62.0%	62.0%	62.0%
63.3%	63.3%	63.3%	61.3%	59.3%	58.3%	**25**	65.3%	65.3%	65.3%	65.3%	65.3%	65.3%
66.6%	66.6%	66.6%	64.6%	62.6%	61.6%	**26**	68.6%	68.6%	68.6%	68.6%	68.6%	68.6%
69.9%	69.9%	69.9%	67.9%	65.9%	64.9%	**27**	71.9%	71.9%	71.9%	71.9%	71.9%	71.9%
73.2%	73.2%	73.2%	71.2%	69.2%	68.2%	**28**	75.2%	75.2%	75.2%	75.2%	75.2%	75.2%
76.5%	76.5%	76.5%	74.5%	72.5%	71.5%	**29**	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%
81.0%	80.0%	80.0%	78.0%	76.0%	75.0%	**30**	86.0%	85.0%	85.0%	85.0%	85.0%	85.0%

CHART B

Only for Retirees age 65 or older

Years of Service	**Option 4A**	**Option 4B**
	CIGNA Med. Surround	Kaiser Med.Plus
10-19 years of service	36%	68%
20-29 years of service	66%	100%
30 or more years of service	84%	100%

The Board shall continue to provide the payments set above for one (1) year for the spouse of a retired employee who dies if the surviving spouse was covered under the retired employee's policy at the time of the retired employee's death.

Dental Insurance

12.7 The Board shall offer three (3) dental plans: a) Traditional Dental Plan, b) Preferred Provider Dental Plan, and c) Dental HMO. The Board shall contribute sixty-five percent (65%) of the premium for the lowest cost dental option. The employee will contribute thirty-five percent (35%) of the lowest cost option plan plus the additional premium for a higher cost option if one is chosen. These rate splits will remain in effect through December 31, 2021. The employee price tag will be according to the schedule in Appendix B.

Vision Insurance

12.8 The Board shall provide an optical plan jointly selected by the Board and employee organizations. Participation in the optical plan will be available to retirees and dependents at full cost to the retiree.

Insurance Plan Carriers

12.9 No change will be made in the carrier of any insurance plan identified in this Article unless the Organization approves such change.

Article XIII
Working Conditions

Work Days

13.1 All work days when the central and administrative offices are open shall be duty days for members employed on a twelve (12) month basis. All student days, when the schools are open, shall be duty days for members employed on a ten (10) month basis.

The school calendar has been established by the Board of Education in accordance with Section 7-103 of the Annotated Code of the General Public Laws of Maryland and except in case of emergency, members will not be required to work on the holidays designated by the Board and listed on the School Calendar.

The Board may designate additional days as holidays when the school calendar is adopted.

Work Hours

13.2 The work hours of OPE members are those hours required to complete duties as established by the Board. It is recognized that the job requirements of professionals are of such a nature that they

cannot be adequately met within a specified time frame. The normal workload for professional personnel in OPE would include, but not be limited to, activities such as:

- Job-related late afternoon and evening meetings with other staff members, students, parents, community representatives and Board members.
- Supervision of student-oriented activities.
- Independent planning and work sessions beyond regular work hours as required to promote efficient execution of one's duties.
- Emergency situations.

Article XIV
Compensation

14.1 The salaries for members are set forth in Appendix A-1 and A-2.

14.2 In the event of a salary error, neither the Board nor OPE may claim salary adjustments for any more than the fiscal year in which the error is detected. When an administrator has been overpaid, he/she must be paid at the correct rate of pay for two (2) pay periods before repayment deductions begin. However, at the employee's request, repayment deductions may begin immediately.

14.3 Doctorate Stipend

The Board will pay a one thousand dollar ($1,000.00) stipend to OPE represented employees for the attainment of a Doctorate degree.

ARTICLE XV
Effect of Agreement

Changes in Rules and Policies

15.1 All Board functions and responsibilities not expressly modified or restricted by this Agreement are retained and vested exclusively in the Board. The Board retains the right to make or change rules or policies not in conflict with this Agreement or the negotiations laws.

Individual Contracts

15.2 Any contract between the Board and an individual employee shall be expressly subject to the terms and conditions of this Agreement.

15.3 Should any article, provision, or application of this Agreement to any member or group of members be declared illegal by a court of competent jurisdiction, said article, provision, or application, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining articles, provisions, and applications shall remain in full force and effect for the duration of the Agreement. The Board and OPE agree that they will enter into immediate negotiations specifically and exclusively with respect to any provision of the Agreement which has thus been declared illegal. OPE agrees that it will abide by the provisions of the negotiations law.

ARTICLE XVI
Duration of the Agreement

16.1 The provisions of this Agreement shall be effective through June 30, 2019 except as indicated in the following. Unless the parties mutually agree to the contrary during negotiations, negotiable items will be as stated in the following.

16.2 Effective July 1, 2017 (FY18), all salary schedule steps contained in Appendices A-1 and A-2 will be increased by a 2% Cost of Living Allowance (COLA). Article XII provisions in effect as of December 31, 2017 shall be frozen and extended through December 31, 2021. For FY18, salary schedule step increases shall be funded. In addition, there will be no furloughs or layoffs of bargaining unit employees during this fiscal year.

For the FY19 Successor Agreement, negotiable items will be limited to three (3) articles selected by each respective party, but excluding wages and other rates of pay included in the Agreement. Article XII provisions shall remain in effect as modified and agreed upon during previous negotiations through December 31, 2021.

16.3 Effective July 1, 2018 (FY19), salary schedule step increases shall be funded. Effective January 1, 2019, all salary schedule steps contained in Appendices A-1 and A-2 will be increased by a three percent (3%) Cost of Living Allowance (COLA). In addition, there will be no furloughs or layoffs of bargaining unit employees during this fiscal year. Article XII provisions shall remain in effect as modified and agreed during previous negotiations through December 31, 2021.

For the FY20 Successor Agreement, all existing articles will be open for negotiations, except Article XII provisions as modified and agreed upon during previous negotiations, which shall remain in effect through December 31, 2021.

Implementation of negotiated fiscal provisions each year of this Agreement is dependent upon appropriation of the necessary funds by the County Council of Baltimore County.

FOR THE BOARD:

George Duque
Barbara Burnopp
Kara Calder
John Mayo

Consultants:
Lisa Grillo
Todd Porter

FOR OPE:

Dan Capozzi
Leigh Cochrane
Kelly Hammond
Terry Zoller

Consultants:
Nick Argyros

Upon conclusion of the FY19 negotiations and subsequent ratification of the tentative agreements by both parties, this Master Agreement was updated by incorporating all agreed upon changes effective July 1, 2018.

FOR THE BOARD:
George Duque

FOR THE OPE:
Lyle Patzkowsky

APPENDIX A-1

BALTIMORE COUNTY PUBLIC SCHOOLS
Annual Salary Scale for Exempt 10-Month Employees Represented by BCPSOPE
Effective July 1, 2018 – December 31, 2018
Divide the annual salary by 21.3 to obtain the biweekly salary

Step	Grade 01 Annual	Grade 02 Annual	Grade 03 Annual	Grade 04 Annual	Grade 05 Annual
01	27,427	29,064	30,797	32,635	34,583
02	27,976	29,645	31,413	33,288	35,275
03	28,536	30,238	32,041	33,954	35,981
04	29,107	30,843	32,682	34,633	36,701
05	29,689	31,460	33,336	35,326	37,435
06	30,283	32,089	34,003	36,033	38,184
07	30,889	32,731	34,683	36,754	38,948
08	31,507	33,386	35,377	37,489	39,727
09	32,137	34,054	36,085	38,239	40,522
10	32,780	34,735	36,807	39,004	41,332
11	33,436	35,430	37,543	39,784	42,159
12	34,105	36,139	38,294	40,580	43,002
13	34,787	36,862	39,060	41,392	43,862
14	35,483	37,599	39,841	42,220	44,739
15	36,193	38,351	40,638	43,064	45,634
16	36,917	39,118	41,451	43,925	46,547
17	37,655	39,900	42,280	44,804	47,478
18	38,408	40,698	43,126	45,700	48,428
19	39,176	41,512	43,989	46,614	49,397
20	39,960	42,342	44,869	47,546	50,385
21	40,759	43,189	45,766	48,497	51,393
22	41,574	44,053	46,681	49,467	52,421
23	42,405	44,934	47,615	50,456	53,469

