

Master Agreement



**Between the
Board of Education of Carroll County**

and the

**Local 2741/Council 67
American Federation of State,
County and Municipal Employees
AFL-CIO**

2010 - 2015

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THIS AGREEMENT entered into this 1st day of July 2011, by and between THE BOARD OF EDUCATION OF CARROLL COUNTY ("The Board") and LOCAL 2741/COUNCIL 67, AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO ("Union").

PREAMBLE

This Agreement has as its purpose the promotion of harmonious relations between The Board and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment.

ARTICLE I - RECOGNITION

SECTION 1

The Board recognizes the Union as the sole and exclusive bargaining agent for the purpose of negotiating salaries, wages, hours, and other conditions of employment for all regular full time and part time employees who work a minimum of twenty (20) hours per week in Plant Maintenance and Plant Operations and Board of Education employed School Bus Drivers and School Bus Assistants, excluding the Plant Operations Supervisor, the Plant Maintenance Supervisor, all management personnel, professionals, and clerical employees.

The Board shall furnish the Union with a list of names and addresses of employees by schools or other locations upon request.

SECTION 2 - SHOP STEWARDS

The Board shall recognize local shop stewards as authorized representatives of the union at work areas designated in writing by the Union to the Superintendent within 30 days after the execution of this agreement. The Union will notify the Superintendent of any changes in stewards as they occur.

ARTICLE II - DUES DEDUCTION

The Board agrees to deduct union membership dues from the paychecks of unit members who individually request in writing that such deductions be made. The AFSCME Council 67, and the aggregate deductions of all employees shall be remitted together with an itemized statement to AFSCME Council 67 each month after such deductions are made. Payroll deductions of dues is continuing and cancellations of individual dues deductions can be effected only by written notice to the Union via certified mail, postmarked between June 15 and June 30 of the last year of this agreement. To be completed for submission to the Board on or before July 30. The mailing address is:

Director
AFSCME Council 67
1410 Bush Street, Suite A
Baltimore, MD 21230

The Board will provide the Union with a listing of names, addresses, and rates of pay for bargaining unit employees by October 1st of each year. Upon request, the Board will furnish a list of all changes on a monthly basis.

ARTICLE III - HOURS OF WORK

SECTION 1 - REGULAR HOURS

The regular hours of work each day shall be consecutive except that they may be interrupted by a lunch period.

SECTION 2 - WORK WEEK

The work week shall consist of five (5) consecutive eight (8) hour days, Monday to Friday inclusive.

SECTION 3 - WORK DAY

Eight (8) consecutive hours of work within the twenty-four (24) hour period beginning at midnight shall constitute the regular workday.

SECTION 4 - WORK SHIFT

Eight (8) consecutive hours of work not including the lunch period shall constitute a work shift. All employees shall be scheduled to work in a regular work shift, and each work shift shall have a regular starting and quitting time.

SECTION 5 - WORK SCHEDULE

Work schedules showing the employee's shift, work days, and hours shall be posted on all department bulletin boards at all times.

For non-emergency changes in an employee's work schedule, such changes shall be made pursuant to the following procedures:

1. When possible, the employee shall be given fourteen (14) calendar days of notice of such a change.
2. The Union shall be notified of such change.
3. The employee and the Union shall be notified of the expected duration of the new or temporary assignment.
4. When a change in work schedule is needed, it will be done on a voluntary basis. If there are no volunteers, it shall be done according to seniority in assignment.

Employees called in prior to their regularly scheduled work day shall be allowed to work their entire regular shift in addition to the hours prior to the start of their regular shift.

SECTION 6 - DUTY YEAR

The duty year shall be based on the approved school calendar minus the holidays as allowed in Article V - Holidays.

SECTION 7 - PUPIL TRANSPORTATION EMPLOYEES

- A. **HOURS OF WORK** - Hours of work shall be computed by the Supervisor of Transportation based on length of route, number of students served and time required for work schedule. Each employee shall be given written notice of the established route by October 25th. This work schedule may be changed in order to meet the transportation needs when students are added or deleted from the route as determined by the Supervisor of Transportation.
- B. **DUTY YEAR** - The duty year for School Bus Drivers and Assistants shall consist of not more than 180 days.
- C. The work hours established by the Supervisor of Transportation within a twenty-four (24) hour period beginning at midnight shall constitute the regular work day.
- D. **WORK WEEK** - The work week shall consist of five consecutive days, Monday to Friday inclusive.
- E. When transportation services are cancelled, wholly or in part due to inclement weather or for other reasons, school bus drivers and assistants working less than their normal number of hours will be paid their normal schedule less the number of hours school is closed early or started late, or for actual time worked, whichever is greater.

Affected drivers whose routes are cancelled shall report to work at the amended starting time and paid for the amended workday unless called as a substitute for an alternate route for the day.

ARTICLE IV - MEAL PERIOD/BREAK

All employees shall be granted a lunch period during each work shift. Except in cases of emergency, lunch periods shall be duty free. Whenever possible, the lunch period shall be scheduled at the middle of each shift. If it is necessary to recall/reassign a person during lunch, the person will be provided another lunchtime within that duty day.

In the event that an employee is required to work two hours beyond his/her work shift, the employee shall receive \$6.00 as a meal allowance.

Employees shall be granted a paid fifteen (15) minute rest break during the first half of each shift and a paid fifteen (15) minute rest break during the second half of each shift, provided

the rest breaks are not taken during the first hour nor the last hour of the regular work day, nor contiguous with the lunch period. If it is necessary due to the needs of the system to recall/reassign a person during a rest break, the person will be provided a rest break at another time within that duty day, when feasible.

Employees who normally work four (4) or more hours but less than eight (8) hours are entitled to one (1) rest break not to exceed fifteen (15) minutes. The rest break period should be rescheduled as close to the middle of the four (4) hour work period as possible.

ARTICLE V - HOLIDAYS

SECTION 1 - HOLIDAYS RECOGNIZED AND OBSERVED

Employees shall receive their regular pay for the holidays listed below:

January 1	Labor Day
Martin Luther King, Jr.	Primary Election Day
Friday before Easter	General Election Day
Monday after Easter	Thanksgiving Day
Memorial Day	The day after Thanksgiving
July 4th	Christmas Day

If the Superintendent's employee work calendar includes the Presidents' Day holiday as a non-duty day for twelve month employees, employees will receive President's Day as a paid holiday.

In addition to the above holidays, one day to be designated by The Board before or after Christmas Day and one day to be designated by The Board before or after January 1 shall also be observed as holidays.

Eligible employees shall receive one day's pay for each of the holidays listed above on which they perform no work. Whenever any of the holidays listed above shall fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above fall on Sunday, the succeeding Monday shall be observed as the holiday.

Board of Education employed School Bus Drivers and School Bus Assistants are excluded from Article V, Sections 1, 2 and 3.

SECTION 2 - HOLIDAY WORK

If an employee works on any of the holidays listed above, he/she shall be paid the following premium rates in addition to his/her holiday pay:

For the first eight hours: Time and one-half for all hours worked.

For each additional hour: Double time and one-half for all hours worked on the holiday.

SECTION 3 - HOLIDAY HOURS FOR OVERTIME PURPOSES

For the purpose of computing overtime, all holiday hours (worked or unworked) for which employees are compensated shall be regarded as hours worked.

SECTION 4 - PERSONAL LEAVE DAYS

All employees shall be granted three (3) personal leave days. Employees shall notify their Supervisor at least 24 hours in advance. For the 2011-2012 contract year, unit members will receive two (2) additional personal business days.

In the event that no step increase is granted for the 2012-2013 contract year, unit members will receive two (2) additional personal business days for the 2012-2013 contract year.

All persons will be allowed to carry over one Personal Business day into the next year for a total of four (4). No more than three (3) consecutive days shall be allowed to be taken off at one time.

School bus drivers and assistants may request personal business leave by block(s) of time. Blocks 1 or 3; 1 and 2 or 2 and 3 may be requested.

Bus drivers and Bus Assistants, who use four (4) or less sick days by their FTE, shall be granted one (1) additional Personal Business day for the following year.

ARTICLE VI - SENIORITY, EMPLOYEE ASSIGNMENT & EMPLOYEE EVALUATION PROCEDURES

SECTION 1 - SENIORITY

DEFINITION

Seniority means an employee's length of continuous service with the Board since the employee's last date of hire.

SENIORITY LISTS

Seniority information showing the continuous service of each employee shall be available to the local Union upon request to the Director of Human Resources. An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause, and retirement.

SECTION 2 - PROBATION PERIOD

During the first ninety (90) days of employment, employees shall be considered probationary employees. The employee's probationary period shall be extended by forty-five (45) days if an employee is absent due to illness or other cause, or for other reason as determined

by the appropriate supervisor. New employees shall be added to the seniority list after the completion of their probationary period.

SECTION 3 - TRIAL PERIOD

Whenever an employee is promoted to a higher paying job, he/she shall be placed on a trial period of forty-five (45) days. Should his/her performance be unsatisfactory during this period, he/she shall be notified in writing and be returned to a position within his/her former salary or wage category as soon as a vacancy occurs.

SECTION 4 - PROMOTIONS/TRANSFERS

The term promotion, as used in this provision, means the advancement of an employee to a higher paying classification.

The Employer shall fill the openings by promoting/transferring from among the qualified applicants the employee with the longest continuous service provided all other factors are equal. In a circumstance where all factors considered for a promotional/transfer opportunity are equal between a present employee and an outside applicant, the first preference will be given to the present employee. Seniority, posted and recorded job qualifications, work performance evaluations as well as experience are factors which may be considered for promotions/transfers.

SECTION 5 - POSTING VACANCIES

All job openings (Plant Maintenance, Plant Operations, and Pupil Transportation) and all new job classifications shall be posted at each work location throughout the school system. Position vacancies shall remain open for a minimum of ten (10) duty days.

SECTION 6 - TRANSFERS

Voluntary Transfers

Employees desiring to transfer to other jobs shall submit a transfer request form to the Director of Human Resources. The applicant shall state the reason for the requested transfer.

If an employee's request for voluntary transfer has been granted, the Board shall be under no obligation to consider a subsequent request for transfer by said employee for one (1) year from the effective date of transfer.

Involuntary Transfers

If it becomes necessary for the Board to transfer employees to other jobs for the benefit of the school system, the selection of employees for transfer shall be made by the Board provided that in making such selection the Board shall give weight to length of service, ability to do the job and other criteria related to qualifications.

Should the Board require an involuntary transfer for other reasons, then it shall be effected without consideration for the above criteria.

Transfers Within Cost Center

In cases where there is a lateral transfer within a cost center, the cost center administrator may transfer an existing employee within that cost center without advertising the position. No employee on probation or on temporary status shall be eligible. This applies to plant operation employees only. Employees desiring a transfer within the cost center shall notify in writing the cost center administrator of their desire to transfer.

