

MASTER AGREEMENT

Between

THE BOARD OF EDUCATION OF HOWARD COUNTY

and

THE HOWARD COUNTY EDUCATION ASSOCIATION

Beginning July 1, 1984

and

Ending June 30, 1986

MASTER AGREEMENT
BETWEEN THE BOARD OF EDUCATION OF HOWARD COUNTY
AND THE HOWARD COUNTY EDUCATION ASSOCIATION
BEGINNING JULY 1, 1984 and ENDING JUNE 30, 1986

ARTICLE I
RECOGNITION

- A. The Board recognizes the Association as the exclusive official negotiating organization for all certificated professional employees of the Howard County Public Schools with regard to all matters relating to salaries, wages, hours, and other working conditions. The Superintendent of Schools and the members designated by the Board to act as its representatives in negotiation are excluded. The recognition is in accordance with the provisions specified in Section 6-401, et seq., Education Article of the Annotated Code of Maryland.
- B. For the purpose of this Agreement the term "teacher", when used hereafter shall refer to all professionally certificated employees represented by the Howard County Education Association. The term "Association" shall refer to the Howard County Education Association; the term "Board" shall refer to the Board of Education of Howard County.

ARTICLE II
NEGOTIATION PROCEDURE

- A. Both parties agree to negotiate in good faith as prescribed in Section 6-401, et seq., Education Article of the Annotated Code of Maryland. The parties agree to utilize the contents and format of the Agreement in effect as the basis for proposals for negotiation in the new Agreement. This is understood to mean that:
 - 1. Items in the existing Agreement, which remain satisfactory to both parties, would be continued as part of the new Agreement.
 - 2. Items in the existing Agreement which are believed in need of change, deletion, or addition by either party, may be the subjects of new proposals for negotiation.
 - 3. Items not included in the existing Agreement, but believed desirable for consideration in the new Agreement by either party may be proposed as additions to the existing Agreement.

Every effort will be made to begin negotiations concerning a successor Agreement by October 16, but in no event shall such negotiations begin later than November 2. Every effort shall be made to complete all negotiations before the winter vacation. All issues proposed for negotiations shall be detailed in writing and submitted by the Association to the Board or its delegated representatives not later than November 2. The Board shall submit in writing to the teacher representatives all additional issues upon which it wishes to negotiate no later than the first meeting after November 2.

- B. Neither party shall have any control over selection of consultants or negotiation representatives of the other party.
- C. Negotiation sessions shall be held as frequently as necessary at a time other than the regular school day for students, to complete the negotiations by the stated completion date.
- D. If upon the request of either party the state superintendent of schools determines from the facts that an impasse is reached in negotiations between a public school employer and an employee organization designated as an exclusive negotiating agent, the assistance and advice of the State Board of Education may be requested, with the consent of both parties. In the absence of such consent, upon the request of either party, a panel shall be named to aid in the resolution of differences. Such panel shall contain three persons, one to be appointed by each party within three (3) days, and the third to be selected by the other two within ten (10) days from the date of said request. If the parties are unable to agree upon a third panel member or obtain a commitment to serve within a specified period, a request for a list of possible panel members may be made to the American Arbitration Association by either party. The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of the third panel member. The State Board of Education, or the panel selected, shall meet with the parties to aid in the resolution of differences, and, if the matter is not otherwise resolved, shall make a written report and recommendations within thirty (30) days from the date of said request. Copies of such report shall be sent to representatives of both the public school employer and the employee organization. All costs of mediation shall be shared by the public school employer and the employee organization.

ARTICLE III GRIEVANCE PROCEDURE

A. General Principles

The Association and the Board recognize their responsibility for the prompt and orderly disposition of a grievance that arise out of the interpretation, application or alleged breach of any of the provisions of this Agreement. To this end, the parties agree that the provisions of this Article shall provide the means of settlement of all such grievances, provided however that nothing herein will be construed as limiting the right of any teacher to have a complaint adjusted without the intervention of the Association so long as the adjustment is not inconsistent with the terms of this Agreement. In any event, a copy of all decisions rendered above the level of immediate supervisor shall be forwarded to the Association.

A "grievant" is a teacher or teachers filing a grievance.

B. Procedures

- 1. A grievance including a class grievance shall be presented in writing and shall contain at least the following:
 - a. Name(s) and position(s) of the grievant(s)

- b. A statement of the grievance and the facts involved, including relevant dates
- c. A reference to the Board Rules and/or policies or privileges of this Agreement allegedly misapplied, or violated, or misinterpreted
- d. The corrective action requested
- e. Signature(s) of the grievant(s)

2. A grievance shall be presented in the following steps:

Step 1. Between the grievant and his/her representative, at the request of the grievant, and the employee's immediate supervisor and/or his/her designated representative.

Step 2. Between the grievant and his/her Association representatives, and the Superintendent and/or his/her designated representatives.

Step 3. Submitted to binding arbitration.

- C. Any grievance shall be presented at Step 1 in writing, signed by the grievant, within twenty(20) school days from the date of its occurrence, or the date when the grievant knew or should have known of its occurrence. The Administrator's answer at each Step shall be given in writing within seven (7) school days after the Step meeting, which shall be held within seven (7) school days following receipt of appeal. Unless a grievance is appealed to the next step within seven (7) school days of the Administrator's answer, it shall be deemed settled in accordance with the Administrator's answer, which shall be considered acceptable to the grievant and the Association.