APPENDIX A-1 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Annual Salary Scale for Exempt 10-Month Employees Represented by BCPSOPE
Effective July 1, 2018 – December 31, 2018
Divide the annual salary by 21.3 to obtain the biweekly salary

Step	Grade 06 Annual	Grade 07 Annual	Grade 08 Annual	Grade 09 Annual	Grade 10 Annual
01	36,651	38,841	41,160	43,621	46,227
02	37,384	39,618	41,983	44,493	47,152
03	38,132	40,410	42,823	45,383	48,095
04	38,895	41,218	43,679	46,291	49,057
05	39,673	42,042	44,553	47,217	50,038
06	40,466	42,883	45,444	48,161	51,039
07	41,275	43,741	46,353	49,124	52,060
08	42,101	44,616	47,280	50,106	53,101
09	42,943	45,508	48,226	51,108	54,163
10	43,802	46,418	49,191	52,130	55,246
11	44,678	47,346	50,175	53,173	56,351
12	45,572	48,293	51,179	54,236	57,478
13	46,483	49,259	52,203	55,321	58,628
14	47,413	50,244	53,247	56,427	59,801
15	48,361	51,249	54,312	57,556	60,997
16	49,328	52,274	55,398	58,707	62,217
17	50,315	53,319	56,506	59,881	63,461
18	51,321	54,385	57,636	61,079	64,730
19	52,347	55,473	58,789	62,301	66,025
20	53,394	56,582	59,965	63,547	67,346
21	54,462	57,714	61,164	64,818	68,693
22	55,551	58,868	62,387	66,114	70,067
23	56,662	60,045	63,635	67,436	71,468

APPENDIX A-1 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Biweekly Salary Scale for Exempt 10-Month Employees Represented by BCPSOPE
Effective July 1, 2018 – December 31, 2018
Divide the annual salary by 21.3 to obtain the biweekly salary

Step	Grade 01 Biweekly	Grade 02 Biweekly	Grade 03 Biweekly	Grade 04 Biweekly	Grade 05 Biweekly
01	1,287.65	1,364.51	1,445.87	1,532.16	1,623.62
02	1,313.43	1,391.78	1,474.79	1,562.82	1,656.10
03	1,339.72	1,419.62	1,504.27	1,594.08	1,689.25
04	1,366.53	1,448.03	1,534.37	1,625.96	1,723.05
05	1,393.85	1,477.00	1,565.07	1,658.50	1,757.51
06	1,421.74	1,506.53	1,596.38	1,691.69	1,792.68
07	1,450.19	1,536.67	1,628.31	1,725.54	1,828.54
08	1,479.20	1,567.42	1,660.89	1,760.05	1,865.12
09	1,508.78	1,598.78	1,694.13	1,795.26	1,902.44
10	1,538.97	1,630.75	1,728.03	1,831.17	1,940.47
11	1,569.77	1,663.38	1,762.58	1,867.79	1,979.30
12	1,601.17	1,696.67	1,797.84	1,905.16	2,018.87
13	1,633.19	1,730.61	1,833.80	1,943.29	2,059.25
14	1,665.87	1,765.21	1,870.47	1,982.16	2,100.42
15	1,699.20	1,800.52	1,907.89	2,021.78	2,142.44
16	1,733.19	1,836.53	1,946.06	2,062.21	2,185.31
17	1,767.84	1,873.24	1,984.98	2,103.47	2,229.01
18	1,803.19	1,910.70	2,024.69	2,145.54	2,273.62
19	1,839.25	1,948.92	2,065.21	2,188.45	2,319.11
20	1,876.06	1,987.89	2,106.53	2,232.21	2,365.49
21	1,913.57	2,027.65	2,148.64	2,276.85	2,412.82
22	1,951.83	2,068.22	2,191.60	2,322.39	2,461.08
23	1,990.85	2,109.58	2,235.45	2,368.83	2,510.28

APPENDIX A-1 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Biweekly Salary Scale for Exempt 10-Month Employees Represented by BCPSOPE
Effective July 1, 2018 – December 31, 2018
Divide the annual salary by 21.3 to obtain the biweekly salary

Step	Grade 06 Biweekly	Grade 07 Biweekly	Grade 08 Biweekly	Grade 09 Biweekly	Grade 10 Biweekly
01	1,720.70	1,823.52	1,932.39	2,047.93	2,170.28
02	1,755.12	1,860.00	1,971.03	2,088.87	2,213.71
03	1,790.23	1,897.18	2,010.47	2,130.66	2,257.98
04	1,826.06	1,935.12	2,050.66	2,173.29	2,303.15
05	1,862.58	1,973.80	2,091.69	2,216.76	2,349.20
06	1,899.81	2,013.29	2,133.52	2,261.08	2,396.20
07	1,937.79	2,053.57	2,176.20	2,306.29	2,444.13
08	1,976.57	2,094.65	2,219.72	2,352.39	2,493.00
09	2,016.10	2,136.53	2,264.13	2,399.44	2,542.86
10	2,056.43	2,179.25	2,309.44	2,447.42	2,593.71
11	2,097.56	2,222.82	2,355.63	2,496.38	2,645.59
12	2,139.53	2,267.28	2,402.77	2,546.29	2,698.50
13	2,182.30	2,312.63	2,450.85	2,597.23	2,752.49
14	2,225.96	2,358.87	2,499.86	2,649.15	2,807.56
15	2,270.47	2,406.06	2,549.86	2,702.16	2,863.71
16	2,315.87	2,454.18	2,600.85	2,756.20	2,920.99
17	2,362.21	2,503.24	2,652.86	2,811.31	2,979.39
18	2,409.44	2,553.29	2,705.92	2,867.56	3,038.97
19	2,457.61	2,604.37	2,760.05	2,924.93	3,099.77
20	2,506.76	2,656.43	2,815.26	2,983.43	3,161.78
21	2,556.90	2,709.58	2,871.55	3,043.10	3,225.02
22	2,608.03	2,763.76	2,928.97	3,103.94	3,289.53
23	2,660.19	2,819.01	2,987.56	3,166.01	3,355.31

APPENDIX A-1 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Annual Salary Scale for Exempt 10-Month Employees Represented by BCPSOPE
Effective January 1, 2019
Divide the annual salary by 21.3 to obtain the biweekly salary

Step	Grade 01 Annual	Grade 02 Annual	Grade 03 Annual	Grade 04 Annual	Grade 05 Annual
01	28,250	29,936	31,721	33,614	35,620
02	28,815	30,534	32,355	34,287	36,333
03	29,392	31,145	33,002	34,973	37,060
04	29,980	31,768	33,662	35,672	37,802
05	30,580	32,404	34,336	36,386	38,558
06	31,191	33,052	35,023	37,114	39,330
07	31,816	33,713	35,723	37,857	40,116
08	32,452	34,388	36,438	38,614	40,919
09	33,101	35,076	37,168	39,386	41,738
10	33,763	35,777	37,911	40,174	42,572
11	34,439	36,493	38,669	40,978	43,424
12	35,128	37,223	39,443	41,797	44,292
13	35,831	37,968	40,232	42,634	45,178
14	36,547	38,727	41,036	43,487	46,081
15	37,279	39,502	41,857	44,356	47,003
16	38,025	40,292	42,695	45,243	47,943
17	38,785	41,097	43,548	46,148	48,902
18	39,560	41,919	44,420	47,071	49,881
19	40,351	42,757	45,309	48,012	50,879
20	41,159	43,612	46,215	48,972	51,897
21	41,982	44,485	47,139	49,952	52,935
22	42,821	45,375	48,081	50,951	53,994
23	43,677	46,282	49,043	51,970	55,073

APPENDIX A-1 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Annual Salary Scale for Exempt 10-Month Employees Represented by BCPSOPE
Effective January 1, 2019
Divide the annual salary by 21.3 to obtain the biweekly salary