SECTION 7 - INTERVIEW

Unit personnel shall be granted an interview provided that:

1. The applicant meets all of the posted qualifications,
2. The applicant has had a satisfactory performance rating on the most recent performance evaluation, and
3. The applicant has not been subject to any formal disciplinary action in the preceding twenty-four (24) month period.

SECTION 8 - REDUCTION IN FORCE/LAYOFF

In the event it becomes necessary to lay off employees for any reason, employees shall be laid off departmentally in the inverse order of their seniority within each department. For the purpose of this section maintenance and operations shall be assumed to be one department and transportation another.

A more senior employee may displace a less senior employee, provided they are qualified for the position.

SECTION 9 - RECALL

Employees laid off pursuant to the previous section shall be placed on a recall list for their custodial, maintenance or transportation assignment for a period of two (2) years. No new employees shall be hired into a custodial, maintenance or transportation position vacated by a layoff until all employees on layoff in that job category with recall rights desiring to return to work have been recalled.

SECTION 10 - EMPLOYEE EVALUATION PROCEDURE

All employees shall be formally evaluated at least once during their first year of employment and at least once every other year thereafter.

- a. All monitoring of the performance of an employee resulting in his/her formal evaluation shall be conducted openly and with full knowledge of the employee.

- b. A corrective action plan shall be developed between the employee and the supervisor when performance is rated less than satisfactory. A copy of the plan shall be provided to the employee.
- c. Employees shall be provided with a copy of their formal evaluation.
- d. A personnel file shall be maintained in the Human Resources Office of the Board of Education. Any employee shall have the right, upon request, to review the contents of the employee's personnel file, and to receive a copy, at the employee's expense, of any document contained therein, excluding letters of recommendation. Any employee shall be entitled to have a representative of the Union accompany the employee during such a review.

No material derogatory to an employee's conduct, service, character, or personality will be placed in the employee's personnel file unless the employee has had an opportunity to review such material. No anonymous material shall be placed in an employee's personnel file. The employee shall acknowledge that the employee has had the opportunity to review such material by affixing the employee's signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee also shall have the right to submit a written answer to such material.

Duplicate copies of letters or materials sent to the employee shall be filed without the employee's signature.

ARTICLE VII - SICK LEAVE

SECTION 1

Employees shall earn sick leave at the rate of one (1) day for each month of completed service.

SECTION 2

Sick leave may be accumulated to the amount earned. Employees shall be given a written accounting of accumulated sick leave days with each salary check.

SECTION 3

The Board may require proof of illness whenever there is reasonable cause to believe that an absence is not due to a bona fide illness.

SECTION 4

All or any portion of a leave taken by an employee because of a medical disability connected with or resulting from pregnancy may, at the employee's option, be charged to available unused sick leave.

SECTION 5

Ten (10) days of accrued sick leave may be used to assist in the healthcare of person(s) who live in the employee's household, or to care for a parent, spouse, or child regardless of their residence for ten-month employees or for other relatives requested in writing and approved by the Superintendent/Designee prior to the leave.

Twelve (12) days of accrued sick leave may be used to assist in the health care of person(s) who live in the employee's household, or to care for a parent, spouse, or child regardless of their residence for twelve-month employees or for other relatives requested in writing and approved by the Superintendent/Designee prior to the leave.

SECTION 6

For employees hired prior to July 1, 1997: Employees will be paid for unused sick days in the following manner:

- a. Payment for unused sick days will be made to the employee upon that employee's early or full service retirement or, upon the employee's death, to the employee's estate.
- b. Employees, who have a balance of less than 250 unused sick days as of June 30, 2002, will receive payment for 50% of the employee's accumulated unused sick days up to a maximum of 250 unused days at their average daily rate*.
- c. Employees who have a balance of unused sick days greater than 250 days as of June 30, 2002, will receive payment for 50% of the employee's accumulated unused sick days up to their June 30, 2002, unused sick leave balance, at their average daily rate*.
- d. Payments for unused sick days in amounts greater than \$5,000 will be paid in equal amounts over five consecutive years beginning with the year of retirement.
- e. Payments for unused sick days in the amount at \$5,000 or less or for the death of an employee will be paid in a lump sum to the employee or the employee's estate in the year of retirement or death.

*Note: For sick leave payoff purposes, an employee's average daily rate will be calculated on the average of the employee's annual salary for the last three years of service divided by 1/260 for twelve-month employees, 1/180 for ten-month employees.

The following criteria must be met to qualify for sick leave payment:

1. Unused accumulated sick leave applies to that leave which has been earned while the unit member has been employed by the Board of Education of Carroll County.

2. Unused sick leave payment is to be provided to the unit member only when he/she has completed all requirements to become a retiree and draw a retirement allowance in accordance with the provisions of the Maryland State Retirement and Pension System.

SECTION 7

An employee in active pay status who, because of accident or illness, is unable to return to work after all available sick leave, vacation leave and personal leave has been exhausted may request extended sick leave with pay. Such request for extended sick leave must be made in writing to the Board. The number of days of extended sick leave shall be granted at the discretion of the Board.

SECTION 8 - CLASSIFIED EMPLOYEE SICK LEAVE BANK

1. The purpose of the Sick Leave Bank is to provide paid sick leave to members of the Bank.
2. All employees who earn sick leave are eligible to participate in the Sick Leave Bank. Participation is voluntary, but only contributors will be permitted to use the bank.
3. Three standing Committees will be established.
 - A. Rules Committee
 - B. Review/Approval Committee
 - C. Board of Education Appeal Committee
4. Specific rules concerning eligibility, enrollment, contributions, and use will be developed by the Rules Committee. This Committee will also be responsible for periodic review of all rules and procedures.
5. Final appeal on all disputes will be to the Board of Education.

SECTION 9 - LEAVE BY THE BLOCK

School bus drivers and assistants may request sick leave by block(s) of time. Blocks 1 or 3; 1 and 2 or 2 and 3 may be requested.

ARTICLE VIII - LEAVE OF ABSENCE

SECTION 1 - ELIGIBILITY REQUIREMENTS

Employees shall be eligible for leaves of absence without pay after one (1) year's service with the Board at The Board's discretion.

SECTION 2 - APPLICATION FOR LEAVE

Any request for a leave of absence shall be submitted in writing by the employee to the employee's supervisor. The request shall state the reason the leave of absence is being requested

and the approximate length of time off the employee desires.

Authorization for a leave of absence shall be furnished to the employee by The Board in writing.

Any request for a leave of absence shall be answered by The Board within five (5) days after the next regular Board meeting following the request. Requests for immediate leaves (for example, family sickness or death) shall be answered before the end of the shift on which the request is submitted.

~~In addition to accruing seniority while on any leave of absence granted under the provisions of this Agreement, when possible, employees shall be returned to the position they held at the time the leave of absence was requested.~~

SECTION 3 - PAID LEAVES

A. BEREAVEMENT LEAVE

In the case of death of persons defined below, an employee shall receive leave for bereavement without loss of pay. If the funeral does not immediately follow the death, bereavement leave may be granted to coincide with the day of death and the funeral. This provision does not affect the total number of days which may be granted for bereavement leave.

For purposes of this agreement, the bereavement period will begin the day of death or the first day following death and run five (5) consecutive duty days, but not to exceed seven (7) calendar days, for the death of a parent, foster parent, parent-in-law, child, spouse, sibling, daughter-in-law, son-in-law, or any member of the immediate household and three (3) consecutive duty days, but not to exceed five (5) calendar days, for the death of an employee's grandparent, grandchild, grand parent-in-law, brother-in-law or sister-in-law.

The Superintendent/Designee may grant bereavement leave for other relative provided that the request is made in writing prior to the requested leave.

B. JURY DUTY

Employee shall be granted a leave of absence with pay when they are required to report for jury duty.

C. CIVIL DUTY

Employees elected or appointed to any political or legislative position who request a leave of absence to perform their civic duty shall be granted a leave of absence with pay for the period necessary to fulfill their civic responsibilities.

Employees shall be paid the difference, if any, between the compensation they receive

and their wages for each day of service.

D. COURT APPEARANCE

Absence for the following reasons shall not be charged against personal leave and shall be granted with full pay:

- For time necessary for an appearance in any legal proceeding connected with the employee's employment.

~~If an employee is summoned to appear at a legal proceeding, the employee may make a request to the Director of Human Resources to be allowed to take time off with pay for this purpose.~~

E. ADMINISTRATIVE LEAVE - UNION BUSINESS

Employees will be granted administrative leave with pay to attend union leadership conferences and union conventions provided that the total leave shall not exceed sixteen (16) days per duty year. A maximum of four (4) employees may attend any one convention or conference at a time.

The Union may send one unit representative to attend regular Board of Education meetings provided attendance is shared equally among the three departments (maintenance, operations, transportation).

SECTION 4 - UNPAID LEAVES

A. UNION BUSINESS

Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer shall at the written request of the Union be granted a leave of absence not to exceed two (2) years.

B. MATERNITY LEAVE

1. A request for a non-compensatory leave shall be made to the Board at least thirty (30) days prior to the date on which the leave is to begin except in the case of an emergency. Said request shall include with such notice a physician's statement verifying pregnancy. Any employee may continue in active employment as late into pregnancy as desired provided the employee is able to properly perform required functions.
2. The leave of absence shall become effective on the last day of formal employment and may extend to a total of twelve (12) months. A request may be submitted to the Board of Education for an extension of this leave at the end of the first leave.

3. While on leave an employee shall have the option to remain an active participant in the State Retirement System by contributing thereto the amount said employee would have been required to contribute if actively employed.
4. Before returning to duty, the employee may be required to present a doctor's certificate stating that she is able to resume her regular work.
5. Since maternity is treated as a temporary disability an employee who is expecting a child and plans to continue employment with the Board after the birth of the child may use earned sick leave to cover her absence. If sick leave is used, the employee is expected to return to her job as soon as her physician determines that she is physically able to do so. Such determination by the physician is required in writing.
6. Any employee adopting a child shall be entitled, upon request, to a non-compensatory leave to commence at any time during the first year after receiving de facto custody of said child, or prior to receiving such custody, in order to fulfill the requirements for adoption.

C. EDUCATION

After completing one (1) year of service, any employee may request a leave of absence for educational purposes.

D. MILITARY SERVICE

Any employee who is a member of a reserve force of the United States or of this State and who is ordered by the appropriate authorities to attend a training period or perform other duties under the supervision of the United States or this State shall be granted a leave of absence during the period of such activity. The Board shall pay the difference, if any, between the compensation the employee receives from the military service and the employee's regular weekly wages.

Any employee who enters into active service in the armed forces of the United States while in the service of the Employer shall be granted a leave of absence without pay for the period of military service.