In the event the grievant and/or the Association is not satisfied with the disposition of a grievance at Step Two (2), any grievance arising out of and/or relating to the interpretation or application of this Agreement may be submitted by the Association within thirty (30) school days to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association. The parties further agree to accept the arbitrator's award as final and binding upon them.

D. Miscellaneous

- 1. "Days" shall mean working school days.
- 2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step.
- 3. To avoid any dispute in determining compliance with the specified time limits, the day on which a written grievance, appeal, or notice of hearing is received shall not be included in determining the limitation period. All written grievances notices, or appeals are deemed to have been received on the day after the date of postmark, if mailed, or on date stamped or recorded thereon by a school official, who shall initial the same, if hand delivered.

4. The time limits in any step of this procedure may be extended or reduced in any specific instance, by mutual agreement between the aggrieved party and/or his/her representative and the Superintendent/designee.

This procedure will be pursued should the grievant become incapacitated, or, if left unresolved until the next school year, could result in irreparable harm to a party in interest.

5. If a grievance affects a group or class of teachers, involving two or more teachers, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Step Two (2), except if it is confined to one school the grievance shall be initiated at Step One (1).
6. Both parties agree that grievance proceedings will be kept confidential at all levels.
7. Documents, communications, and records, initiated during and related to the processing of a grievance shall be filed in a separate grievance file. A settled grievance that relates to a salary adjustment may be referred to in the personnel file of the grievant(s).
8. Arbitration hearings will be scheduled to commence at 10:00 a.m., when no more than three (3) employees of the Board of Education of Howard County (including the Grievant and/or Grievants) are required by the Association to testify. In any case in which the Association will require the attendance of more than three (3) employees, the hearing will be scheduled to commence at 3:00 p.m. If the parties mutually agree, the hearing may commence at an earlier or later time.

ARTICLE IV PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of a teacher shall be the concern of and warrant the review and appropriate action of the Board only:
 1. As it may prevent the teacher from performing his/her assigned functions during school duty hours;
 2. As it may be in violation of local, state, national, or common law.
- B. Each teacher will be entitled to full rights of citizenship, and no religious or political activities of any such teacher or the lack thereof will be grounds for any discipline or discrimination with respect to the professional employment of such person provided they do not affect his/her classroom performance.
- C. The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Howard County School System, and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue the truth in the performance of their teaching functions. They agree that subject to curriculum guidelines and appropriate supervision, the responsibility for presenting all sides of controversial material rests with the teacher.

- D. No student's grade shall be changed without a conference between the student's teacher and the administrator. After the conference the teacher will be notified of the administrator's decision. In the event the student's teacher is not available for a conference the administrator will notify the teacher in writing of any changes in a grade.

ARTICLE V EVALUATION

- A. Non-tenured teachers shall be observed and receive written observation reports by personnel certificated by the State Department of Education at least four (4) times during the school year, twice during the first semester and twice during the second semester.
- B. Tenured teachers shall be observed and receive written observation reports by the above mentioned personnel at least twice a year, once during the first semester and once during the second semester.
- C. Written comments shall be made concerning any observation of the teacher's work performance; and the teacher shall receive a duplicate copy of said observation within five (5) school days after it is made.
- D. All monitoring or observation of the work performance of the teacher shall be conducted openly and with full knowledge of the teacher.
- E. A formal evaluation including a conference shall be made at least once each semester for non-tenured teachers and once each year for tenured teachers. These evaluations shall be based on the conclusions and assessments of the teacher's performance reached by the personnel mentioned in Sections A and B of this Article.
- F. Teachers shall be given a copy of any evaluation report prepared by their evaluators within five (5) school days after it is completed, but not later than the last duty day for ten-month teachers. No such report will be submitted to the Personnel Office of the Department of Education, placed in the teacher's file or otherwise acted upon without a prior conference with the teacher.
- G. Any derogatory material or information not previously made known to and discussed with the teacher shall not be deemed valid in evaluating said teacher.
- H. The final evaluation shall be completed and a copy given to the teacher evaluated prior to the end of the school year.
- I. Teachers shall have the right, upon request, to review the contents of their personnel file, in the presence of a personnel officer, and to receive copies at Board expense of any documents contained therein which are not available from the original source or which the teacher had not previously received. A teacher shall be entitled to have a representative(s) accompany him/her during such review. The Board will protect the confidentiality of personal references, academic credentials, and other similar documents.

- J. No material derogatory to a teacher's conduct, service, character or personality will be placed in his/her personnel file unless the teacher has had an opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. He/she will also have the right to submit a written answer to such material and his/her answer will be reviewed by the appropriate administrator and attached to the file copy.
- K. Any complaints regarding a teacher made to any member of the administration by any parent, student, or other person which are used in any manner in evaluating such teacher will be promptly investigated and called to his/her attention.
- L. Upon request of the teacher, a supervisor/central office specialist shall conduct a demonstration of the classroom teaching techniques and procedures in question. Further teaching demonstrations by a supervisor/central office specialist may be conducted at the discretion of his/her immediate director.
- M. No teacher will be disciplined, reprimanded, or reduced in rank or compensation without cause.
- N. Teacher proficiency tests shall not be the sole criterion used in the retention, evaluation, or promotion of teachers.