Step	Grade 06 Annual	Grade 07 Annual	Grade 08 Annual	Grade 09 Annual	Grade 10 Annual
01	37,751	40,006	42,395	44,930	47,614
02	38,506	40,807	43,242	45,828	48,567
03	39,276	41,622	44,108	46,744	49,538
04	40,062	42,455	44,989	47,680	50,529
05	40,863	43,303	45,890	48,634	51,539
06	41,680	44,169	46,807	49,606	52,570
07	42,513	45,053	47,744	50,598	53,622
08	43,364	45,954	48,698	51,609	54,694
09	44,231	46,873	49,673	52,641	55,788
10	45,116	47,811	50,667	53,694	56,903
11	46,018	48,766	51,680	54,768	58,042
12	46,939	49,742	52,714	55,863	59,202
13	47,877	50,737	53,769	56,981	60,387
14	48,835	51,751	54,844	58,120	61,595
15	49,812	52,786	55,941	59,283	62,827
16	50,808	53,842	57,060	60,468	64,084
17	51,824	54,919	58,201	61,677	65,365
18	52,861	56,017	59,365	62,911	66,672
19	53,917	57,137	60,553	64,170	68,006
20	54,996	58,279	61,764	65,453	69,366
21	56,096	59,445	62,999	66,763	70,754
22	57,218	60,634	64,259	68,097	72,169
23	58,362	61,846	65,544	69,459	73,612

APPENDIX A-1 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Biweekly Salary Scale for Exempt 10-Month Employees Represented by BCPSOPE
Effective January 1, 2019
Divide the annual salary by 21.3 to obtain the biweekly salary

Step	Grade 01 Biweekly	Grade 02 Biweekly	Grade 03 Biweekly	Grade 04 Biweekly	Grade 05 Biweekly
01	1,326.29	1,405.45	1,489.25	1,578.12	1,672.30
02	1,352.82	1,433.52	1,519.01	1,609.72	1,705.77
03	1,379.91	1,462.21	1,549.39	1,641.92	1,739.91
04	1,407.51	1,491.46	1,580.38	1,674.74	1,774.74
05	1,435.68	1,521.31	1,612.02	1,708.26	1,810.23
06	1,464.37	1,551.74	1,644.27	1,742.44	1,846.48
07	1,493.71	1,582.77	1,677.14	1,777.32	1,883.38
08	1,523.57	1,614.46	1,710.70	1,812.86	1,921.08
09	1,554.04	1,646.76	1,744.98	1,849.11	1,959.53
10	1,585.12	1,679.67	1,779.86	1,886.10	1,998.69
11	1,616.85	1,713.29	1,815.45	1,923.85	2,038.69
12	1,649.20	1,747.56	1,851.78	1,962.30	2,079.44
13	1,682.21	1,782.54	1,888.83	2,001.60	2,121.03
14	1,715.82	1,818.17	1,926.57	2,041.64	2,163.43
15	1,750.19	1,854.55	1,965.12	2,082.44	2,206.71
16	1,785.21	1,891.64	2,004.46	2,124.08	2,250.85
17	1,820.89	1,929.44	2,044.51	2,166.57	2,295.87
18	1,857.28	1,968.03	2,085.45	2,209.91	2,341.83
19	1,894.41	2,007.37	2,127.18	2,254.08	2,388.69
20	1,932.35	2,047.51	2,169.72	2,299.15	2,436.48
21	1,970.99	2,088.50	2,213.10	2,345.16	2,485.21
22	2,010.38	2,130.28	2,257.32	2,392.07	2,534.93
23	2,050.56	2,172.86	2,302.49	2,439.91	2,585.59

APPENDIX A-1 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Biweekly Salary Scale for Exempt 10-Month Employees Represented by BCPSOPE
Effective January 1, 2019
Divide the annual salary by 21.3 to obtain the biweekly salary

Step	Grade 06 Biweekly	Grade 07 Biweekly	Grade 08 Biweekly	Grade 09 Biweekly	Grade 10 Biweekly
01	1,772.35	1,878.22	1,990.38	2,109.39	2,235.40
02	1,807.79	1,915.82	2,030.14	2,151.55	2,280.14
03	1,843.94	1,954.08	2,070.80	2,194.55	2,325.73
04	1,880.85	1,993.19	2,112.16	2,238.50	2,372.25
05	1,918.45	2,033.00	2,154.46	2,283.29	2,419.67
06	1,956.81	2,073.66	2,197.51	2,328.92	2,468.08
07	1,995.92	2,115.16	2,241.50	2,375.49	2,517.46
08	2,035.87	2,157.46	2,286.29	2,422.96	2,567.79
09	2,076.57	2,200.61	2,332.07	2,471.41	2,619.15
10	2,118.12	2,244.65	2,378.73	2,520.85	2,671.50
11	2,160.47	2,289.48	2,426.29	2,571.27	2,724.98
12	2,203.71	2,335.31	2,474.84	2,622.68	2,779.44
13	2,247.75	2,382.02	2,524.37	2,675.16	2,835.07
14	2,292.72	2,429.62	2,574.84	2,728.64	2,891.78
15	2,338.59	2,478.22	2,626.34	2,783.24	2,949.62
16	2,385.35	2,527.79	2,678.87	2,838.87	3,008.64
17	2,433.05	2,578.36	2,732.44	2,895.63	3,068.78
18	2,481.74	2,629.91	2,787.09	2,953.57	3,130.14
19	2,531.31	2,682.49	2,842.86	3,012.68	3,192.77
20	2,581.97	2,736.10	2,899.72	3,072.91	3,256.62
21	2,633.62	2,790.85	2,957.70	3,134.41	3,321.78
22	2,686.29	2,846.67	3,016.85	3,197.04	3,388.22
23	2,740.00	2,903.57	3,077.18	3,260.99	3,455.96

APPENDIX A-2

BALTIMORE COUNTY PUBLIC SCHOOLS
Annual Salary Scale for Exempt 12-Month Employees Represented by BCPSOPE
Effective July 1, 2018 – December 31, 2018
Divide the annual salary by 26.0 to obtain the biweekly salary

Step	Grade 01 Annual	Grade 02 Annual	Grade 03 Annual	Grade 04 Annual	Grade 05 Annual	Grade 06 Annual	Grade 07 Annual	Grade 08 Annual
01	51,037	54,087	57,321	60,747	64,383	68,232	72,315	76,643
02	52,058	55,169	58,467	61,962	65,671	69,597	73,761	78,176
03	53,099	56,272	59,636	63,201	66,984	70,989	75,236	79,740
04	54,161	57,397	60,829	64,465	68,324	72,409	76,741	81,335
05	55,244	58,545	62,046	65,754	69,690	73,857	78,276	82,962
06	56,349	59,716	63,287	67,069	71,084	75,334	79,842	84,621
07	57,476	60,910	64,553	68,410	72,506	76,841	81,439	86,313
08	58,626	62,128	65,844	69,778	73,956	78,378	83,068	88,039
09	59,799	63,371	67,161	71,174	75,435	79,946	84,729	89,800
10	60,995	64,638	68,504	72,597	76,944	81,545	86,424	91,596
11	62,215	65,931	69,874	74,049	78,483	83,176	88,152	93,428
12	63,459	67,250	71,271	75,530	80,053	84,840	89,915	95,297
13	64,728	68,595	72,696	77,041	81,654	86,537	91,713	97,203
14	66,023	69,967	74,150	78,582	83,287	88,268	93,547	99,147
15	67,343	71,366	75,633	80,154	84,953	90,033	95,418	101,130
16	68,690	72,793	77,146	81,757	86,652	91,834	97,326	103,153
17	70,064	74,249	78,689	83,392	88,385	93,671	99,273	105,216
18	71,465	75,734	80,263	85,060	90,153	95,544	101,258	107,320
19	72,894	77,249	81,868	86,761	91,956	97,455	103,283	109,466
20	74,352	78,794	83,505	88,496	93,795	99,404	105,349	111,655
21	75,839	80,370	85,175	90,266	95,671	101,392	107,456	113,888
22	77,356	81,977	86,879	92,071	97,584	103,420	109,605	116,166
23	78,903	83,617	88,617	93,912	99,536	105,488	111,797	118,489