SECTION 5

While on leave any employee shall have the option to remain an active participant in the State Retirement Systems in accordance with the rules and regulations of the State Retirement Systems. While on approved leave any employee shall have the option to remain an active participant in the Board's fringe benefit programs provided the employee pays the entire cost of participation.

SECTION 6 - WORKER'S COMPENSATION LEAVE

Whenever an employee is absent from work as a result of personal injury occurring in the course of his/her employment, he/she will be paid his/her full salary for a compensable injury for a period not to exceed 90 duty days and with no loss of fringe benefits, and no part of such absence will be charged to his/her accumulated personal, annual, or sick leave. If an employee aggravates an injury for which he/she has received compensation, and a temporary award is reinstated, this is not a new claim for compensation, and the employee is under the initial ninety (90) day period. Any Worker's Compensation payment made for temporary disability due to said injury and applicable to the aforementioned ninety (90) duty day period shall be endorsed over to the Board.

If the employee is continued on temporary total disability from Worker's Compensation beyond the ninety (90) duty day period, these options shall be available to him/her:

- A. He/She may elect to use his/her earned leave or sick leave (if said leave time is available to him/her) during which period(s) he/she shall receive his/her regular salary, less any amount paid as temporary disability under Worker's Compensation Law.
- B. The employee may elect to receive only Worker's Compensation benefits and not use any of his/her accrued sick leave or earned leave. Worker's Compensation checks may be retained by the employee for those periods of time on annual leave. If an employee elects to receive only the Worker's Compensation benefits, they will be administratively placed on a medical leave of absence.
- C. When there is no other leave time available for the employee to use he/she must apply for a non-compensatory leave of absence.

If an employee goes on Worker's Compensation, the Board agrees to continue paying its share of Medical Insurance premiums during the period of disability.

- D. While on a non-compensatory leave of absence he/she will not receive salary payments. Any Worker's Compensation payment for temporary disability due to said injury may be retained by the employee.

ARTICLE IX - VACATIONS

This Article applies to Plant Maintenance and Operations employees who are employed for 12 months; Board of Education employed School Bus Drivers and School Bus Assistants are excluded from this Article.

SECTION 1

All employees shall earn vacation at the rate of twelve (12) days per year from the date of employment to and including the fourth (4th) duty year. Beginning with the fifth (5th) duty year

to and including the tenth (10th) duty year, sixteen (16) days per year. After the tenth (10th) duty year, seventeen (17) days per year. After the fifteenth (15th) duty year, twenty-one (21) days per year.

Employees shall be able to accumulate and carry over vacation leave as of June 30 of any year provided, however, that those persons earning vacation at the annual rate of sixteen (16) days or more shall not be allowed a vacation balance exceeding thirty (30) days as of June 30th. Persons earning vacation at the annual rate of twelve (12) days shall not be permitted a leave balance exceeding twenty (20) days as of any June 30th. After July 1, the maximum leave balance may exceed thirty (30) days or twenty (20) days but must be reduced to the required leave by the succeeding June 30.

SECTION 2

It is the policy of the Board that vacations are necessary to the health and well being of all its employees and that time off should be taken by every employee except in unavoidable circumstances. By mutual agreement, however, employees may be compensated for unused vacation time provided; however, that unused vacation time for which employees may be compensated cannot exceed the total number of days available less five (5) days.

SECTION 3

Pay for all vacations shall be based on the rate of pay of the employee at the time of vacation including shift differential.

SECTION 4

Vacation preference should be determined on the basis of seniority, if possible. Whenever possible, employees shall be notified of the disposition of a vacation request in writing within ten (10) duty days.

SECTION 5

Any employee required to return to work while on vacation shall be compensated for the time actually worked at the rate of time and one-half for the current vacation week only. Any remaining vacation weeks may be rescheduled as designated in Section 4, above.

SECTION 6

An employee leaving the service shall be reimbursed for all accrued vacation to which the employee was entitled during the current year less any vacation time taken.

SECTION 7

When central office and administrative staff are released from duty, Plant Maintenance and Operations employees shall report to work for their scheduled shift unless otherwise directed. All employees who report to work will be allowed equal time from duty, hour for hour, at a time mutually agreed upon between the employee and his/her supervisor.

SECTION 8

~~Any additional vacation benefits permitted by order of the Board for other employees during the term of this Agreement shall become a part of this Agreement on the effective date of the order.~~

ARTICLE X - WAGES

SECTION 1 - WAGE SCHEDULE

Employees shall be compensated in accordance with wage schedules attached to this Agreement and marked Appendix A. The attached wage schedules shall be considered part of this Agreement.

Should the anticipated, non-restricted, Federal, State, or County revenue stated in the Board's approved operating budget for 2011-2012 or for 2012-2013 increase or decrease, the Board and AFSCME agree to renegotiate Article X, Section 1 – Wage Schedule, of the collective bargaining agreement at the request of either party.

SECTION 2 - PAY PERIOD

The Board shall provide an opportunity for Direct Deposit for all employees. For employees who use Direct Deposit, such deposits will be received on a bi-weekly basis. For employees who choose to receive a check, such check shall be distributed on a bi-weekly basis when possible. In no case shall employees receive less than 26 pays.

SECTION 3 - SHIFT DIFFERENTIALS

In addition to the established wage rates, the Employer shall pay a premium of five percent (5%) to employees working on the second shift and a premium of seven and one-half percent (7½%) to employees working the third shift.

The shift will be determined by the employee's regular quitting time. Second shift ending in the hours between 7:30 p.m. and 1:00 a.m. Third shift ending in the hours between 1:00 a.m. and 8:30 a.m.

SECTION 4 - HIGHER CLASSIFICATION

Any employee assigned to a higher classification after five consecutive days shall be compensated at the grade and step of the classification to which the employee is appointed; pay and higher classification shall be paid from the date on which the employee began working in the higher classification.

SECTION 5 - TRAVEL TIME

Personnel utilizing personal vehicles for business purposes shall be reimbursed monthly at the IRS rate at the beginning of the Fiscal Year and continuing for said Fiscal Year for business mileage.

SECTION 6 - BUS STOP/ROUTE PREPARATION

The school bus drivers shall be paid their regular rate of pay for a maximum of five (5) hours for preparing for bus stops and routes prior to the opening of school.

SECTION 7 - SALARY ERROR

In the event of a salary error, neither the Board of Education nor the unit member may claim salary adjustment for any more than the current fiscal year. However, errors discovered through July 31 will be correctable.

Should an employee be overpaid, the employee shall have the option to have the overpayment deducted bi-weekly or in a lump sum.

ARTICLE XI - CALL TIME

With the exception noted herein, employees called to work outside of their regularly scheduled shift shall be paid for a minimum of four (4) hours work. They shall be paid for the balance of their regular work shift at their appropriate rate. Employees required to perform boiler checks in the schools on Saturdays and/or Sundays shall be guaranteed a minimum of two hour's pay at time and one-half for each of said days on which they performed such duties.

If the CALL TIME work assignment and the employee's regular shift overlap, the employee shall be paid the call time rate of time and one-half for all hours outside of the employee's regularly scheduled shift and the employee shall then be paid for the balance of the employee's regular shift at the employee's regular rate of pay.

ARTICLE XII - OVERTIME

If it becomes necessary for an employee to work seven (7) consecutive days in one work week (Monday - Sunday), the employee will be paid double time for the seventh (7th) day worked.

SECTION 1 - RATE OF PAY

Time and one-half the employee's regular hourly rate of pay shall be paid for all hours of work in excess of forty (40) hours in any work week.

Except for the purpose of training, school bus drivers and assistants required to work beyond the established 180 pupil day calendar will be compensated at time and one half their regular hourly rate of pay for hours worked on those days.

SECTION 2 - COMPENSATORY TIME

When mutually agreed by the employee and his/her supervisor or principal, the employee may take compensatory time in lieu of overtime, provided scheduling needs are met and the employee does not accumulate over twenty-four (24) hours of compensatory time.

SECTION 3 - DISTRIBUTION

Overtime work, if at all possible, should be distributed equally to employees working within the same job classification.

For School Bus Drivers and Assistants the length of the route and number of students served shall determine the time required for the purpose of overtime computation.

SECTION 4 - WORK AT EMPLOYEE'S OPTION

Overtime work shall be voluntary whenever it is possible.

For School Bus Drivers and Assistants overtime work may be part of the employee's regular assignment as allowed in Article III, Section 6.

SECTION 5 - COMPUTATION OF OVERTIME

All leave with pay shall be considered time worked in the computation of overtime.

SECTION 6 - COMMUNITY USE OF SCHOOLS

Employees who normally open and close schools shall be given the opportunity to open and close schools at their regular rate of pay when school buildings are open for community use.

Should no one volunteer to work, then the least senior employee qualified to perform the function shall be assigned the work on an involuntary basis. Should this situation appear again, then the next least senior employee shall be assigned the work. This means of involuntary overtime assignment shall continue, with equitable distribution, to protect the mutual interests of the parties.

ARTICLE XIII - INSURANCE

A. FLEXIBLE BENEFIT PLAN

The Board shall provide the following flexible benefit plan to employees who are paid more than twenty (20) hours per week.

No Coverage - Employees who produce proof of other medical insurance coverage may elect no coverage. Those electing no coverage as of June 30, 2001, will receive a cash "buy-out" equal to 40% of the annual premium for the "Point-of-Service Plan Individual Coverage" up to \$1,220.44 per year. Any employee receiving a cash "buy-out" who elects coverage on or after July 1, 2001, will no longer be eligible to receive the cash "buy-out" at a later date.

DENTAL CHOICES

Traditional - See Traditional Dental Chart below.

Preferred - Coverage as described in the Health Benefits Guide, which the parties have accepted.

Direct Reimbursement Program - See Section E. of this Article.

No Coverage - Employees may elect no coverage. Those electing no coverage as of June 30, 2001, will receive a cash "buy-out" equal to 40% of the annual premium for "Traditional Individual Coverage" up to \$89.70 per year. Any employee receiving a cash "buy-out" who elects coverage on or after July 1, 2001, will no longer be eligible to receive the cash "buy-out" at a later date.

TRADITIONAL DENTAL		
NO DEDUCTIBLE	PER PERSON PER CALENDAR YEAR DEDUCTIBLE*	PER PERSON PER CALENDAR YEAR DEDUCTIBLE*
100%**	80%**	50%**
Emergency treatment Oral examinations X-Rays Teeth cleaning Fluoride treatments for children to age 19 Space maintainers	Laboratory tests Fillings Amalgam Silicate Acrylic Root canal Repair and maintenance of bridgework and dentures Periodontic services Extractions and other oral surgery Anesthesia	Gold and porcelain fillings and crowns Installation of bridgework and crowns
PREVENTIVE SERVICES	BASIC SERVICES	MAJOR SERVICES
\$1,500 Per Person - Calendar Year Maximum*		

* \$50 per person; \$150 - Family maximum - when three (3) Family Members have each met the \$50 Deductible - See the Schedule of Insurance.