ARTICLE VI. TRANSFERS

- A. Voluntary Transfers - a voluntary request by a teacher for a change in assignment to a different school(s).
 - 1. Teachers who desire to transfer to another building may file a written statement by March 1 of such desire with the Superintendent or his/her designee who shall notify the immediate superior of such request. Such statement will include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference.
 - 2. The following criteria will be considered in deciding on the request for transfer:
 - a. the instructional needs of the school system;
 - b. the qualification of the teacher or teachers requesting transfer;
 - c. length of service in the Howard County School System.
 - 3. If the teacher's request for transfer is denied, he/she will, upon request, receive a written explanation of the reasons therefor from the Superintendent or his/her designee.
 - 4. An applicant for transfer shall assume that he/she will continue in his/her present position until such time as he/she is notified, in writing, that his/her transfer has been granted; said notification shall be from the Superintendent or his/her designee.
 - 5. Voluntary transfers for teachers for the ensuing year will not be processed after August 1, except for extenuating reasons.

6. Position vacancies will be posted in each school building as of the following dates: February 15, March 15, April 15, May 15, June 15, and July 15.

B. Involuntary Transfers - an involuntary change in a teacher's assignment to a different school(s).

1. Volunteers from among those affected by the need for transfers will be given first consideration for transfer.
2. Notice of transfer shall be given to the teacher when possible at least ten (10) days prior to the date of change in August and September and thirty (30) days prior to the date of change during the remainder of the year.
3. The following criteria will be considered in determining involuntary transfers:
 - a. teacher's area of competence
 - b. length of service in the Howard County School System
 - c. the number of times a teacher has been involuntarily transferred and how recently the involuntary transfers were made
 - d. other relevant factors, including among other things, state and/or federal laws, rules, regulations or administrative directives
4. An involuntary transfer will be made only after a meeting between the teacher involved and the appropriate administrator, at which time the teacher will be notified in writing, upon request, of the reason or reasons. In the event that a teacher objects to the transfer at this meeting, upon his/her request, the Superintendent or his/her representative will meet with him/her.
5. A list of any open positions identified by field or qualification will be made available to all teachers being involuntarily transferred. An involuntarily transferred teacher will be considered for returning to his/her original position and school if and when said position becomes vacant within one (1) school year.
6. A teacher to be involuntarily transferred will be placed ahead of (1) teachers returning from an approved leave of absence; (2) teachers requesting a voluntary transfer (except in situations where placement has already occurred before surplus teachers have been designated); and, (3) persons newly hired.

ARTICLE VII
ASSIGNMENT AND REASSIGNMENT

A. Assignment - annual designation of a position involving grade(s) and/or subject(s) within a school.

1. In order to assure that pupils are taught by teachers working within their areas of competence, every effort will be made to assign teachers within the scope of their teaching certificates and/or their major or minor fields of study.
2. Consideration shall be given to new and nontenured teachers in making assignments, recognizing their lack of experience.

3. In arranging schedules for teachers who are assigned to more than one school, every effort will be made to limit the amount of interschool travel. Adequate travel time shall be allowed for teachers who are required to report to another school during the school day.
 4. All teachers will be given written notice of their salary schedules, class and/or subject assignments, building assignments, and sick leave, annual leave, and personal leave accumulated for the forthcoming year not later than July 30, except in cases of emergency.
 5. The following criteria will be considered in determining assignment:
 - a. teacher area of competence
 - b. major or minor field of study
 - c. length of service in the Howard County School System
 - d. length of service in the particular school building
 - e. other relevant factors, including among other things, state and/or federal laws, rules, regulations or administrative directives
- B. Reassignment - a change in assignment within a school during the school year.
1. After a teacher has been assigned for the school year it may be necessary to make a reassignment. Changes in grade assignment in the elementary schools and in subject assignments in the secondary schools will be voluntary except in cases of emergency. Notice of reassignment shall be given to the teacher when possible at least ten (10) days prior to the date of change in August and September and twenty (20) days prior to the date of change during the remainder of the year.
 2. In reassigning teachers, items in VII.A.1, 2, 3, and 5 will be considered.
 3. Reassignment will be made only after a meeting between the teacher involved and the appropriate administrator, at which time the teacher will be notified in writing, upon request, of the reason or reasons. In the event that a teacher objects to the reassignment at this meeting, upon his/her request, the Superintendent or his/her representative will meet with him/her.

ARTICLE VIII PROMOTIONAL VACANCIES

- A. Announcements of Vacancies: Announcements of vacancies shall be posted on the faculty bulletin boards, published in the newsletter to the staff, and sent to the Howard County Education Association office. Announcements must be distributed at least fifteen (15) days before the closing dates for accepting applications.
- B. Submission of Application: Candidates must submit a letter of application to the appropriate office designated in the advertised vacancy.