APPENDIX A-2 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Annual Salary Scale for Exempt 12-Month Employees Represented by BCPSOPE
Effective July 1, 2018 – December 31, 2018
Divide the annual salary by 26.0 to obtain the biweekly salary

Step	Grade 09 Annual	Grade 10 Annual	Grade 11 Annual	Grade 12 Annual	Grade 13 Annual	Grade 14 Annual	Grade 15 Annual	Grade 16 Annual
01	81,231	86,095	91,248	96,711	102,502	108,652	115,171	122,082
02	82,856	87,817	93,073	98,645	104,552	110,825	117,474	124,524
03	84,513	89,573	94,934	100,618	106,643	113,042	119,823	127,014
04	86,203	91,364	96,833	102,630	108,776	115,303	122,219	129,554
05	87,927	93,191	98,770	104,683	110,952	117,609	124,663	132,145
06	89,686	95,055	100,745	106,777	113,171	119,961	127,156	134,788
07	91,480	96,956	102,760	108,913	115,434	122,360	129,699	137,484
08	93,310	98,895	104,815	111,091	117,743	124,807	132,293	140,234
09	95,176	100,873	106,911	113,313	120,098	127,303	134,939	143,039
10	97,080	102,890	109,049	115,579	122,500	129,849	137,638	145,900
11	99,022	104,948	111,230	117,891	124,950	132,446	140,391	148,818
12	101,002	107,047	113,455	120,249	127,449	135,095	143,199	151,794
13	103,022	109,188	115,724	122,654	129,998	137,797	146,063	154,830
14	105,082	111,372	118,038	125,107	132,598	140,553	148,984	157,927
15	107,184	113,599	120,399	127,609	135,250	143,364	151,964	161,086
16	109,328	115,871	122,807	130,161	137,955	146,231	155,003	164,308
17	111,515	118,188	125,263	132,764	140,714	149,156	158,103	167,594
18	113,745	120,552	127,768	135,419	143,528	152,139	161,265	170,946
19	116,020	122,963	130,323	138,127	146,399	155,182	164,490	174,365
20	118,340	125,422	132,929	140,890	149,327	158,286	167,780	177,852
21	120,707	127,930	135,588	143,708	152,314	161,452	171,136	181,409
22	123,121	130,489	138,300	146,582	155,360	164,681	174,559	185,037
23	125,583	133,099	141,066	149,514	155,360	167,975	178,050	188,738

APPENDIX A-2 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Biweekly Salary Scale for Exempt 12-Month Employees Represented by BCPSOPE
Effective July 1, 2018 – December 31, 2018
Divide the annual salary by 26.0 to obtain the biweekly salary

Step	Grade 01 Biweekly	Grade 02 Biweekly	Grade 03 Biweekly	Grade 04 Biweekly	Grade 05 Biweekly	Grade 06 Biweekly	Grade 07 Biweekly	Grade 08 Biweekly
01	1,962.96	2,080.27	2,204.65	2,336.42	2,476.27	2,624.31	2,781.35	2,947.81
02	2,002.23	2,121.88	2,248.73	2,383.15	2,525.81	2,676.81	2,836.96	3,006.77
03	2,042.27	2,164.31	2,293.69	2,430.81	2,576.31	2,730.35	2,893.69	3,066.92
04	2,083.12	2,207.58	2,339.58	2,479.42	2,627.85	2,784.96	2,951.58	3,128.27
05	2,124.77	2,251.73	2,386.38	2,529.00	2,680.38	2,840.65	3,010.62	3,190.85
06	2,167.27	2,296.77	2,434.12	2,579.58	2,734.00	2,897.46	3,070.85	3,254.65
07	2,210.62	2,342.69	2,482.81	2,631.15	2,788.69	2,955.42	3,132.27	3,319.73
08	2,254.85	2,389.54	2,532.46	2,683.77	2,844.46	3,014.54	3,194.92	3,386.12
09	2,299.96	2,437.35	2,583.12	2,737.46	2,901.35	3,074.85	3,258.81	3,453.85
10	2,345.96	2,486.08	2,634.77	2,792.19	2,959.38	3,136.35	3,324.00	3,522.92
11	2,392.88	2,535.81	2,687.46	2,848.04	3,018.58	3,199.08	3,390.46	3,593.38
12	2,440.73	2,586.54	2,741.19	2,905.00	3,078.96	3,263.08	3,458.27	3,665.27
13	2,489.54	2,638.27	2,796.00	2,963.12	3,140.54	3,328.35	3,527.42	3,738.58
14	2,539.35	2,691.04	2,851.92	3,022.38	3,203.35	3,394.92	3,597.96	3,813.35
15	2,590.12	2,744.85	2,908.96	3,082.85	3,267.42	3,462.81	3,669.92	3,889.62
16	2,641.92	2,799.73	2,967.15	3,144.50	3,332.77	3,532.08	3,743.31	3,967.42
17	2,694.77	2,855.73	3,026.50	3,207.38	3,399.42	3,602.73	3,818.19	4,046.77
18	2,748.65	2,912.85	3,087.04	3,271.54	3,467.42	3,674.77	3,894.54	4,127.69
19	2,803.62	2,971.12	3,148.77	3,336.96	3,536.77	3,748.27	3,972.42	4,210.23
20	2,859.69	3,030.54	3,211.73	3,403.69	3,607.50	3,823.23	4,051.88	4,294.42
21	2,916.88	3,091.15	3,275.96	3,471.77	3,679.65	3,899.69	4,132.92	4,380.31
22	2,975.23	3,152.96	3,341.50	3,541.19	3,753.23	3,977.69	4,215.58	4,467.92
23	3,034.73	3,216.04	3,408.35	3,612.00	3,828.31	4,057.23	4,299.88	4,557.27

APPENDIX A-2 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Biweekly Salary Scale for Exempt 12-Month Employees Represented by BCPSOPE
Effective July 1, 2018 – December 31, 2018
Divide the annual salary by 26.0 to obtain the biweekly salary

Step	Grade 09 Biweekly	Grade 10 Biweekly	Grade 11 Biweekly	Grade 12 Biweekly	Grade 13 Biweekly	Grade 14 Biweekly	Grade 15 Biweekly	Grade 16 Biweekly
01	3,124.27	3,311.35	3,509.54	3,719.65	3,942.38	4,178.92	4,429.65	4,695.46
02	3,186.77	3,377.58	3,579.73	3,794.04	4,021.23	4,262.50	4,518.23	4,789.38
03	3,250.50	3,445.12	3,651.31	3,869.92	4,101.65	4,347.77	4,608.58	4,885.15
04	3,315.50	3,514.00	3,724.35	3,947.31	4,183.69	4,434.73	4,700.73	4,982.85
05	3,381.81	3,584.27	3,798.85	4,026.27	4,267.38	4,523.42	4,794.73	5,082.50
06	3,449.46	3,655.96	3,874.81	4,106.81	4,352.73	4,613.88	4,890.62	5,184.15
07	3,518.46	3,729.08	3,952.31	4,188.96	4,439.77	4,706.15	4,988.42	5,287.85
08	3,588.85	3,803.65	4,031.35	4,272.73	4,528.58	4,800.27	5,088.19	5,393.62
09	3,660.62	3,879.73	4,111.96	4,358.19	4,619.15	4,896.27	5,189.96	5,501.50
10	3,733.85	3,957.31	4,194.19	4,445.35	4,711.54	4,994.19	5,293.77	5,611.54
11	3,808.54	4,036.46	4,278.08	4,534.27	4,805.77	5,094.08	5,399.65	5,723.77
12	3,884.69	4,117.19	4,363.65	4,624.96	4,901.88	5,195.96	5,507.65	5,838.23
13	3,962.38	4,199.54	4,450.92	4,717.46	4,999.92	5,299.88	5,617.81	5,955.00
14	4,041.62	4,283.54	4,539.92	4,811.81	5,099.92	5,405.88	5,730.15	6,074.12
15	4,122.46	4,369.19	4,630.73	4,908.04	5,201.92	5,514.00	5,844.77	6,195.62
16	4,204.92	4,456.58	4,723.35	5,006.19	5,305.96	5,624.27	5,961.65	6,319.54
17	4,289.04	4,545.69	4,817.81	5,106.31	5,412.08	5,736.77	6,080.88	6,445.92
18	4,374.81	4,636.62	4,914.15	5,208.42	5,520.31	5,851.50	6,202.50	6,574.85
19	4,462.31	4,729.35	5,012.42	5,312.58	5,630.73	5,968.54	6,326.54	6,706.35
20	4,551.54	4,823.92	5,112.65	5,418.85	5,743.35	6,087.92	6,453.08	6,840.46
21	4,642.58	4,920.38	5,214.92	5,527.23	5,858.23	6,209.69	6,582.15	6,977.27
22	4,735.42	5,018.81	5,319.23	5,637.77	5,975.38	6,333.88	6,713.81	7,116.81
23	4,830.12	5,119.19	5,425.62	5,750.54	5,975.38	6,460.58	6,848.08	7,259.15