**Paid by Traditional Dental.

ADDITIONAL LIFE INSURANCE

All eligible employees shall be permitted to purchase term life insurance in addition to the amount provided by the Board in paragraph C. of this Article.

BEFORE TAX PREMIUM

The premiums paid by employees shall be paid with pre-tax dollars where applicable.

FLEXIBLE SPENDING ACCOUNTS

Employees may establish spending accounts on a voluntary basis with pre-tax dollars to be used for non-covered medical expenses or dependent care expenses.

B. BASE RATES:

The Board pays 85% of the premium rate for all levels of coverage offered.

- C. The Board shall provide for all eligible employees in this bargaining unit **TERM LIFE INSURANCE** in an amount equal to one and one-half of the employee's annual salary; provided, however, that any employee shall have the option of having the term life insurance capped at \$50,000.
- D. The Board agrees to provide to the extent of present policy provisions for insurance coverage for financial loss arising from liability, provided such person, at the time of the act or omission complained of, was acting within the scope of such person's employment or under the direction of the Board.
- E. The Board shall provide **DENTAL INSURANCE** as described in the Health Benefits Program, to employees (who are paid for more than twenty (20) hours per week) fully paid by the Board. If the employee chooses to cover dependents under said plan, the cost of such coverage shall be paid by the employee. The schedule of benefits are:

Direct Dental will pay:

100% of the first \$200
0% of the next \$50 (Deductible)
80% of the next \$500
50% of the next \$1,800
\$1,500 Maximum in benefits paid per person per year

- F. Effective July 1, 2010, the Board shall provide an **OPTICAL INSURANCE** plan for those unit members who are not covered by medical insurance under which all eligible employees and each member of the eligible employee's immediate family shall be entitled to an eye examination and a discount program for lenses, frames and contacts every two (2) years.
- G. Health Insurance Advisory Committee - The Board and the Association agree to continue the Health Insurance Advisory Committee for the purpose of reviewing all aspects of the Health Insurance Program and making recommendations to the Superintendent of Schools for possible changes in content or procedures, as well as, regarding the components of an Employee Wellness Program.
- H. The Board and the Association shall encourage all employees to audit any and all hospital bills. There shall be an "Audit Incentive Program" under which employees shall receive 50% of any savings realized from the employee's audit of a hospital bill up to a maximum recovery of \$500 per hospital stay.

Point of Service Plan – Revised July 1, 2010

Summary of Benefits

A detailed listing of benefits can be found in the benefit's book.

Plan Feature	In-Network	Out-of-Network
Your Annual Deductible	None	\$250 per person/ \$500 per family
Co-insurance	Plan pays 90% Excludes co-payments for certain services.	After the deductible, Plan pays 75% of UCR* You pay all remaining costs.
Your Annual Out-of-Pocket Maximum	\$1,000 per person/ \$2,000 per family	\$2,000 per person/ \$4,000 per family
Lifetime Maximum Benefit	No Maximum	
Inpatient Hospital (Facility and doctor charges)	Plan pays 90% after \$100 per confinement deductible	After the plan deductible and \$200 per confinement deductible, Plan pays 75% of UCR*, you pay all remaining costs.
Outpatient Hospital (Facility and doctor charges)	Plan pays 90%	After the deductible, Plan pays 75% of UCR*, you pay all remaining costs.
Emergency Care in a Hospital	For Facility - Plan pays 100%, you pay \$25 For Physician - Plan pays 90% Non emergency use of emergency room is not covered.	Same as in network Non emergency use of emergency room is not covered.
Surgical Expenses	For Facility - Plan pays 90% For Office - Plan pays 100% , you pay \$10 for office visit	After the deductible, Plan pays 75% of UCR*, you pay all remaining costs.
Doctor's Office Visits	You pay \$10 per visit	After the deductible, Plan pays 75% of UCR*, you pay all remaining cost.
Preventive Care	For annual physical - \$10 co-payment Annual gyn exam - you pay \$10 co-payment Mammogram -- Plan pays 90%	After the deductible, Plan pays 75% of UCR*, you pay all remaining costs. Annual gyn exam and Pap smear -- Plan pays 75% of UCR* Mammogram - Plan pays 75% of UCR*
Well Child Care	Schedule of visits based on age – you pay \$10 per visit	Plan pays 75% of UCR*, you pay all remaining costs.
Prescription Drug	\$10 co-payment – generic \$25 co-payment – name brand	No coverage at non participating pharmacies.
Vision Care – Eye Exam covered every 24 months Discount program available for frames, lenses and contacts	You pay \$10 co-payment	After deductible, plan pay 75% of UCR*

MENTAL HEALTH AND SUBSTANCE ABUSE BENEFITS

Plan Feature	In-Network	Out-of-Network
Mental Health and Substance Abuse Benefits		
Inpatient Care	Plan pays 90% after \$100 per confinement deductible	After the plan deductible and \$200 per confinement deductible 75% of UCR*, and you pay remaining costs;
Outpatient Care	Plan pays 100% after \$10 copay	Plan pays 75% after deductible of UCR*

Mental Health and Substance Abuse benefit revisions made due to change in federal law effective January 1, 2010.

ARTICLE XIV - MANAGEMENT RESPONSIBILITY

Nothing in this agreement shall be construed as delegating to others the authority conferred by law on The Board, or in any way abridging or reducing such authority.

Except as expressly provided otherwise in this agreement, the determination and administration of school policy, the operation and management of the schools, and the direction of employees are vested exclusively in The Board.

ARTICLE XV - GRIEVANCE AND ARBITRATION

SECTION 1 - DEFINITIONS

A "grievant" shall mean an employee, group of employees; the Local 2741, AFSCME, AFL-CIO, or the Council filing a grievance.

A "grievance" shall mean a controversy, dispute or disagreement of any kind or character arising out of or in any way involving interpretation or application of the term of this Agreement.

SECTION 2 - PROCEDURES AND STEPS

Within twenty (20) duty days following the act, notification thereof, or condition which is the basis of a complaint, an employee may file a grievance with the employee's Principal or the employee's appropriate Administrator. Prior to filing the written grievance every effort shall be made to solve the grievance informally between the grievant, steward, and the grievant's immediate supervisor below the level of Principal or Administrator.

STEP 1

If the grievance has not been resolved informally as referred to above, a written grievance may be presented to the employee's Principal or appropriate Administrator. Within ten (10) duty days thereafter the management representative to whom the grievance was presented or a designated representative shall meet with the grievant and steward and give a written decision to the grievant.

STEP 2

If the grievance is not settled in Step 1, the grievant may, within 20 duty days of the notification of the Step 1 decision, move it to Step 2 by written notice to the Superintendent of Schools. The Superintendent of Schools or designated representative shall have ten (10) duty days after receipt of the grievance to meet with the grievant, steward, and Union representative, and give a written decision to the grievant, and Union representative.

STEP 3

ARBITRATION

If the grievance is not settled in Step 2, the Union may move the matter to arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association upon notice to the Board within fifteen (15) duty days following the Step 2 decision. The parties further agree to accept the arbitrator's award as final and binding upon them.

SECTION 3 - UNION REPRESENTATION

All employees shall have the right of representation at each step of the Grievance Procedure.

SECTION 4 - NO REPRISALS

No reprisals shall be invoked against any employee for processing a grievance.

SECTION 5 - TIMELINESS

An employee(s) filing a formal grievance shall be responsible for the timely filing of an initial grievance and all appeals.

ARTICLE XVI - DISCIPLINE AND DISCHARGE

SECTION 1 - DISCIPLINE

Disciplinary actions against Unit members shall include oral reprimand, written reprimand, suspension and discharge and normally shall be progressive in nature; however, such

disciplinary measures shall be consistent with the severity of the offense.

All employees shall have the right of representation during matters of discipline. The employee may appeal an issue related to discipline and discharge pursuant to the administrative appeals process established in the Annotated Code of Maryland.

If the Board has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

SECTION 2 – DISCHARGE

The Board shall not discharge any employee without just cause as determined by the Superintendent. In case of any discharge or suspension, the employee shall be notified in writing of the discharge or suspension and given reason thereof.

ARTICLE XVII - STRIKES AND LOCKOUTS

SECTION 1 - LOCKOUTS

No lockout of employees shall be instituted by the Board during the term of this Agreement.

SECTION 2 - STRIKES

No strikes of any kind shall be caused or sanctioned by the Union during the term of this Agreement.

ARTICLE XVIII - SAFETY AND HEALTH AND UNIFORMS

SMOKE FREE WORKPLACE SAFETY COMMITTEE UNIFORMS

SECTION 1 - SAFETY AND HEALTH

The Board and the Union shall cooperate in the endorsement of safety and the use of proper safety equipment. Should an employee feel that his/her work requires him/her to be in unsafe or unhealthy situations, the matter shall be brought to the attention of the employee's immediate supervisor. If the matter is not adjusted satisfactorily, it will be processed according to the Grievance Procedure.

SECTION 2 - SMOKE FREE WORKPLACE

The use of tobacco is not permitted inside any Board owned or leased facility. A designated outside smoking area shall be established at each Board of Education facility.

SECTION 3 - SAFETY COMMITTEE

The Union shall select a safety committee consisting of one representative from each department (plant maintenance, plant operations, pupil transportation). The Board shall agree to meet and confer with said committee semi-annually, once before December 21 and before June 30 to discuss safety concerns.

SECTION 4 - UNIFORMS

The Board shall continue to furnish uniforms, to each Operations and Maintenance employee in the bargaining unit. The number of uniforms furnished are as follows:

Maintenance	Operations	IPM Program
7 pairs of pants	7 pairs of pants	7 pairs of pants
7 shirts	7 shirts	7 shirts
1 jacket and liner	1 jacket and liner	1 jacket and liner
5 T-shirts	5 T-shirts	5 T-shirts
5 pairs of shorts	5 pairs of shorts	5 pairs of shorts

Building Supervisors, Shift Foreman, Maintenance Employees, Outside Grounds Employees, and IPM Employees also receive 1 pair regular coveralls, 1 pair insulated coveralls, and 1 baseball style cap.

All uniforms and jackets shall be properly fitted and sized for male and female employees as appropriate. School bus drivers and assistants will provide their own work clothes in compliance with State safety regulations. Employees provided uniforms are restricted from wearing uniforms for employment other than Board of Education employment.

ARTICLE XIX - TRAINING

The Board and Union shall jointly develop a training program through which employees will be given the opportunity to receive training for the purpose of qualifying for advancement.

The two dates for mandatory training will be placed in the school calendar as well as in the custodial/maintenance calendar. Vacation will not be granted for these two days.