ARTICLE IX CLASSROOM CONTROL

- A. When, in the judgment of a teacher, a student is by his/her behavior seriously disrupting a school activity or instructional program to the detriment of other students, the teacher may temporarily, with notification to the principal, exclude

the student from the activity and/or program and refer him/her to the principal or other school level disciplinary program(s) designed to assist such student(s). Except when necessary to fulfill other normal student responsibilities, the student shall not return to the classroom activity, program, or area where such disruption had taken place until the teacher is satisfied that proper remedial action has been taken or until the teacher has had a formal conference with and reply from the principal.

- B. Any teacher threatened with physical abuse or physically abused in connection with his/her employment shall immediately report the incident in writing to his/her immediate superior. Incidents involving verbal abuse shall be reported in a similar manner. The teacher may request a conference with the Superintendent or his/her representative to discuss such an incident or the corrective action taken.
- C. All schools shall have a two-way communications system in which a teacher can initiate calls to the school office. Schools presently without such systems shall have them included in their renovation plans.
- D. The principal of each school will be responsible for the development of an appropriate student disciplinary procedure with the involvement of all members of the faculty and administration. The procedure must be within the limits prescribed by law and the policies and practices of the Board of Education. It shall be the principal's responsibility to inform, in writing, the faculty and staff of the school disciplinary procedure. This shall be done in September of each school year.
- E. The initial responsibility for pupil behavior, safety and control rests with the classroom teacher. The Board will provide all teachers with a policy of discipline as based on Maryland School Laws.

ARTICLE X PROTECTION OF TEACHERS

- A. The parties agree that they shall give support to the discipline procedures and policies of the Board and the items related to student discipline in this Agreement. The administration and the teachers recognize a mutual responsibility for the enforcement of such policies. It is also agreed that such policies will be enforced fairly and consistently without favoritism due to race, creed, color or sex.
- B. Whenever a teacher is absent from school as a result of compensable personal injury occurring in the course of his/her employment, he/she will be paid his/her full salary for a period not to exceed 90 days with no loss of fringe benefits, and no part of such absence will be charged to his/her annual or accumulated sick leave. Any workmen's compensation payments made for temporary disability due to said injury and applicable to the aforementioned 90 day period shall be endorsed over to the Board.

The Board will reimburse teachers for the cost of medical, surgical, or hospital services (as covered under workmen's compensation insurance) incurred as the result of any injury sustained in the course of his/her employment.

- C. Teachers, with the exception of administrators, shall not be asked to search for bombs or other explosives.
- D. Teachers, with the exception of pupil personnel workers, need not discuss student problems with parents away from the school site.
- E. In case of an assault by a student, or a nonstudent, on school property, on a teacher, causing damage or loss to his/her personal property -such as clothing - the Board shall make an equitable financial adjustment with the teacher for personal property losses not otherwise covered by insurance or restitution.
- F. Any physical assault upon a teacher by a student shall result in suspension of said student based on an investigation of the incident conducted by the school administrator.
- G. No visitor shall be permitted to enter a classroom without approval of the administrator. A teacher will be notified, either orally or in writing, in advance by a school administrator.
- H. The Board shall provide, at the teacher's request, legal counsel to defend the teacher in an action arising out of an assault on a teacher in the course of the teacher's professional duties, or arising out of any disciplinary action taken by a teacher in accordance with the disciplinary policy of the county.
- I. The teacher shall be informed in advance of the assignment of an aide and/or paraprofessional, and such assignment shall not be withdrawn except in case of emergency.

ARTICLE XI LIMIT OF DUTIES

- A. Teachers will continue to carry out such duties that are deemed necessary for the proper operation and function of the school provided that every effort be made by the Board to provide assistance to perform non-professional assignments.
- B. Teachers will not be required to perform custodial duties.
- C. Teachers will not be required to deliver books, equipment, or any heavy or bulky teaching materials to classrooms.
- D. Teachers will not be required to drive pupils to activities which take place away from the school building. Pupil personnel workers, however, will be required to drive pupils when it is part of their regularly assigned duties.
- E. The Board shall provide one clerical position for each school to assist teachers in the preparation of materials, correspondence, ordering supplies, and other duties related exclusively to teachers. In the use of this clerk's time, teacher's work shall have priority over administrative work.
- F. Only in cases of emergency shall teachers assigned to more than one school be assigned any non-teaching duties.

- G. Teachers shall not be required to supervise student teachers.
- H. Teachers, except for administrators, shall not be required to obtain substitutes, but may obtain substitutes with the permission of the principal.

ARTICLE XII
PERSONNEL EMPLOYMENT

- A. All new teachers or reinstated teachers will be placed on the proper step of the salary schedule according to their certification, experience and education. No presently employed teacher will receive less than the salary indicated on the salary schedule for his/her credited certification, experience and education. No exceptions to this policy will be made.

Credit will be given for previous outside teaching experience in a duly accredited school upon initial employment. Additional credit not to exceed two (2) years for military experience, or alternative civilian service required by the selective service system and not to exceed two (2) years for Peace Corps, VISTA, or National Teacher Corps work will be given upon initial employment.