APPENDIX A-2 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Biweekly Salary Scale for Exempt 12-Month Employees Represented by BCPSOPE
Effective January 1, 2019
Divide the annual salary by 26.0 to obtain the biweekly salary

Step	Grade 01 Annual	Grade 02 Annual	Grade 03 Annual	Grade 04 Annual	Grade 05 Annual	Grade 06 Annual	Grade 07 Annual	Grade 08 Annual
01	52,568	55,710	59,041	62,569	66,314	70,279	74,484	78,942
02	53,620	56,824	60,221	63,821	67,641	71,685	75,974	80,521
03	54,692	57,960	61,425	65,097	68,994	73,119	77,493	82,132
04	55,786	59,119	62,654	66,399	70,374	74,581	79,043	83,775
05	56,901	60,301	63,907	67,727	71,781	76,073	80,624	85,451
06	58,039	61,507	65,186	69,081	73,217	77,594	82,237	87,160
07	59,200	62,737	66,490	70,462	74,681	79,146	83,882	88,902
08	60,385	63,992	67,819	71,871	76,175	80,729	85,560	90,680
09	61,593	65,272	69,176	73,309	77,698	82,344	87,271	92,494
10	62,825	66,577	70,559	74,775	79,252	83,991	89,017	94,344
11	64,081	67,909	71,970	76,270	80,837	85,671	90,797	96,231
12	65,363	69,268	73,409	77,796	82,455	87,385	92,612	98,156
13	66,670	70,653	74,877	79,352	84,104	89,133	94,464	100,119
14	68,004	72,066	76,375	80,939	85,786	90,916	96,353	102,121
15	69,363	73,507	77,902	82,559	87,502	92,734	98,281	104,164
16	70,751	74,977	79,460	84,210	89,252	94,589	100,246	106,248
17	72,166	76,476	81,050	85,894	91,037	96,481	102,251	108,372
18	73,609	78,006	82,671	87,612	92,858	98,410	104,296	110,540
19	75,081	79,566	84,324	89,364	94,715	100,379	106,381	112,750
20	76,583	81,158	86,010	91,151	96,609	102,386	108,509	115,005
21	78,114	82,781	87,730	92,974	98,541	104,434	110,680	117,305
22	79,677	84,436	89,485	94,833	100,512	106,523	112,893	119,651
23	81,270	86,126	91,276	96,729	102,522	108,653	115,151	122,044

APPENDIX A-2 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Biweekly Salary Scale for Exempt 12-Month Employees Represented by BCPSOPE
Effective January 1, 2019
Divide the annual salary by 26.0 to obtain the biweekly salary

Step	Grade 09 Annual	Grade 10 Annual	Grade 11 Annual	Grade 12 Annual	Grade 13 Annual	Grade 14 Annual	Grade 15 Annual	Grade 16 Annual
01	83,668	88,678	93,985	99,612	105,577	111,912	118,626	125,744
02	85,342	90,452	95,865	101,604	107,689	114,150	120,998	128,260
03	87,048	92,260	97,782	103,637	109,842	116,433	123,418	130,824
04	88,789	94,105	99,738	105,709	112,039	118,762	125,886	133,441
05	90,565	95,987	101,733	107,823	114,281	121,137	128,403	136,109
06	92,377	97,907	103,767	109,980	116,566	123,560	130,971	138,832
07	94,224	99,865	105,843	112,180	118,897	126,031	133,590	141,609
08	96,109	101,862	107,959	114,424	121,275	128,551	136,262	144,441
09	98,031	103,899	110,118	116,712	123,701	131,122	138,987	147,330
10	99,992	105,977	112,320	119,046	126,175	133,744	141,767	150,277
11	101,993	108,096	114,567	121,428	128,699	136,419	144,603	153,283
12	104,032	110,258	116,859	123,856	131,272	139,148	147,495	156,348
13	106,113	112,464	119,196	126,334	133,898	141,931	150,445	159,475
14	108,234	114,713	121,579	128,860	136,576	144,770	153,454	162,665
15	110,400	117,007	124,011	131,437	139,308	147,665	156,523	165,919
16	112,608	119,347	126,491	134,066	142,094	150,618	159,653	169,237
17	114,860	121,734	129,021	136,747	144,935	153,631	162,846	172,622
18	117,157	124,169	131,601	139,482	147,834	156,703	166,103	176,074
19	119,501	126,652	134,233	142,271	150,791	159,837	169,425	179,596
20	121,890	129,185	136,917	145,117	153,807	163,035	172,813	183,188
21	124,328	131,768	139,656	148,019	156,883	166,296	176,270	186,851
22	126,815	134,404	142,449	150,979	160,021	169,621	179,796	190,588
23	129,350	137,092	145,298	153,999	163,221	173,014	183,392	194,400

APPENDIX A-2 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Biweekly Salary Scale for Exempt 12-Month Employees Represented by BCPSOPE
Effective January 1, 2019
Divide the annual salary by 26.0 to obtain the biweekly salary

Step	Grade 01 Biweekly	Grade 02 Biweekly	Grade 03 Biweekly	Grade 04 Biweekly	Grade 05 Biweekly	Grade 06 Biweekly	Grade 07 Biweekly	Grade 08 Biweekly
01	2,021.85	2,142.69	2,270.81	2,406.50	2,550.54	2,703.04	2,864.77	3,036.23
02	2,062.31	2,185.54	2,316.19	2,454.65	2,601.58	2,757.12	2,922.08	3,096.96
03	2,103.54	2,229.23	2,362.50	2,503.73	2,653.62	2,812.27	2,980.50	3,158.92
04	2,145.62	2,273.81	2,409.77	2,553.81	2,706.69	2,868.50	3,040.12	3,222.12
05	2,188.50	2,319.27	2,457.96	2,604.88	2,760.81	2,925.88	3,100.92	3,286.58
06	2,232.27	2,365.65	2,507.15	2,656.96	2,816.04	2,984.38	3,162.96	3,352.31
07	2,276.92	2,412.96	2,557.31	2,710.08	2,872.35	3,044.08	3,226.23	3,419.31
08	2,322.50	2,461.23	2,608.42	2,764.27	2,929.81	3,104.96	3,290.77	3,487.69
09	2,368.96	2,510.46	2,660.62	2,819.58	2,988.38	3,167.08	3,356.58	3,557.46
10	2,416.35	2,560.65	2,713.81	2,875.96	3,048.15	3,230.42	3,423.73	3,628.62
11	2,464.65	2,611.88	2,768.08	2,933.46	3,109.12	3,295.04	3,492.19	3,701.19
12	2,513.96	2,664.15	2,823.42	2,992.15	3,171.35	3,360.96	3,562.00	3,775.23
13	2,564.23	2,717.42	2,879.88	3,052.00	3,234.77	3,428.19	3,633.23	3,850.73
14	2,615.54	2,771.77	2,937.50	3,113.04	3,299.46	3,496.77	3,705.88	3,927.73
15	2,667.81	2,827.19	2,996.23	3,175.35	3,365.46	3,566.69	3,780.04	4,006.31
16	2,721.19	2,883.73	3,056.15	3,238.85	3,432.77	3,638.04	3,855.62	4,086.46
17	2,775.62	2,941.38	3,117.31	3,303.62	3,501.42	3,710.81	3,932.73	4,168.15
18	2,831.12	3,000.23	3,179.65	3,369.69	3,571.46	3,785.00	4,011.38	4,251.54
19	2,887.73	3,060.23	3,243.23	3,437.08	3,642.88	3,860.73	4,091.58	4,336.54
20	2,945.50	3,121.46	3,308.08	3,505.81	3,715.73	3,937.92	4,173.42	4,423.27
21	3,004.38	3,183.88	3,374.23	3,575.92	3,790.04	4,016.69	4,256.92	4,511.73
22	3,064.50	3,247.54	3,441.73	3,647.42	3,865.85	4,097.04	4,342.04	4,601.96
23	3,125.77	3,312.54	3,510.62	3,720.35	3,943.15	4,178.96	4,428.88	4,694.00