SECTION 1 - COURSE REIMBURSEMENT

The Board shall pay a maximum of two-thousand dollars (\$2,000) per fiscal year for course reimbursement for college, adult education and/or trade classes. Reimbursement is limited to tuition, course-related fees and course related materials.

Courses must relate to the functions within the plant maintenance, operations and pupil transportation departments, and may apply to promotional opportunities within and among these

areas. All courses must be approved in advance by the Superintendent/Designee and the unit member must successfully complete the course to qualify for reimbursement.

SECTION 2 - PUPIL TRANSPORTATION TRAINING ACTIVITIES

School bus drivers and assistants who are required to attend Board of Education sponsored in-service training beyond the normal duty day and/or year will be reimbursed at the rate of \$6.55 per hour upon the successful completion of the in-service training.

SECTION 3 - ACCREDITATION/CERTIFICATION STIPEND

Should a plant maintenance or plant operations employee receive any of the following trades licenses the employee shall receive an annual stipend as follows:

Grade 3 State Engineers License	\$250
Grade 2 State Engineers License	\$300
Grade 1 State Engineers License	\$350
Maryland State Water Systems Operators License	\$350
Journeyman Plumber, Electrician or HVACR	\$350
Master Plumber, Electrician, HVACR	\$550
Pool Operator's Certificate (Carroll Springs only)	\$350

Proof of license status may be required annually.

ARTICLE XX - GENERAL PROVISIONS

SECTION 1 - PLEDGE AGAINST DISCRIMINATION AND COERCION

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, or political affiliation. The Union shall share equally with the Board the responsibility for applying this provision of the Agreement.

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 union membership or because of any employee activity in an official capacity on behalf of the Union, or for any other cause.

The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion.

SECTION 2 - UNION BULLETIN BOARDS

The Board agrees to furnish and maintain suitable bulletin board space in convenient places in each work area to be used by the Union.

The Union shall limit its posting of notices and bulletins to such bulletin boards.

SECTION 3 - VISITS BY UNION REPRESENTATIVES

The Board agrees that accredited representatives of the American Federation of State, County, and Municipal Employees whether local Union representative, district council representatives, or International representatives, shall have full and free access to the premises of the Board provided notice of visitation is given and the visitation does not interfere with the Board's operation.

SECTION 4 - PRINTING OF AGREEMENT

The cost of printing the ratified agreement shall be shared jointly between the Union and the Board.

ARTICLE XXI - SAVING CLAUSE

In the event any Article, Section or Portion of this Agreement should be held invalid and unenforceable by any Court of competent jurisdiction, such decision shall apply only to the specific Article, Section or Portion thereof specifically specified in the Court's decision, and upon issuance of such a decision, the Board and The Union agree to negotiate immediately with regards to a substitute for the invalidated Article, Section or Portion thereof.

ARTICLE XXII - TERMINATION

This Agreement shall be effective as of the 1st day of July 2011, and shall remain in full force and effect until the 30th day of June 2015 with the exception of Article X, Wages, and Article V, Section 4, Personal Business Days.

Article XIII – Insurance, except where noted, shall be effective as of January 1, 2012 and remain in full force and effect until December 31, 2012.

Article X – Wages shall be effective as of July 1, 2011 and remain in full force and effect until June 30, 2012.

It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing sixty (60) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than thirty (30) days prior to the anniversary date; this Agreement shall remain in full force and be effective during the period of negotiations.

ARTICLE XXIII - DURATION

Unless otherwise provided herein, the provisions of this Agreement shall remain in full force and effect until June 30, 2015 with the exception of Article X, Wages, and Article V, Section 4, Personal Business Days.

Article XIII, Insurance – except where noted, shall be effective as of January 1, 2012, and remain in full force and effect until December 31, 2012.

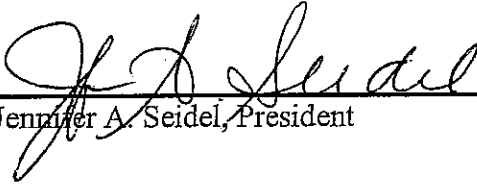
Article X, Wages, shall be effective as of July 1, 2011, and remain in full force and effect until June 30, 2012.

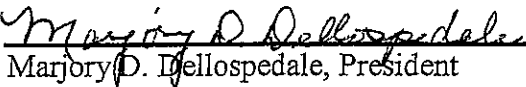
This Agreement is contingent on full funding by the County Commissioners of the Board of Education's fiscal year 2012 and the fiscal year 2013 budget. In the event the budget is not fully funded, the parties shall renegotiate the Agreement upon the request of either the Board or the Union.

IN WITNESS HEREOF, the parties hereunto set their hands and seal this 8th day of June 2011.

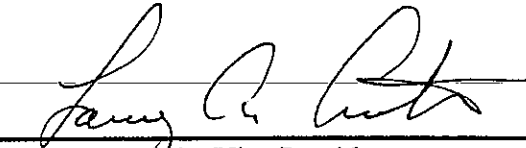
**BOARD OF EDUCATION OF
CARROLL COUNTY**

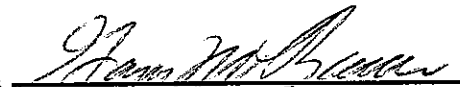
**LOCAL 2741/COUNCIL 67 AMERICAN
FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO**


Jennifer A. Seidel, President

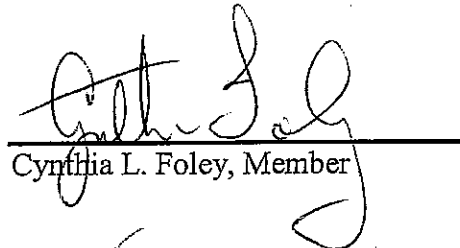

Marjory D. Dellospedale, President


Barbara J. Shreeve, Vice President

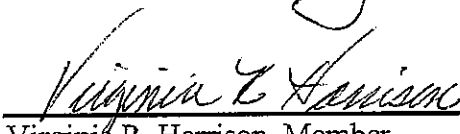

Larry A. Curtis, Vice President


Gary W. Bauer, Member


Judy M. John, Recording Secretary


Cynthia L. Foley, Member

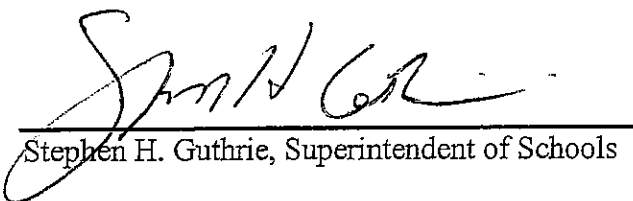

Roger L. Bell, Executive Board Member


Virginia R. Harrison, Member


Charles R. Smith, Executive Board Member


Samson A. Fowler, Student Representative


Wayne H. Wheeler, Executive Board Member


Stephen H. Guthrie, Superintendent of Schools


Ryan Genovese, Council 67 Representative

NON-CONTRACT ITEM(S)

This Memorandum of Understanding is effective until re-negotiations are requested from either the Union or the Board.

6:00 a.m. to 2:30 p.m. summer hour's workday. This shift to begin the first Monday after the last teacher duty day and will end the Friday before the first day new teachers report.

~~Should a change in shift be necessary, the Supervisor of Maintenance will ask for~~ volunteers. If there are no volunteers, it shall be done in order of seniority and qualifications, but with the flexibility to be assigned to special teams that may work temporarily on modified hours. The Supervisor will assign person in all cases in the best interest of the school system.

The intent of this Memorandum of Understanding is not to be part of the Contract, but will serve as a collaborative agreement to a summer schedule. The authority of this Memorandum of Understanding is between the Carroll County Public Schools and the AFSCME Union.

Memorandum of Understanding

The following agreement is not part of the collective bargaining agreement, but represents an informal agreement between the Superintendent of Schools and the AFSCME Bargaining Unit.

Beginning January 1, 2009, Unit Members may elect
HEALTH CARE SAVINGS ACCOUNT (HSA)

1. Members and enrolled family members who select the HSA medical plan will be enrolled in a catastrophic medical plan that picks up coverage after the HSA deductible is met.
2. The Board pays 95% of the catastrophic medical premium rate for all levels of coverage for members who select the HSA.
3. The Board will contribute to members' HSA, thirty-five percent (35%) of the plan deductible for each level of coverage it offers.
4. Members who select the HSA medical plan may contribute to their HSA, through payroll deductions, additional funds up to the IRS limit.

A detailed listing of HSA benefits can be found in the plan summary document.

Memorandum of Understanding

Between the Board of Education of Carroll County and the American Federation of State, County, and Municipal Employees (AFSCME), Local 2741

Healthcare and Dental Insurance Premium Holidays

The undersigned agree to the following stipulations.

The Board of Education of Carroll County will provide three healthcare and dental insurance premium holidays during fiscal year 2011-12 under the following conditions:

1. For each premium holiday, the Board will pay 100% of the healthcare and dental insurance premium, which includes the employer and employee portions of the premiums;
2. The premium holidays apply only to AFSCME unit members who are enrolled in the Board's approved healthcare and dental plans for the 2011 plan year;
3. The premium holidays will occur on the following designated pay dates:
 - a. Friday, October 14, 2011;
 - b. Friday, October 28, 2011; and
 - c. Thursday, November 10, 2011.
4. The healthcare and dental insurance premium holidays are a one-time program that terminates at the end of fiscal year 2011-12.

This Memorandum of Understanding is not effective until ratified by both the Board of Education of Carroll County and AFSCME Local 2741 expires June 30, 2012.

Memorandum of Understanding

Between the Board of Education of Carroll County and the American Federation of
State, County, and Municipal Employees (AFSCME), Local 2741

Joint Study Committee

The undersigned agree to the following:

The Board and AFSCME agree to a joint committee to review current salary scales and to make recommendations on restructuring the number of steps on the scales to provide an increase. This committee will make recommendations to the negotiation teams for Fiscal Year 2013.

This Memorandum of Understanding is not effective until ratified by both the Board of Education of Carroll County and AFSCME Local 2741 expires June 30, 2012.