- B. As of July 1, 1970, previously accumulated sick leave days will be restored to all teachers who return to teach in Howard County within two (2) years.
- C. The Superintendent and/or his/her designee shall inform teachers within thirty (30) days after receipt, of changes in State and/or local certification policies.
- D. 1. In any reduction of teachers as a result of budgetary actions, curriculum changes, administrative reorganization, and/or reduction in enrollment, the reductions within the affected area of certification shall be in the following order:
 - a. (1) Teachers holding provisional degree certificates
 - (2) Nontenured teachers holding a standard professional certificate or an advanced professional certificate.
 - (3) Teachers rated as Class II
 - (4) Tenured teachers holding a standard professional certificate or an advanced professional certificate
 - b. The determining factors in the layoff of teachers within each of the above categories will be:
 - (1) Certification in the subject area
 - (2) Length of service in the Howard County Public School System
 - (3) Ability to teach the appropriate subject area/s.
 - c. (1) Seniority shall be determined by the day, month and year the teacher signed a regular or provisional contract with the Board or the date of a letter of assignment within each of the categories indicated in D.1.(a) of this article.

- (2) In the event the date of the contract or letter of assignment is the same, and other criteria as included in 1.b. above are the same, affected employees will participate in an impartial lottery to determine the teacher to be laid off.
 - (3) Approved leaves of absence, except educational leave and leave under Article XVII, Section A, B, or D, will neither count toward years of service for seniority purposes, nor be considered as a break in service (i.e. a teacher signed a contract on August 10, 1970 and taught through June 30, 1975 in the Howard County Public School System, had three years of maternity leave and has been teaching continuously in the Howard County Public School System since returning from leave in September 1978, will have ten (10) years of continuous service, thus ten (10) years of seniority on June 30, 1983).
- d. Teachers who are laid off because of reduction in force will be placed on a priority recall list.
2. While teachers are on the priority recall list, no new teacher shall be hired except where:
 - a. There are no teachers on the priority recall list certified to fill the vacancy, or
 - b. All qualified teachers on the priority recall list decline the offer to fill the vacancy.
3. Recall Procedures
 - a. A teacher on the priority recall list shall be notified in writing in the inverse order of layoff, of any vacancy which occurs in his/her field of certification and prior employment status (e.g. full-time, part-time). A teacher on the priority recall list who was part-time when terminated under this section will not be entitled to a position with more time unless conditions in D.2 of this article apply.
 - b. The notification shall be by certified return receipt mail sent to his/her address on file in the Personnel Office.
 - c. The teacher so notified shall respond to the Director of Personnel in writing within ten (10) calendar days after receipt of the notification of the vacancy as to whether or not he/she will accept or reject the offer of the position. A nonresponse or a response received after ten (10) calendar days will be deemed as a rejection.
 - d.
 - (1) If the teacher rejects the position or cannot begin the new assignment within thirty (30) calendar days from the date of offer, the teacher shall have deemed to have waived his/her claim to that position.
 - (2) A teacher on the priority recall list may decline the offer of employment once within his/her area of certification and prior employment status (e.g. full time, part time).

- (3) By the end of one year from the date of being notified of the layoff it is the teacher's responsibility to notify the Director of Personnel in writing, if he/she desires to remain on the priority recall list for the second year.

4. Benefits for teachers on the priority recall list
 - a. Teachers on the priority recall list may at their option pay the group rate costs of all medical, health, and/or dental insurance benefits provided by this contract which the individual had at the time of layoff under this section. The employee may continue such coverage as long as he/she remains on the recall list and as long as he/she pays 100% of the premiums. The payments will be quarterly, in advance.
 - b. Teachers recalled to active employment under these provisions shall have restored to them all sick leave and personal leave accrued prior to being terminated under this article.
 - c. Layoff under this section will neither be considered as a break in service or count towards years of service for seniority purposes as long as a teacher is reemployed under the conditions of this section.
 5. Tenured teachers on the priority recall list will be placed before teachers returning from leaves under Article XVII, except for those returning from leave as per paragraphs A, B, and D of Article XVII.
- E. For summer school positions or for any teaching or advisory positions other than driver education not performed during regular school hours, the Board shall utilize the services of its qualified professional employees, when such personnel are available.
 - F. Teachers shall receive their pay checks in individually sealed envelopes, or shall have the option of having their pay checks deposited directly through a bank designated by HCEA. In the event that a pay day falls on a non-working day, pay checks for teachers shall be delivered on the nearest working day to the scheduled pay date.
 - G. Personnel employed for work, which is an extension of normal teaching duties, beyond the normal school year, excluding summer school, shall be compensated on a prorated sum based on the salary normally received, if such work and rate of compensation are not provided in this agreement.
 - H. Part time teachers employed by the Board shall have first right of interview, based on qualifications, certification, and seniority, for full time vacancies prior to August 1.

ARTICLE XIII REIMBURSEMENT

- A. Teachers who may be required to use their own automobiles in the performance of their duties shall be reimbursed for all work-connected travel at the rate of 22¢ per mile or the IRS rate, whichever is greater. Tenured teachers will be required to attend no more than three (3) county-wide meetings per year without being

reimbursed for mileage. Nontenured teachers will be required to attend no more than five (5) countywide meetings per year without being reimbursed for mileage. Teachers who travel during the work day shall be reimbursed for all work-connected travel at the approved rate per mile for all driving done between the arrival at the first location at the beginning of their work day and leaving of the last location at the end of their work day.