APPENDIX A-2 (continued)

BALTIMORE COUNTY PUBLIC SCHOOLS
Biweekly Salary Scale for Exempt 12-Month Employees Represented by BCPSOPE
Effective January 1, 2019
Divide the annual salary by 26.0 to obtain the biweekly salary

Step	Grade 09 Biweekly	Grade 10 Biweekly	Grade 11 Biweekly	Grade 12 Biweekly	Grade 13 Biweekly	Grade 14 Biweekly	Grade 15 Biweekly	Grade 16 Biweekly
01	3,218.00	3,410.69	3,614.81	3,831.23	4,060.65	4,304.31	4,562.54	4,836.31
02	3,282.38	3,478.92	3,687.12	3,907.85	4,141.88	4,390.38	4,653.77	4,933.08
03	3,348.00	3,548.46	3,760.85	3,986.04	4,224.69	4,478.19	4,746.85	5,031.69
04	3,414.96	3,619.42	3,836.08	4,065.73	4,309.19	4,567.77	4,841.77	5,132.35
05	3,483.27	3,691.81	3,912.81	4,147.04	4,395.42	4,659.12	4,938.58	5,234.96
06	3,552.96	3,765.65	3,991.04	4,230.00	4,483.31	4,752.31	5,037.35	5,339.69
07	3,624.00	3,840.96	4,070.88	4,314.62	4,572.96	4,847.35	5,138.08	5,446.50
08	3,696.50	3,917.77	4,152.27	4,400.92	4,664.42	4,944.27	5,240.85	5,555.42
09	3,770.42	3,996.12	4,235.31	4,488.92	4,757.73	5,043.15	5,345.65	5,666.54
10	3,845.85	4,076.04	4,320.00	4,578.69	4,852.88	5,144.00	5,452.58	5,779.88
11	3,922.81	4,157.54	4,406.42	4,670.31	4,949.96	5,246.88	5,561.65	5,895.50
12	4,001.23	4,240.69	4,494.58	4,763.69	5,048.92	5,351.85	5,672.88	6,013.38
13	4,081.27	4,325.54	4,584.46	4,859.00	5,149.92	5,458.88	5,786.35	6,133.65
14	4,162.85	4,412.04	4,676.12	4,956.15	5,252.92	5,568.08	5,902.08	6,256.35
15	4,246.15	4,500.27	4,769.65	5,055.27	5,358.00	5,679.42	6,020.12	6,381.50
16	4,331.08	4,590.27	4,865.04	5,156.38	5,465.15	5,793.00	6,140.50	6,509.12
17	4,417.69	4,682.08	4,962.35	5,259.50	5,574.42	5,908.88	6,263.31	6,639.31
18	4,506.04	4,775.73	5,061.58	5,364.69	5,685.92	6,027.04	6,388.58	6,772.08
19	4,596.19	4,871.23	5,162.81	5,471.96	5,799.65	6,147.58	6,516.35	6,907.54
20	4,688.08	4,968.65	5,266.04	5,581.42	5,915.65	6,270.58	6,646.65	7,045.69
21	4,781.85	5,068.00	5,371.38	5,693.04	6,033.96	6,396.00	6,779.62	7,186.58
22	4,877.50	5,169.38	5,478.81	5,806.88	6,154.65	6,523.88	6,915.23	7,330.31
23	4,975.00	5,272.77	5,588.38	5,923.04	6,277.73	6,654.38	7,053.54	7,476.92

APPENDIX B

Medical, Dental, and Vision Deductions for Full-Time Employees

Effective 1/1/2018 – 12/31/2018

MEDICAL INSURANCE **	Total Premium or Equivalent	Board Annual Share	Your Annual Share	Your bi-weekly Deduction *
CIGNA OAPIN (In Network)				
Individual	$8,349.24	$7,096.85	$1,252.39	$ 62.62
Parent/Child	16,542.36	14,061.01	2,481.35	124.07
Two Adults	19,924.44	16,935.77	2,988.67	149.43
Family	22,464.24	19,094.60	3,369.64	168.48
CIGNA OAP (In/Out Network)				
Individual	$ 9,425.76	$7,540.61	$1,885.15	$ 94.26
Parent/Child	18,674.88	14,939.90	3,734.98	186.75
Two Adults	22,493.04	17,994.43	4,498.61	224.93
Family	25,359.96	20,287.97	5,071.99	253.60
Kaiser Permanente HMO				
Individual	$8,684.52	$7,381.84	$1,302.68	$65.13
Parent/Child(ren)	17,205.72	14,624.86	2,580.86	129.04
Two Adults	20,723.88	17,615.30	3,108.58	155.43
Family	23,365.68	19,860.83	3,504.85	175.24
**DENTAL INSURANCE ** **				
CareFirst Regional Dental PPO				
Individual	$308.88	$200.77	$108.11	$5.41
Parent/Child or Two Adults	669.24	435.01	234.23	11.71
Family	1,014.72	659.57	355.15	17.76
CareFirst Regional Dental Traditional				
Individual	$350.04	$200.77	$149.27	$7.46
Parent/Child or Two Adults	734.04	435.01	299.03	14.95
Family	1,232.88	659.57	573.31	28.67
CIGNA Dental DHMO				
Individual	$513.96	$200.77	$313.19	$15.66
Parent/Child(ren) or Two Adults	985.32	435.01	550.31	27.52
Family	1,481.16	659.57	821.59	41.08
VISION INSURANCE				
CareFirst Davis Vision				
Individual (Free if FTE is .5 or greater)	$26.28	$26.28	$-	$-
Family (includes Parent/Child and Two Adults)	101.16	26.28	74.88	3.74

**All employee benefits deductions are based upon 20 pay periods*
***Domestic Partner benefits may be subject to imputed income*

APPENDIX C
BOARD OF EDUCATION AND
ORGANIZATION OF PROFESSIONAL EMPLOYEES
OF BALTIMORE COUNTY
GRIEVANCE REPORT FORM

Official Use Only **(For clear copies, please type or use ball point pen)**

Grievance No. **Level I filed with** _____

Level Processed (circle one) **Date Grievance Occurred** _____

Informal I II III **Date Grievance Filed** _____

Name of Grievant _____

School or Office _____
Home Address _____ **Home Phone** _____
Zip Code

Nature of Grievance

(Attach additional sheets, if needed. Indicate Article and Section of Master Agreement deemed to be violated.)