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Carroll County Public Schools
Operations Salary Schedule
Appendix A

2011 - 2012 OPERATIONS SALARY SCALE

SHIFT GRADE	CAT I			CAT II					CAT III					CAT IV					
	1	2	3	1	1	2	3	1	1	2	3	1	1	2	3	1	1	2	3
	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
STEP 1	\$ 25,119	\$ 26,374	\$ 27,003	\$ 28,623	\$ 29,339	\$ 30,055	\$ 30,770	\$ 33,294	\$ 34,125	\$ 34,957	\$ 35,790	\$ 39,122	\$ 40,101	\$ 41,079	\$ 41,903	\$ 39,122	\$ 40,101	\$ 41,079	\$ 41,903
STEP 2	\$ 25,119	\$ 26,374	\$ 27,003	\$ 28,623	\$ 29,339	\$ 30,055	\$ 30,770	\$ 33,294	\$ 34,125	\$ 34,957	\$ 35,790	\$ 39,122	\$ 40,101	\$ 41,079	\$ 41,903	\$ 39,122	\$ 40,101	\$ 41,079	\$ 41,903
STEP 3	\$ 25,655	\$ 26,938	\$ 27,579	\$ 29,158	\$ 29,887	\$ 30,616	\$ 31,345	\$ 33,830	\$ 34,675	\$ 35,521	\$ 36,367	\$ 39,659	\$ 40,650	\$ 41,642	\$ 42,556	\$ 39,659	\$ 40,650	\$ 41,642	\$ 42,556
STEP 4	\$ 26,191	\$ 27,502	\$ 28,155	\$ 29,692	\$ 30,435	\$ 31,177	\$ 31,921	\$ 34,365	\$ 35,225	\$ 36,085	\$ 36,943	\$ 40,195	\$ 41,200	\$ 42,205	\$ 43,208	\$ 40,195	\$ 41,200	\$ 42,205	\$ 43,208
STEP 5	\$ 26,727	\$ 28,065	\$ 28,732	\$ 30,230	\$ 30,985	\$ 31,741	\$ 32,497	\$ 34,900	\$ 35,773	\$ 36,645	\$ 37,517	\$ 40,730	\$ 41,749	\$ 42,767	\$ 43,784	\$ 40,730	\$ 41,749	\$ 42,767	\$ 43,784
STEP 6	\$ 27,264	\$ 28,627	\$ 29,309	\$ 30,767	\$ 31,535	\$ 32,304	\$ 33,073	\$ 35,434	\$ 36,320	\$ 37,206	\$ 38,091	\$ 41,266	\$ 42,298	\$ 43,330	\$ 44,359	\$ 41,266	\$ 42,298	\$ 43,330	\$ 44,359
STEP 7	\$ 27,799	\$ 29,189	\$ 29,884	\$ 31,302	\$ 32,084	\$ 32,866	\$ 33,649	\$ 35,970	\$ 36,870	\$ 37,769	\$ 38,668	\$ 41,801	\$ 42,847	\$ 43,892	\$ 44,936	\$ 41,801	\$ 42,847	\$ 43,892	\$ 44,936
STEP 8	\$ 28,334	\$ 29,751	\$ 30,460	\$ 31,837	\$ 32,633	\$ 33,428	\$ 34,224	\$ 36,506	\$ 37,419	\$ 38,332	\$ 39,244	\$ 42,336	\$ 43,395	\$ 44,455	\$ 45,513	\$ 42,336	\$ 43,395	\$ 44,455	\$ 45,513
STEP 9	\$ 28,872	\$ 30,314	\$ 31,037	\$ 32,373	\$ 33,182	\$ 33,991	\$ 34,800	\$ 37,044	\$ 37,970	\$ 38,896	\$ 39,822	\$ 42,872	\$ 43,944	\$ 45,017	\$ 46,087	\$ 42,872	\$ 43,944	\$ 45,017	\$ 46,087
STEP 10	\$ 29,409	\$ 30,878	\$ 31,615	\$ 32,909	\$ 33,732	\$ 34,554	\$ 35,376	\$ 37,581	\$ 38,520	\$ 39,459	\$ 40,401	\$ 43,408	\$ 44,493	\$ 45,579	\$ 46,661	\$ 43,408	\$ 44,493	\$ 45,579	\$ 46,661
STEP 11	\$ 29,946	\$ 31,442	\$ 32,192	\$ 33,444	\$ 34,280	\$ 35,116	\$ 35,951	\$ 38,119	\$ 39,071	\$ 40,023	\$ 40,977	\$ 43,942	\$ 45,041	\$ 46,140	\$ 47,236	\$ 43,942	\$ 45,041	\$ 46,140	\$ 47,236
STEP 12	\$ 30,483	\$ 32,006	\$ 32,770	\$ 33,979	\$ 34,828	\$ 35,677	\$ 36,525	\$ 38,657	\$ 39,622	\$ 40,588	\$ 41,554	\$ 44,477	\$ 45,589	\$ 46,701	\$ 47,811	\$ 44,477	\$ 45,589	\$ 46,701	\$ 47,811
STEP 13	\$ 30,668	\$ 32,202	\$ 32,968	\$ 34,169	\$ 35,020	\$ 35,872	\$ 36,723	\$ 38,846	\$ 39,815	\$ 40,783	\$ 41,752	\$ 44,665	\$ 45,780	\$ 46,895	\$ 48,008	\$ 44,665	\$ 45,780	\$ 46,895	\$ 48,008
STEP 14	\$ 30,852	\$ 32,398	\$ 33,165	\$ 34,358	\$ 35,213	\$ 36,067	\$ 36,921	\$ 39,036	\$ 40,007	\$ 40,978	\$ 41,950	\$ 44,853	\$ 46,041	\$ 47,232	\$ 48,404	\$ 44,853	\$ 46,041	\$ 47,232	\$ 48,404
STEP 15	\$ 31,036	\$ 32,594	\$ 33,363	\$ 34,547	\$ 35,405	\$ 36,262	\$ 37,119	\$ 39,225	\$ 40,199	\$ 41,173	\$ 42,148	\$ 45,041	\$ 46,161	\$ 47,282	\$ 48,404	\$ 45,041	\$ 46,161	\$ 47,282	\$ 48,404
STEP 16	\$ 31,220	\$ 32,790	\$ 33,561	\$ 34,737	\$ 35,597	\$ 36,457	\$ 37,317	\$ 39,415	\$ 40,392	\$ 41,369	\$ 42,346	\$ 45,229	\$ 46,352	\$ 47,476	\$ 48,597	\$ 45,229	\$ 46,352	\$ 47,476	\$ 48,597
STEP 17	\$ 31,404	\$ 32,986	\$ 33,759	\$ 34,926	\$ 35,789	\$ 36,652	\$ 37,515	\$ 39,604	\$ 40,584	\$ 41,564	\$ 42,544	\$ 45,417	\$ 46,543	\$ 47,669	\$ 48,793	\$ 45,417	\$ 46,543	\$ 47,669	\$ 48,793
STEP 18	\$ 31,588	\$ 33,182	\$ 33,957	\$ 35,115	\$ 35,981	\$ 36,847	\$ 37,713	\$ 39,793	\$ 40,776	\$ 41,759	\$ 42,742	\$ 45,605	\$ 46,734	\$ 47,863	\$ 48,990	\$ 45,605	\$ 46,734	\$ 47,863	\$ 48,990
STEP 19	\$ 31,772	\$ 33,378	\$ 34,155	\$ 35,305	\$ 36,174	\$ 37,042	\$ 37,911	\$ 39,983	\$ 40,969	\$ 41,954	\$ 42,940	\$ 45,793	\$ 46,925	\$ 48,056	\$ 49,186	\$ 45,793	\$ 46,925	\$ 48,056	\$ 49,186
STEP 20	\$ 31,956	\$ 33,574	\$ 34,353	\$ 35,494	\$ 36,366	\$ 37,237	\$ 38,109	\$ 40,172	\$ 41,161	\$ 42,149	\$ 43,138	\$ 45,981	\$ 47,116	\$ 48,250	\$ 49,383	\$ 45,981	\$ 47,116	\$ 48,250	\$ 49,383
STEP 21	\$ 32,140	\$ 33,770	\$ 34,550	\$ 35,684	\$ 36,558	\$ 37,433	\$ 38,307	\$ 40,362	\$ 41,353	\$ 42,344	\$ 43,336	\$ 46,169	\$ 47,306	\$ 48,444	\$ 49,579	\$ 46,169	\$ 47,306	\$ 48,444	\$ 49,579
STEP 22	\$ 32,324	\$ 33,966	\$ 34,748	\$ 35,873	\$ 36,750	\$ 37,628	\$ 38,505	\$ 40,561	\$ 41,545	\$ 42,540	\$ 43,534	\$ 46,357	\$ 47,497	\$ 48,637	\$ 49,776	\$ 46,357	\$ 47,497	\$ 48,637	\$ 49,776
STEP 23	\$ 32,508	\$ 34,162	\$ 34,946	\$ 36,062	\$ 36,942	\$ 37,823	\$ 38,703	\$ 40,741	\$ 41,738	\$ 42,735	\$ 43,732	\$ 46,545	\$ 47,688	\$ 48,831	\$ 49,972	\$ 46,545	\$ 47,688	\$ 48,831	\$ 49,972
STEP 24	\$ 32,692	\$ 34,358	\$ 35,144	\$ 36,252	\$ 37,135	\$ 38,018	\$ 38,900	\$ 40,930	\$ 41,930	\$ 42,930	\$ 43,930	\$ 46,733	\$ 47,879	\$ 49,024	\$ 50,169	\$ 46,733	\$ 47,879	\$ 49,024	\$ 50,169
STEP 25	\$ 32,876	\$ 34,554	\$ 35,342	\$ 36,441	\$ 37,327	\$ 38,213	\$ 39,098	\$ 41,120	\$ 42,122	\$ 43,125	\$ 44,128	\$ 46,922	\$ 48,070	\$ 49,218	\$ 50,365	\$ 46,922	\$ 48,070	\$ 49,218	\$ 50,365
STEP 26	\$ 33,060	\$ 34,750	\$ 35,540	\$ 36,630	\$ 37,519	\$ 38,408	\$ 39,296	\$ 41,309	\$ 42,315	\$ 43,320	\$ 44,326	\$ 47,110	\$ 48,261	\$ 49,412	\$ 50,561	\$ 47,110	\$ 48,261	\$ 49,412	\$ 50,561
STEP 27	\$ 33,244	\$ 34,946	\$ 35,738	\$ 36,820	\$ 37,711	\$ 38,603	\$ 39,494	\$ 41,499	\$ 42,507	\$ 43,515	\$ 44,524	\$ 47,298	\$ 48,451	\$ 49,605	\$ 50,758	\$ 47,298	\$ 48,451	\$ 49,605	\$ 50,758
STEP 28	\$ 33,428	\$ 35,142	\$ 35,935	\$ 37,009	\$ 37,903	\$ 38,798	\$ 39,693	\$ 41,688	\$ 42,699	\$ 43,710	\$ 44,722	\$ 47,486	\$ 48,642	\$ 49,799	\$ 50,954	\$ 47,486	\$ 48,642	\$ 49,799	\$ 50,954
STEP 29	\$ 33,613	\$ 35,338	\$ 36,133	\$ 37,198	\$ 38,096	\$ 38,993	\$ 39,890	\$ 41,878	\$ 42,892	\$ 43,906	\$ 44,920	\$ 47,674	\$ 48,833	\$ 49,992	\$ 51,151	\$ 47,674	\$ 48,833	\$ 49,992	\$ 51,151
STEP 30	\$ 33,797	\$ 35,535	\$ 36,331	\$ 37,388	\$ 38,288	\$ 39,188	\$ 40,088	\$ 42,067	\$ 43,084	\$ 44,101	\$ 45,118	\$ 47,862	\$ 49,024	\$ 50,186	\$ 51,347	\$ 47,862	\$ 49,024	\$ 50,186	\$ 51,347
STEP 31	\$ 33,981	\$ 35,731	\$ 36,529	\$ 37,577	\$ 38,480	\$ 39,383	\$ 40,286	\$ 42,257	\$ 43,276	\$ 44,296	\$ 45,316	\$ 48,050	\$ 49,215	\$ 50,380	\$ 51,544	\$ 48,050	\$ 49,215	\$ 50,380	\$ 51,544
STEP 32	\$ 34,165	\$ 35,927	\$ 36,727	\$ 37,766	\$ 38,672	\$ 39,578	\$ 40,484	\$ 42,446	\$ 43,469	\$ 44,491	\$ 45,514	\$ 48,238	\$ 49,406	\$ 50,573	\$ 51,740	\$ 48,238	\$ 49,406	\$ 50,573	\$ 51,740