- B. Teachers earning graduate or undergraduate college credit or vocational education teachers participating in trade skill courses shall be reimbursed for tuition costs by the Board at a rate of \$78 per credit up to a maximum of 36 graduate and 12 undergraduate credit hours while employed by the Board of Education of Howard County. Undergraduate courses must be approved in advance by the Superintendent/designee. If the cost of such tuition is less than \$78 per credit, the Board shall reimburse teachers for the full cost of said tuition. Reimbursement shall be made only upon written request by the teacher and provision by the teacher of a grade sheet or official transcript indicating satisfactory completion of the course.
- C. If a salary is affirmed for a school year on the basis of an anticipated certification status, said salary will not be diminished during that school year.
- D. Ten thousand dollars (\$10,000) shall be allocated to paying the expenses of school based teachers to attend professional meetings. These expenses of school based teachers shall include food, transportation, lodging and other convention expenses. The teacher will also receive salary during this time. These days shall not be deducted from the sick or personal leave.

ARTICLE XIV ASSOCIATION RIGHTS AND PRIVILEGES

- A. There will be no reprisals of any kind taken against any teacher solely by reason of his/her membership in the Association or for participation in any of its lawful activities.
- B. The Association will be provided with copies of minutes of public session official Board meetings. The Board will be provided copies of minutes of public session meetings of the Association.
- C. The Association may request and shall be given a place on the agenda of all regular Board meetings for brief reports and announcements.
- D. The Superintendent shall be available upon reasonable request to meet with representatives of the Association.
- E. The principal of each school shall be available upon reasonable request of Association representatives to discuss questions relating to the implementation of this Agreement in his/her school.
- F. The Association will be provided with the names and addresses of all new teachers and all retiring teachers as soon as such information is available.

- G. The Association will have the right to have placed in the Superintendent's packet for all new teachers a letter prepared by the Association which informs said teachers that the Association is recognized as the exclusive negotiating representative for all teachers in the Howard County Public School System.
- H. The Association shall be given a place on the agenda of the Orientation Program for new teachers to explain the function and benefits of membership.
- I. In order for the Association to properly fulfill this Agreement for the benefit of all teachers and the welfare of the School System, the Association representative may visit schools and talk with teachers, provided that the exercise of this right will not interfere with the educational program.
- J. The Association shall continue to use school buildings without cost at reasonable times for meetings provided the use of the building shall not result in any additional cost to the Board. The principal of the building in question will be notified in advance of the time and place of all such meetings.
- K. The Association representative will have the right to schedule meetings of the teachers before or after school work days or at any other times which do not disrupt the normal school program.
- L. There will be bulletin board space of appropriate size reserved for the Association in an appropriate place in each school building, for the purpose of displaying notices, circulars, and such material. Copies of all such material will be given to the building principal, but his/her advance approval will not be required.
- M. The Association will have the right to place Association notices, circulars, and other materials in all teachers' mailboxes. Copies of all such material will be given to the building principal and Superintendent, but his/her advance approval will not be required. The Association will also have the right to use the interschool mail to distribute prepackaged and labeled material, and its office shall be a designated stop on the interschool mail distribution route for delivery of interschool mail, so long as the Association office is on a regular route.
- N. No teacher will be prevented from wearing pins or other identification of membership in the Association.
- O. Teachers shall be allowed to attend professional meetings with the approval of the Superintendent.
- P. The rights and/or privileges granted to the Association in this Section will not be granted to any other teachers' group or organization during the term of this Agreement.
- Q. Officers and members of the Association recognize that school equipment, time, and materials are intended primarily for use of pupils.
- R. Unless a teacher requests that his/her address and phone number not be distributed, the Association faculty representative shall be provided with a faculty list, including home addresses and telephone numbers, by September 30.

- S. Association officers and/or representatives shall be permitted to draw upon a total of twenty-five (25) full days for use for Association business. Upon request of the President, a representative shall be released from professional duties for Association duties, with payments of substitutes borne by the Association. Notice of such absence shall be given as far in advance as reasonably possible to the employee's immediate superior, but in no case shall the notice be less than 48 hours. No one may use more than five (5) consecutive days under this policy.

Any Association leave days remaining at the end of each year may be deducted from the amount HCEA pays to the Board for the Association president's salary. The amount deducted for each day will be the difference between the daily substitute rate and the daily rate of the president.

- T. In addition to paragraph S, the Association may designate a maximum of thirty-five (35) unit members to attend the annual corporate meeting of the Maryland State Teachers Association (MSTA).
1. The Association shall, ten (10) calendar days prior to the first day of the MSTA corporate meeting, submit a list of unit member names designated to attend said meeting, to the Superintendent. His/her approval will not be necessary.
 2. The Board shall allow the designated unit members not more than one (1) full duty day for such attendance, without loss of pay or any other benefit due them, per school year.
 3. The Board and the Association agree that this section (Article XIV, Section T) does not apply if schools are closed on the day that the annual corporate meeting of the Maryland State Teachers Association is held.
- U. The Board of Education shall provide the Association with copies of all policy changes or directives issued by the Board or Central Office administrative personnel that affects wages, hours, or conditions of employment of teachers as a group.
- V. The Board shall furnish to the Association in response to reasonable request from time to time available information concerning the financial resources of the system, including but not limited to: annual financial reports, names of certificated personnel, individual and teacher group health insurance premiums and experience figures, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and the student.
- W. Association representatives and Executive Board members shall be permitted to leave the school building immediately following student dismissal in those schools dismissing students at 3:15 or later for the purpose of attending scheduled Association meetings. Such early departure shall not exceed once per month.