Remedy Sought

Signed _____

Send copies to: Community Superintendent, Principal (or other appropriate administrator), OPE, Staff Relations Manager, Retain one copy

APPENDIX D
OPE Classifications
(FOR INFORMATION ONLY – CLASSES ARE NOT NEGOTIABLE)

Classification	Name
V1102	Accountant III
V11020	Accountant II
V11030	Fiscal Officer
V11040	Analyst I, Fiscal
V11050	Analyst II, Fiscal
V11060	Analyst III, Fiscal
V11110	Supv I, Fiscal
V11120	Supv II, Fiscal
V11130	Supv III, Fiscal
V11140	Manager, Fiscal Serv
V11141	Payroll Supervisor
V11142	Third Party Supervisor
V11150	Autism Waiver Facilitator
V11151	TPB Facilitator
V11152	Data Analyst
V11155	Third Party Billing System
V11170	Spec, Third Party Billing
V13020	Analyst I, Programmer
V13021	System Tech Integrant Engin
V13025	ERP Infrastructure Engine
V13030	Analyst II, Programmer
V13040	Analyst III, Programmer
V13042	Team Leader, Web Application
V13043	Team Leader, Tech Integration
V13044	Team Leader, Technical Support
V13045	Team Leader, Telecommunication
V13046	Team Leader, Business System
V13047	HRM Systems Administrator
V13049	Team Leader, Business APP D
V1306	Specialist, HRIS
V13070	Analyst, Trans/Management
V13080	Manager, Info Management
V13110	Network Rep I, Food Serv
V13120	Network Tech I
V13150	Business Systems Support Analyst
V13155	Business Systems Software
V13160	Prof Development Tech Train
V13161	Prof Development Tech Trainer
V13165	Spec, Technology Training
V13170	Spec, Info Tech Security
V1318	Network Tech III
V13180	System Engineer/Network Service
V13181	Network Services Supervisor
V13190	Manager, Custom Support
V13191	Manager, Student Data

Classification	Name
V13195	Student Data Application SU
V13200	Spec, Tech Database 870
V13210	Spec, Technical Systems
V1322	Network Tech II
V13230	Manager, Computer Network, SU
V13231	Web Developer
V1325	Network Administrator
V1326	Software Eng-Internt/Intrant
V1327	Technical Trainer
V1328	Manager, IT Business
V13280	Manager, Project Management
V13281	Team Leader - IT Project Management
V13282	IT Project Management Specialist
V13285	IT Business Process Analyst
V1329	Specialist, Data
V1330	Supervisor, PC/Operations
V1331	Manager, Administrative Support
V1332	Area Support Rep
V1333	Area Team Leader, Technology
V1334	Supervisor, Repair Shop
V1335	Systems Engineering Supervisor
V1336	Enterprise Systems Engineer
V1337	Analyst, Virtual Learning Network Environ.
V1338	Tech Support Imaging Engine
V1339	Technology Support Analyst
V1340	Data Spec/Business Analyst
V14000	Manager, Education Channel
V14011	Graphic Designer
V14019	Associate TV Producer
V14020	TV Producer I
V14030	TV Producer II
V14040	TV Producer III
V14050	TV Video Director
V14060	TV Producer-Director
V15010	Area Assistant, Food Services
V15020	Field Representative, Food Services
V15030	Manager I-Cafeteria
V15040	Manager II-Cafeteria
V15050	Manager III-Cafeteria
V15060	Manager IV-Cafeteria
V15070	Food Service Equip Assistant
V15080	Supervisor, SR Operations/Food Services
V1509	Vending Rep, Food Services
V15090	Supervisor, Food Service/Network
V16000	Administrator, Operations

Classification	Name
V16010	Architect
V16020	Specialist, Environment
V16022	Industrial Hygienist II
V16023	Industrial Hygienist I
V16030	Field Rep, Building Serv
V16040	Field Rep, Construction
V16050	Field Rep, Inspect Code ENF
V16051	Field Rep, Safety & Security
V16060	Field Rep, Electronics
V16070	Field Rep, Fire Alarms
V16080	Field Rep, Floor/Ceiling
V16090	Field Rep, General Maintenance
V16091	Field Rep, Roof & Relocatable
V16100	Grounds, Supervisor
V16110	Field Rep, Grounds/Equip
V1612	Field Rep/Mechanical
V16130	Field Rep, Paint/Glaze
V16140	Field Rep/Plumbing
V16150	Field Rep/Utility
V16151	Field Rep, Bldg. Automation
V16160	Inspector, Chief
V16180	Supv, Maintenance Customer Service
V16181	Security Patrol Supervisor
V16200	Asst Admin Operations
V16210	Special Asst, Executive Director
V16220	Special Asst, Education Plan
V16230	Special Asst, Contract Main
V1624	Supv I, Inventory 77
V16240	Analyst I, System
V16259	Supv, Contract Main Operations
V16260	Supv, Architect
V16270	Supv, Environmental Services
V16271	Supv, Loss Control
V16280	Supv, Operations/Distribution
V16290	Supv, Roofing/Relocatable
V16300	Supv, Distribution Center
V16310	Supv, Shop/Distribution
V16330	Supv, Shop/General Maintenance
V16350	Supv, Special Projects
V16360	Supv, SR OPS/Building Services
V16370	Supv, SR OPS/Inspect-Code Enf
V16380	Supv, SR OPS/Electrical
V16390	Spec Assist, Energy Management
V16400	SUPV, SR OPS/Gen Maintenance
V16401	Special Asst, Comprehen. Mai
V16410	Admin, Maintenance & Grounds
V16411	Manager, Facilities Maintenance
V16420	Supv, SR OPS/Mechanical
V16430	Supv, SR OPS/Roof-Relocatable
V16440	SUPV, SR OPS/Main Customer Serv

Classification	Name
V1645	Field Rep, Electrical
V16460	Field Rep, Contract Maintenance
V16470	Supervisor, Office of Grounds
V16471	Manager, Facilities Grounds
V1648	Supv, SR OPS/Contract Maintenance
V16490	SR Architecture/Engineer SU
V16500	Administrator, CAP/Engine
V16501	Asst Admin, Engineer/Construct
V16510	Designer, Mechanical Engineer
V16520	Senior Designer
V16530	Engineer, Electrical
V16540	Engineer, Civil
V16550	Project Engineer, Mechanical
V1656	Supervisor, Senior Engineer
V16570	Engineer, SR/Project
V16580	Manager, Construct/Renovation
V16590	Specialist, Construction
V16591	Project Specialist
V16600	Supv, Engineer/Structure
V16610	Senior Project Manager
V16611	Project Manager
V1662	Spec Asst, Construct Contract
V16630	Supv, Contract Maintenance
V17010	Asst, Trans/Spec ED
V17020	Supv, Transportation Warehouse
V17030	Supv, Shop/Trans
V17040	Supv, SR Oper/Trans
V17050	Supv, Trans/Fleet
V17051	Senior Fleet Supervisor
V17060	Supv, Trans/Maint
V17061	Fleet Technician, Supervisor
V17070	Assistant Director, Transportation
V17100	Administrator, Planning
V17110	Specialist, Grant Writing
V17111	Grants Compliance Specialist
V17120	Analyst, Planning
V17125	Spec, Strategic Planning
V17130	Analyst, Risk Management
V17131	Risk Management Specialist
V17132	Worker's Compensation Specialist
V17140	Nurse Case Manager
V17200	Spec, Emergency Management
V17300	Manager, Student Behavior/Supe
V17310	Manager, School Safety
V18011	Certification Analyst
V18020	Analyst I, Personnel
V18030	Analyst II, Personnel
V18035	Class/Position Management Specialist
V18047	Administrative Process Officer
V18048	Lead Personnel Officer

Classification	Name
V18049	Personnel Officer, Support Services
V18050	Personnel Officer
V18051	Investigate/Records Mngmt. Officer
V18052	HR Investigations Analyst
V18055	Human Resources Officer
V18056	Retirement & Leaves Specialist
V18060	EEO Officer
V1807	Position Management Officer
V1808	Manager, Staff Relations
V18081	Manager, Personnel Services
V18085	HR Business Manager
V18090	Administrator, Payroll
V18100	Administrator, Projects
V18200	Analyst, Contract Maintenance
V18210	Communications Officer
V18220	Operator, Media Process
V18250	Program Develop, Food
V18265	Spec. Procedures & Complaints
V18270	Specialist, EAP
V18275	Distribution & Print Services
V18280	Supervisor, Copy & Print
V18290	Wellness Representative

Classification	Name
V18300	Manager, Distribution
V18310	Employee Benefits Offices
V18320	Manager, Purchasing
V18330	Manager, Risk
V18331	Field Rep, Loss Control
V18340	Minority Business Officer
V1835	Purchasing Agent I
V18360	Purchasing Agent II
V1838	Parent/Community Liaison
V1839	Student Services Learning AS
V1840	Communications Specialist I
V1841	Communications Specialist I
V1860	Project Specialist I, Parent Engagement
V1870	Project Specialist II, Parent Engagement
V19200	Project Specialist, C & I
V19210	Curriculum Communications Specialist
V19300	SR Research Writer
V44200	Field Asst.-Food Services
V46700	Engineer, Project
V76700	Accountant I