The method used for granting step assignments is as follows:

- Fiscal Year Basis Employment of
- 0-3 Months No Step
 - 4-8 Months 1/2 Step (.5)
 - 9-12 Months Full Step

Carroll County Public Schools
Maintenance Salary Schedule
Appendix A

2011 - 2012 MAINTENANCE SALARY SCALE

SHIFT GRADE	CAT I			CAT II					CAT III					CAT IV					
	1	2	3	1	1	2	3	1	1	1	2	10	11	1	1	1	2	3	
	1	2	3	4	5	6	7	8	9	9	10	10	11	12	13	14	14	15	
STEP 1	\$ 25,119	\$ 26,374	\$ 27,003	\$ 29,787	\$ 30,532	\$ 31,276	\$ 32,021	\$ 34,455	\$ 35,316	\$ 36,178	\$ 37,039	\$ 37,039	\$ 39,123	\$ 40,101	\$ 41,079	\$ 42,057	\$ 43,035	\$ 44,013	\$ 44,991
1.5	\$ 25,119	\$ 26,374	\$ 27,003	\$ 29,787	\$ 30,532	\$ 31,276	\$ 32,021	\$ 34,455	\$ 35,316	\$ 36,178	\$ 37,039	\$ 37,039	\$ 39,123	\$ 40,101	\$ 41,079	\$ 42,057	\$ 43,035	\$ 44,013	\$ 44,991
STEP 2	\$ 25,119	\$ 26,374	\$ 27,003	\$ 29,787	\$ 30,532	\$ 31,276	\$ 32,021	\$ 34,455	\$ 35,316	\$ 36,178	\$ 37,039	\$ 37,039	\$ 39,123	\$ 40,101	\$ 41,079	\$ 42,057	\$ 43,035	\$ 44,013	\$ 44,991
2.5	\$ 25,655	\$ 26,938	\$ 27,579	\$ 30,154	\$ 30,908	\$ 31,662	\$ 32,416	\$ 34,888	\$ 35,760	\$ 36,632	\$ 37,504	\$ 37,504	\$ 39,621	\$ 40,611	\$ 41,602	\$ 42,592	\$ 43,582	\$ 44,572	\$ 45,562
STEP 3	\$ 26,191	\$ 27,502	\$ 28,155	\$ 30,521	\$ 31,284	\$ 32,047	\$ 32,810	\$ 35,320	\$ 36,204	\$ 37,087	\$ 37,970	\$ 37,970	\$ 40,119	\$ 41,122	\$ 42,125	\$ 43,128	\$ 44,131	\$ 45,134	\$ 46,137
3.5	\$ 26,727	\$ 28,065	\$ 28,732	\$ 30,888	\$ 31,660	\$ 32,433	\$ 33,205	\$ 35,753	\$ 36,647	\$ 37,541	\$ 38,435	\$ 38,435	\$ 40,617	\$ 41,633	\$ 42,648	\$ 43,664	\$ 44,679	\$ 45,694	\$ 46,709
STEP 4	\$ 27,264	\$ 28,627	\$ 29,309	\$ 31,255	\$ 32,037	\$ 32,818	\$ 33,599	\$ 36,186	\$ 37,091	\$ 37,995	\$ 38,900	\$ 38,900	\$ 41,116	\$ 42,144	\$ 43,171	\$ 44,199	\$ 45,227	\$ 46,254	\$ 47,281
4.5	\$ 27,799	\$ 29,189	\$ 29,884	\$ 31,622	\$ 32,413	\$ 33,204	\$ 33,994	\$ 36,619	\$ 37,534	\$ 38,450	\$ 39,365	\$ 39,365	\$ 41,614	\$ 42,654	\$ 43,695	\$ 44,735	\$ 45,775	\$ 46,815	\$ 47,855
STEP 5	\$ 28,334	\$ 29,751	\$ 30,460	\$ 31,989	\$ 32,789	\$ 33,589	\$ 34,389	\$ 37,052	\$ 37,978	\$ 38,904	\$ 39,831	\$ 39,831	\$ 42,112	\$ 43,165	\$ 44,218	\$ 45,271	\$ 46,324	\$ 47,377	\$ 48,430
5.5	\$ 28,872	\$ 30,314	\$ 31,037	\$ 32,357	\$ 33,165	\$ 33,974	\$ 34,783	\$ 37,485	\$ 38,422	\$ 39,359	\$ 40,296	\$ 40,296	\$ 42,610	\$ 43,676	\$ 44,741	\$ 45,806	\$ 46,871	\$ 47,936	\$ 49,001
STEP 6	\$ 29,409	\$ 30,878	\$ 31,615	\$ 32,724	\$ 33,542	\$ 34,360	\$ 35,178	\$ 37,918	\$ 38,865	\$ 39,813	\$ 40,761	\$ 40,761	\$ 43,109	\$ 44,186	\$ 45,264	\$ 46,342	\$ 47,419	\$ 48,496	\$ 49,573
6.5	\$ 29,946	\$ 31,442	\$ 32,192	\$ 33,091	\$ 33,918	\$ 34,745	\$ 35,573	\$ 38,350	\$ 39,309	\$ 40,268	\$ 41,227	\$ 41,227	\$ 43,607	\$ 44,697	\$ 45,787	\$ 46,878	\$ 47,968	\$ 49,058	\$ 50,148
STEP 7	\$ 30,483	\$ 32,006	\$ 32,770	\$ 33,458	\$ 34,294	\$ 35,131	\$ 35,967	\$ 38,783	\$ 39,753	\$ 40,722	\$ 41,692	\$ 41,692	\$ 44,105	\$ 45,208	\$ 46,311	\$ 47,413	\$ 48,515	\$ 49,617	\$ 50,719
7.5	\$ 30,668	\$ 32,202	\$ 32,968	\$ 33,825	\$ 34,671	\$ 35,516	\$ 36,362	\$ 39,216	\$ 40,196	\$ 41,177	\$ 42,157	\$ 42,157	\$ 44,604	\$ 45,719	\$ 46,834	\$ 47,949	\$ 49,063	\$ 50,177	\$ 51,291
STEP 8	\$ 30,852	\$ 32,398	\$ 33,165	\$ 34,192	\$ 35,047	\$ 35,902	\$ 36,756	\$ 39,649	\$ 40,640	\$ 41,631	\$ 42,623	\$ 42,623	\$ 45,102	\$ 46,229	\$ 47,357	\$ 48,484	\$ 49,611	\$ 50,738	\$ 51,865
8.5	\$ 31,036	\$ 32,594	\$ 33,363	\$ 34,559	\$ 35,423	\$ 36,287	\$ 37,151	\$ 40,082	\$ 41,084	\$ 42,086	\$ 43,088	\$ 43,088	\$ 45,609	\$ 46,740	\$ 47,871	\$ 49,002	\$ 50,133	\$ 51,264	\$ 52,395
STEP 9	\$ 31,220	\$ 32,790	\$ 33,561	\$ 34,926	\$ 35,799	\$ 36,672	\$ 37,546	\$ 40,515	\$ 41,527	\$ 42,540	\$ 43,553	\$ 43,553	\$ 46,098	\$ 47,251	\$ 48,403	\$ 49,556	\$ 50,709	\$ 51,862	\$ 53,015
9.5	\$ 31,404	\$ 32,986	\$ 33,759	\$ 35,293	\$ 36,176	\$ 37,058	\$ 37,940	\$ 40,947	\$ 41,971	\$ 42,995	\$ 44,018	\$ 44,018	\$ 46,597	\$ 47,762	\$ 48,926	\$ 50,091	\$ 51,256	\$ 52,421	\$ 53,586
STEP 10	\$ 31,588	\$ 33,182	\$ 33,957	\$ 35,660	\$ 36,552	\$ 37,443	\$ 38,335	\$ 41,380	\$ 42,415	\$ 43,449	\$ 44,484	\$ 44,484	\$ 47,095	\$ 48,272	\$ 49,450	\$ 50,627	\$ 51,804	\$ 52,981	\$ 54,158
10.5	\$ 31,772	\$ 33,378	\$ 34,155	\$ 36,027	\$ 36,928	\$ 37,829	\$ 38,729	\$ 41,813	\$ 42,858	\$ 43,904	\$ 44,949	\$ 44,949	\$ 47,593	\$ 48,783	\$ 49,973	\$ 51,163	\$ 52,353	\$ 53,543	\$ 54,733
STEP 11	\$ 31,956	\$ 33,574	\$ 34,353	\$ 36,395	\$ 37,304	\$ 38,214	\$ 39,124	\$ 42,246	\$ 43,302	\$ 44,358	\$ 45,414	\$ 45,414	\$ 48,091	\$ 49,294	\$ 50,496	\$ 51,698	\$ 52,899	\$ 54,101	\$ 55,303
11.5	\$ 32,140	\$ 33,770	\$ 34,550	\$ 36,762	\$ 37,681	\$ 38,600	\$ 39,519	\$ 42,679	\$ 43,746	\$ 44,813	\$ 45,880	\$ 45,880	\$ 48,590	\$ 49,804	\$ 51,019	\$ 52,234	\$ 53,448	\$ 54,662	\$ 55,876
STEP 12	\$ 32,324	\$ 33,966	\$ 34,748	\$ 37,129	\$ 38,057	\$ 38,985	\$ 39,913	\$ 43,112	\$ 44,189	\$ 45,267	\$ 46,345	\$ 46,345	\$ 49,088	\$ 50,315	\$ 51,542	\$ 52,769	\$ 54,000	\$ 55,227	\$ 56,454
12.5	\$ 32,508	\$ 34,162	\$ 34,946	\$ 37,496	\$ 38,433	\$ 39,371	\$ 40,308	\$ 43,544	\$ 44,633	\$ 45,722	\$ 46,810	\$ 46,810	\$ 49,586	\$ 50,826	\$ 52,065	\$ 53,305	\$ 54,544	\$ 55,783	\$ 57,022
STEP 13	\$ 32,692	\$ 34,358	\$ 35,144	\$ 38,230	\$ 39,186	\$ 40,141	\$ 41,097	\$ 44,377	\$ 45,077	\$ 46,176	\$ 47,276	\$ 47,276	\$ 50,084	\$ 51,337	\$ 52,589	\$ 53,841	\$ 55,093	\$ 56,345	\$ 57,597
13.5	\$ 32,876	\$ 34,554	\$ 35,342	\$ 38,597	\$ 39,562	\$ 40,527	\$ 41,492	\$ 44,843	\$ 45,964	\$ 47,085	\$ 48,206	\$ 48,206	\$ 51,081	\$ 52,358	\$ 53,635	\$ 54,912	\$ 56,189	\$ 57,466	\$ 58,743
STEP 14	\$ 33,060	\$ 34,750	\$ 35,540	\$ 38,964	\$ 39,938	\$ 40,912	\$ 41,886	\$ 45,276	\$ 46,408	\$ 47,540	\$ 48,672	\$ 48,672	\$ 51,579	\$ 52,869	\$ 54,158	\$ 55,448	\$ 56,737	\$ 58,026	\$ 59,315
14.5	\$ 33,244	\$ 34,946	\$ 35,738	\$ 39,164	\$ 39,938	\$ 40,912	\$ 41,886	\$ 45,276	\$ 46,408	\$ 47,540	\$ 48,672	\$ 48,672	\$ 51,579	\$ 52,869	\$ 54,158	\$ 55,448	\$ 56,737	\$ 58,026	\$ 59,315
STEP 15	\$ 33,428	\$ 35,142	\$ 35,935	\$ 39,331	\$ 40,314	\$ 41,298	\$ 42,281	\$ 45,709	\$ 46,851	\$ 47,994	\$ 49,137	\$ 49,137	\$ 52,077	\$ 53,370	\$ 54,661	\$ 55,951	\$ 57,241	\$ 58,531	\$ 59,821
15.5	\$ 33,612	\$ 35,338	\$ 36,133	\$ 39,698	\$ 40,691	\$ 41,683	\$ 42,676	\$ 46,142	\$ 47,295	\$ 48,449	\$ 49,602	\$ 49,602	\$ 52,576	\$ 53,890	\$ 55,205	\$ 56,519	\$ 57,834	\$ 59,148	\$ 60,462
STEP 16	\$ 33,796	\$ 35,535	\$ 36,331	\$ 40,065	\$ 41,067	\$ 42,069	\$ 43,070	\$ 46,574	\$ 47,739	\$ 48,903	\$ 50,067	\$ 50,067	\$ 53,074	\$ 54,401	\$ 55,728	\$ 57,055	\$ 58,382	\$ 59,709	\$ 61,036
16.5	\$ 33,980	\$ 35,731	\$ 36,529	\$ 40,433	\$ 41,443	\$ 42,454	\$ 43,465	\$ 47,005	\$ 48,180	\$ 49,355	\$ 50,530	\$ 50,530	\$ 53,572	\$ 54,912	\$ 56,251	\$ 57,590	\$ 58,929	\$ 60,268	\$ 61,607
STEP 17	\$ 34,165	\$ 35,927	\$ 36,727	\$ 40,800	\$ 41,820	\$ 42,840	\$ 43,860	\$ 47,435	\$ 48,621	\$ 49,807	\$ 50,993	\$ 50,993	\$ 54,071	\$ 55,422	\$ 56,774	\$ 58,125	\$ 59,476	\$ 60,827	\$ 62,178