ARTICLE XV SICK AND BEREAVEMENT LEAVE

- A. Teachers shall be credited sick leave at the rate of one (1) work day per month, the annual total of which shall be available at the beginning of the school year after the first day of duty.

The total unused portion of the annual sick leave allowance shall be permitted to accumulate to an unlimited amount.

All teachers may use their accumulated sick leave as of the first day of the school year, even though they have not been able to report for duty on that day, provided the teacher presents evidence of personal illness.

- B. A teacher shall be allowed five (5) week days of absence from school without loss of salary on the death of a child, parent, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, stepchildren, brother-in-law, sister-in-law, grandparents of spouse, or of anyone who has lived regularly in the household of the teacher.
- C. Teachers under contract for less than full time shall be allowed sick leave and bereavement leave based on the percentage of time worked.
- D. Teachers shall, at their request, be allowed to use sick leave for absence due to disability connected with or resulting from pregnancy. Under this provision, such disability shall be treated as a temporary disability under all Board policies, and the teacher must return to work as soon as physically able, unless he/she resigns or requests a leave of absence.

ARTICLE XVI TEMPORARY LEAVES OF ABSENCE

- A. Teachers will be entitled to the following temporary leaves of absence with full pay each school year:
 - 1. Personal leave
 - a. Two (2) days of leave per year, with no loss of pay, shall be available to each teacher for personal leave.
 - b. The teacher shall not be required to give the reason for taking personal leave, but, except in cases of emergency, must notify the principal of his/her intention 24 hours in advance.
 - c. Unused personal leave days may be accumulated up to four (4) and any days in excess of four (4) shall be transferred to sick leave.
 - d. Personal leave may not be used solely to extend holidays and/or vacation periods. Personal leave may be granted by the Superintendent/designee during these periods provided that the request is made in writing at least ten (10) school days in advance.
 - e. Misuse of leave shall result in deduction of full pay.
 - 2. Legal Proceedings
 - a. A teacher shall be granted leave with no loss of pay for appearances in any legal proceedings connected with his/her employment or with the school system and for court subpoena when the teacher is called as a witness.

- b. A teacher called for jury duty shall notify his/her principal of his/her plans for such service as early as possible and shall receive full pay and fringe benefits in addition to remuneration for jury duty.
3. Temporary Military Service
- a. Leave with no loss of pay for a maximum of fifteen (15) calendar days annually may be granted to teachers called into emergency temporary active duty of any federal or state military unit, provided such obligation cannot be fulfilled on days when school is not in session.

ARTICLE XVII EXTENDED LEAVES OF ABSENCE

- A. The Board agrees that up to one (1) teacher who has achieved tenure and is designated by the Association will, upon request, be granted a leave of absence without pay or other benefits for a minimum of one (1) year for the purpose of engaging in Association (local, state, or national) activities. In addition, a tenured teacher that is elected MSTA President or NEA President will upon request by HCEA, be granted a leave of absence without pay or other benefits for the year(s) the teacher is President.
- B. A leave of absence without pay of up to two (2) years may be granted to any teacher on tenure who serves successfully in the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher and is a full time participant in either of such programs.
- C. A teacher on tenure may be granted a leave of absence without pay for up to one (1) year for study. Additional leave may be granted at the discretion of the Board.
- D. Military leave without pay will be granted to any teacher who is inducted into any branch of the Armed Forces of the United States for the period of said induction.
- E. Tenured teachers at their request, shall normally be granted a leave of absence for child rearing, without pay, for such a period of time as the teacher requests, but not to exceed two (2) years. The Board may, at the teacher's request, renew this leave on an annual basis for a period not to exceed three (3) years per occurrence. Applications for such leave shall be made as soon as possible, but normally at least thirty (30) days prior to the effective date.
- F. Adoption leave shall be granted by the Board under the same provisions (where applicable) as set forth in Section E of this Article.
- G. The Board may grant a leave of absence without pay to any teacher on tenure to campaign for public office, or to campaign for a candidate for public office. Leave will be granted for a minimum of one (1) semester.
- H. Any teacher whose illness extends beyond the period covered by his/her accumulated sick leave and any additional sick leave granted to him/her by the Board may be granted a further leave without pay for such time as is necessary for complete recovery from such illness.

- I. Upon return from leave granted pursuant to A, B, or D of this Article, a teacher shall be restored to his/her former position or to a position of like nature and status, and will be considered as if he/she were actively employed by the Board during the leave and will be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent. A teacher will not receive increment credit for time spent on leave granted pursuant to Section C, E, F, G or H of this section.