Appendix E

RETIREMENT HEALTH PLAN ALLOWANCE FOR BCPS EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2011

Original Base Amounts

	PRE-MEDICARE RETIREES		**MEDICARE RETIREES**	
	Base Allowance per Years of Service		**Base Allowance per Years of Service**	
	$150.00	**$225.00**	**$100.00**	**$150.00**
Yrs. Of Service	Retiree	Retiree & Dependent	Retiree	Retiree & Dependent
10	$1,500.00	$2,250.00	$1,000.00	$1,500.00
11	$1,650.00	$2,475.00	$1,100.00	$1,650.00
12	$1,800.00	$2,700.00	$1,200.00	$1,800.00
13	$1,950.00	$2,925.00	$1,300.00	$1,950.00
14	$2,100.00	$3,150.00	$1,400.00	$2,100.00
15	$2,250.00	$3,375.00	$1,500.00	$2,250.00
16	$2,400.00	$3,600.00	$1,600.00	$2,400.00
17	$2,550.00	$3,825.00	$1,700.00	$2,550.00
18	$2,700.00	$4,050.00	$1,800.00	$2,700.00
19	$2,850.00	$4,275.00	$1,900.00	$2,850.00
20	$3,000.00	$4,500.00	$2,000.00	$3,000.00
21	$3,150.00	$4.725.00	$2,100.00	$3,150.00
22	$3,300.00	$4,950.00	$2,200.00	$3,300.00
23	$3,450.00	$5,175.00	$2,300.00	$3,450.00
24	$3,600.00	$5,400.00	$2,400.00	$3,600.00
25	$3,750.00	$5,625.00	$2,500.00	$3,750.00
26	$3,900.00	$5,850.00	$2,600.00	$3,900.00
27	$4,050.00	$6,075.00	$2,700.00	$4,050.00
28	$4,200.00	$6,300.00	$2,800.00	$4,200.00
29	$4,350.00	$6,525.00	$2,900.00	$4,350.00
30	$4,500.00	$6,750.00	$3,000.00	$4,500.00
31	$4,650.00	$6,975.00	$3,100.00	$4,650.00
32	$4,800.00	$7,200.00	$3,200.00	$4,800.00
33	$4,950.00	$7,425.00	$3,300.00	$4,950.00
34	$5,100.00	$7,650.00	$3,400.00	$5,100.00
35	$5,250.00	$7,875.00	$3,500.00	$5,250.00

Beginning in FY 09, flat dollar amounts will be adjusted by the lesser of the growth in the US Consumer Price Index (CPI) in the prior year or 4%.

FY 2009 Adjustment (Calendar Year 2007 CPI)	2.85%
FY 2010 Adjustment (Calendar Year 2008 CPI)	3.84%
FY 2011 Adjustment (Calendar Year 2009 CPI)	-0.36%
FY 2012 Adjustment (Calendar Year 2010 CPI)	1.64%
FY 2013 Adjustment (Calendar Year 2011 CPI)	3.16%
FY 2014 Adjustment (Calendar Year 2012 CPI)	2.05%
FY 2015 Adjustment (Calendar Year 2013 CPI)	1.47%
FY 2016 Adjustment (Calendar Year 2014 CPI)	1.62%
FY 2017 Adjustment (Calendar Year 2015 CPI)	0.12%
FY 2018 Adjustment (Calendar Year 2016 CPI)	1.26%
FY 2019 Adjustment (Calendar Year 2017 CPI)	2.17%

Index

Absence for Maternity	14
Absences and Leaves	13
Academic Activities	13
Adoption Leave	13
Appeals - Unified Sick Leave Bank	19
Assault - Threat	13
Basic Plan Life Insurance	23
Battery - Physical Attack	13
Benefits	23
Bereavement Leave	13
Board of Education Meetings	6
Board Rights	7
Child Rearing Leave	14
Compensation	27
Compensation, Sabbatical	16
Court-related Leave	18
Definitions	4
Dental Insurance	26
Distribution of Agreement	10
Doctorate Stipend	27
Duration of the Agreement	28
Effect of Agreement	27
Emergency Items	10
Evaluation	11
Family Illness	14
Files	8
Fiscal Renegotiation	10
Flexible Spending Accounts	23
Grievance Procedure	20
Health Care Options	23
Health Insurance - Family of Deceased Employee	24
Health Insurance - Retired Members	24
Hearing Aids	24
Impasse, Time Limit	9
Individual Contracts	27
Insurance Plan Carriers	26
Interschool Mail	6
Leave for OPE Business	20
Legal Authority	7
Managerial Rights	7
Meeting Places	10
Meetings	10
Member Protection	12
Memorandum of Understanding	53
Military Leave	15
Negotiation Procedures	9
Negotiators, Designation of	9
Non-arbitrable	10

Non-discrimination 8
Optional Plan Life Insurance 23
Organization Rights and Responsibilities 5
Payroll Deduction, Dues 5
Personal Injury Leave 19
Physical Attack (Battery) 13
Prescription Drugs 23
Procedure in Case of Threat and/or Physical Attack 13
Professional Rights and Privileges 7
Promotion and Assignment 10
Property Loss - Battery 22
Property Loss - General 22
Proposals, Negotiations 9
Ratification 9
Reassignment 11
Recognition 5
Reimbursement 22
Reimbursement, Property Loss 22
Reimbursement, Transportation 22
Reimbursement, Tuition 22
Representation 7
Representation Fee 7
Rules and Policies, Changes in 27
School-based Administrative Positions 11
School Calendar 6
Sick Leave 15
Special Religious Observance Leave 17
Study Leave - Sabbatical 16
Subcontracting 7
Superintendent-OPE Meeting 6
Threat (Assault) 13
Unified Sick Leave Bank 18
Unusual or Imperative Leave 17
Urgent Personal Business Leave 17
Use of Facilities 6
Vacation 20
Vision Insurance 26
Work Days 26
Work Hours 26
Working Conditions 26

Memorandum of Understanding
Between the
Baltimore County Public Schools Organization of Professional Employees (BCPSOPE)

OPE agrees to join the other system bargaining units in the exploratory process regarding the establishment by the school system of the payroll "Rolled Leave" category and how it relates to the implementation of state and county retirement system benefit procedures and policies. OPE retains the right, however, to bargain separately on the specifics of how "Rolled Leave" is implemented and how it affects its unit eligible employees.

MEMORANDUM OF UNDERSTANDING

It is agreed that for negotiations for FY 16, Article 11.4 – Tuition Reimbursement will be one of the negotiable items and that it will be in addition to the three articles selected be each respective party.

MEMORANDUM OF UNDERSTANDING

It is agreed that representatives from the Board and each of the collective bargaining units (AFSCME, BCPSOPE, CASE, ESPBC and TABCO) will meet jointly to discuss the Workers' Compensation Leave provisions in each Master Agreement of the respective unit. The workgroup will seek to:

- Gain a better understanding of the purpose of accident leave as it relates to BCPS, its workers and the Workers' Compensation process and laws;
- Review the Master Agreement language to ensure it is clear and in keeping with federal and Maryland Workers' Compensation laws; and
- Reach mutual agreement in determining a period of time for accident leave that affords an acceptable recuperative period for employees and results in a cost savings for the Board.
- If the parties reach agreement, the results shall be incorporated into negotiations for FY 16 and will be in addition to the three articles selected by each respective party.

Board of Education of Baltimore County - signatures of Lawrence Schmidt (President), S. Dallas Dance (Superintendent), BCPS Organization of Professional Employees –signatures of James Aldon (President), Dan Capozzi (Chief Negotiator)

BOARD OF EDUCATION OF BALTIMORE COUNTY

Lawrence Schmidt, President

S. Dallas Dance, Superintendent

Baltimore County Public Schools Organization of Professional Employees (OPE)

James Aldon, President

Dan Capozzi, Chief Negotiator