The method used for granting step assignments is as follows:

Fiscal Year Basis
Employment of

- 0-3 Months No Step
- 4-8 Months 1/2 Step (.5)
- 9-12 Months Full Step

Carroll County Public Schools
Transportation Salary Schedule
Appendix A

2011 - 2012 BUS DRIVERS & BUS ASSISTANTS SALARY SCALE

Lane	Bus Drivers 180 Days 0.8125 FTE		Bus Assistants 180 Days 0.8125 FTE		Bus Drivers 180 Days 0.90625 FTE		Bus Assistants 180 Days 0.90625 FTE		Bus Drivers 180 Days 1.000 FTE		Bus Assistants 180 Days 1.000 FTE	
	1	1B	1B	1B	2	2B	2B	2B	3	3B	3B	3B
1.00	\$17,184	\$12,188	\$12,188	\$13,594	\$19,167	\$13,594	\$13,594	\$21,150	\$21,150	\$15,000	\$15,000	\$15,000
1.50	\$17,184	\$12,188	\$12,188	\$13,594	\$19,167	\$13,594	\$13,594	\$21,150	\$21,150	\$15,000	\$15,000	\$15,000
2.00	\$17,184	\$12,188	\$12,188	\$13,594	\$19,167	\$13,594	\$13,594	\$21,150	\$21,150	\$15,000	\$15,000	\$15,000
2.50	\$17,457	\$12,452	\$12,452	\$13,889	\$19,471	\$13,889	\$13,889	\$21,485	\$21,485	\$15,325	\$15,325	\$15,325
3.00	\$17,729	\$12,716	\$12,716	\$14,183	\$19,775	\$14,183	\$14,183	\$21,821	\$21,821	\$15,651	\$15,651	\$15,651
3.50	\$17,985	\$12,980	\$12,980	\$14,478	\$20,061	\$14,478	\$14,478	\$22,136	\$22,136	\$15,976	\$15,976	\$15,976
4.00	\$18,242	\$13,244	\$13,244	\$14,773	\$20,347	\$14,773	\$14,773	\$22,451	\$22,451	\$16,301	\$16,301	\$16,301
4.50	\$18,505	\$13,493	\$13,493	\$15,050	\$20,641	\$15,050	\$15,050	\$22,776	\$22,776	\$16,607	\$16,607	\$16,607
5.00	\$18,769	\$13,741	\$13,741	\$15,327	\$20,935	\$15,327	\$15,327	\$23,100	\$23,100	\$16,912	\$16,912	\$16,912
5.50	\$19,026	\$13,997	\$13,997	\$15,612	\$21,221	\$15,612	\$15,612	\$23,417	\$23,417	\$17,227	\$17,227	\$17,227
6.00	\$19,283	\$14,253	\$14,253	\$15,898	\$21,508	\$15,898	\$15,898	\$23,733	\$23,733	\$17,542	\$17,542	\$17,542
6.50	\$19,523	\$14,518	\$14,518	\$16,193	\$21,775	\$16,193	\$16,193	\$24,028	\$24,028	\$17,868	\$17,868	\$17,868
7.00	\$19,763	\$14,782	\$14,782	\$16,488	\$22,043	\$16,488	\$16,488	\$24,324	\$24,324	\$18,194	\$18,194	\$18,194
7.50	\$19,826	\$14,885	\$14,885	\$16,602	\$22,113	\$16,602	\$16,602	\$24,401	\$24,401	\$18,320	\$18,320	\$18,320
8.00	\$19,888	\$14,987	\$14,987	\$16,717	\$22,183	\$16,717	\$16,717	\$24,478	\$24,478	\$18,446	\$18,446	\$18,446
8.50	\$19,951	\$15,090	\$15,090	\$16,831	\$22,253	\$16,831	\$16,831	\$24,555	\$24,555	\$18,572	\$18,572	\$18,572
9.00	\$20,013	\$15,192	\$15,192	\$16,945	\$22,323	\$16,945	\$16,945	\$24,632	\$24,632	\$18,698	\$18,698	\$18,698
9.50	\$20,076	\$15,295	\$15,295	\$17,059	\$22,393	\$17,059	\$17,059	\$24,709	\$24,709	\$18,824	\$18,824	\$18,824
10.00	\$20,139	\$15,397	\$15,397	\$17,174	\$22,462	\$17,174	\$17,174	\$24,786	\$24,786	\$18,950	\$18,950	\$18,950
10.50	\$20,201	\$15,500	\$15,500	\$17,288	\$22,532	\$17,288	\$17,288	\$24,863	\$24,863	\$19,076	\$19,076	\$19,076
11.00	\$20,264	\$15,602	\$15,602	\$17,402	\$22,602	\$17,402	\$17,402	\$24,940	\$24,940	\$19,203	\$19,203	\$19,203
11.50	\$20,327	\$15,705	\$15,705	\$17,517	\$22,672	\$17,517	\$17,517	\$25,017	\$25,017	\$19,329	\$19,329	\$19,329
12.00	\$20,389	\$15,807	\$15,807	\$17,631	\$22,742	\$17,631	\$17,631	\$25,094	\$25,094	\$19,455	\$19,455	\$19,455
12.50	\$20,452	\$15,910	\$15,910	\$17,745	\$22,812	\$17,745	\$17,745	\$25,172	\$25,172	\$19,581	\$19,581	\$19,581
13.00	\$20,515	\$16,012	\$16,012	\$17,860	\$22,882	\$17,860	\$17,860	\$25,249	\$25,249	\$19,707	\$19,707	\$19,707
13.50	\$20,577	\$16,114	\$16,114	\$17,974	\$22,951	\$17,974	\$17,974	\$25,326	\$25,326	\$19,833	\$19,833	\$19,833
14.00	\$20,640	\$16,217	\$16,217	\$18,088	\$23,021	\$18,088	\$18,088	\$25,403	\$25,403	\$19,959	\$19,959	\$19,959
14.50	\$20,702	\$16,319	\$16,319	\$18,202	\$23,091	\$18,202	\$18,202	\$25,480	\$25,480	\$20,085	\$20,085	\$20,085
15.00	\$20,765	\$16,422	\$16,422	\$18,317	\$23,161	\$18,317	\$18,317	\$25,557	\$25,557	\$20,212	\$20,212	\$20,212
15.50	\$20,828	\$16,524	\$16,524	\$18,431	\$23,231	\$18,431	\$18,431	\$25,634	\$25,634	\$20,338	\$20,338	\$20,338
16.00	\$20,890	\$16,627	\$16,627	\$18,545	\$23,301	\$18,545	\$18,545	\$25,711	\$25,711	\$20,464	\$20,464	\$20,464
16.50	\$20,953	\$16,729	\$16,729	\$18,660	\$23,371	\$18,660	\$18,660	\$25,788	\$25,788	\$20,590	\$20,590	\$20,590
17.00	\$21,016	\$16,832	\$16,832	\$18,774	\$23,441	\$18,774	\$18,774	\$25,865	\$25,865	\$20,716	\$20,716	\$20,716

The method used for granting step assignments is as follows:

Fiscal Year Basis	Employment of
	0-3 Months No Step
	4-8 Months 1/2 Step (.5)
	9-12 Months Full Step