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

1. Other benefits to which a teacher was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, will be restored to him/her upon his/her return, and he/she will be assigned to the same position which he/she held at the time said leave commenced, if available, or to the first available position.
 2. All requests for extended leaves of absence, extensions, or renewals of such leaves will be made in writing and the Superintendent/designee will make a written response to all such requests.
 3. Leaves taken under Section A, B, C, and G of this section shall be planned to commence and terminate at the beginning of the fall or spring semester. Said leaves shall be requested at least thirty (30) days prior to the beginning of the semester.
- J. Nothing contained herein shall prevent a teacher on leave without pay for child bearing and/or childrearing from being a substitute in the Howard County School System while on such leave.

ARTICLE XVIII EDUCATIONAL LEAVE

- A. Educational leave shall be granted to teachers who have served satisfactorily as regular teachers in the Howard County Public Schools for a period of six (6) or more consecutive years. The first such leave may be granted after the sixth (6th) consecutive year of active service and additional leaves after each successive period of six (6) years of active service.
- B. Consecutive years shall be construed as continuous active service. Childrearing, adoption, study, and educational leaves of absence will interrupt service time and require the teacher to begin a new service period starting upon return from leave.
- C. Educational leave may be granted for the purpose of furthering professional growth by graduate study, or other means recommended by the Superintendent of Schools and approved by the Board of Education.
- D. The number of educational leaves granted during any one school year shall not exceed one half of one percent (.005) of the bargaining unit. Selection of staff members requesting educational leave shall be considered on seniority in the Howard County Public Schools, and the needs of the school system to continue services at a high level.

- E. Educational Leave shall be for a period of one (1) semester or two (2) semesters. Applications, accompanied by a statement of a plan identifying the program of study, shall be made in writing to the Director of Personnel prior to April 1 for leaves to begin at the beginning of the following school year or by November 1 for leaves to begin the second semester. A two-semester leave for a 10 or 11-month employee will only be granted from the beginning of the duty year to the end of the duty year. A two-semester leave for a twelve-month employee will be from August 1 to August 1. The Director of Personnel shall screen applications for eligibility before forwarding the request to the Superintendent.
- F. The salary for a person on educational leave shall be fifty percent (50%) of the salary he/she would normally receive for the year.
- G. Applicants shall agree to return to employment with the Board of Education of Howard County for at least one (1) year following leave, or return to Howard County the salary, and the Board's cost of fringe benefits he/she received during the period of leave.
- H. A teacher upon return from educational leave, shall make such a report of his/her activities during the period of leave as may be requested by the Superintendent.
- I. Educational leave shall entail the loss of no benefits. A teacher upon return from educational leave, shall be restored to his/her former position or to a position of like nature and status.
- J. Credits taken while on educational leave will be excluded from the provisions of Article XIII.B. For courses satisfactorily completed while on educational leave, teachers will be reimbursed by the Board up to a maximum of 1½ (one and one-half) times the resident University of Maryland graduate credit rate.

ARTICLE XIX PROFESSIONAL STAFFING

- A. The Board of Education recognizes the substantial community and professional concern for class size reductions and for the increase in services to children. The Board will continue to seek to increase staffing and physical facilities so that classes of all types and at all levels may be kept to a workable size. The Board will provide sufficient budgetary support to allow staffing of the schools at 57 professionals per 1000 students.
- B. The Board and the Association further recognize that certain types of classes may operate more efficiently with small or large groups of pupils (such as special education or team teaching units) and that any general criteria for class size must vary for these classes.

ARTICLE XX WORKING HOURS AND WORK LOAD

- A. Teachers shall be assigned appropriate starting and dismissal times, provided that the total regular work day will be no longer than 7 and 1/3 consecutive hours, except when faculty meetings are held. In the event that it becomes necessary to assign nonteaching duties during the regular work day, such duties will be assigned on a just basis.

In regard to delayed opening and/or early dismissal days, the work-day of classroom teachers will begin twenty (20) minutes before the scheduled student starting time on said day, and will end thirty (30) minutes after the scheduled student dismissal time on said day.

It is recognized that the job description and responsibilities of teachers receiving an index may continue to require duties that extend beyond the teacher's regular work day.

- B. The school calendar shall include one hundred ninety (190) working days for all ten month teachers.
 - a. Eleven-month personnel:
20 days more than a ten-month teacher
 - b. Twelve-month personnel:
All represented twelve-month employees will work every day the central office is open except those assigned to schools will have Christmas and Easter breaks the same as ten-month teachers.
- C. All twelve-month employees will receive 20 days annual leave. Unused annual leave may be accumulated up to a maximum of 40 days.
- D. Every reasonable effort shall be made to start faculty meetings on time and to keep meetings as brief as possible. Except in cases of emergency, there shall only be one school-wide faculty meeting per month, which may extend no more than one-half ($\frac{1}{2}$) hour beyond the regular work day. Two other faculty meetings per month may be held within the regular work day, between the time of student dismissal and the end of the regular teacher work day. Every effort will be made to begin such meetings ten (10) minutes after the student dismissal time.

Attendance at all other assignments or meetings other than during the regular work day will be at the option of the individual teacher.

- E. Classroom teachers will have a duty-free lunch period of at least thirty (30) consecutive minutes each working day.

Teachers shall not be required to stay in their building during the duty-free lunch period. Teachers should notify the school office before leaving and upon returning. In an emergency, it is understood that a principal may limit the number of teachers who may leave at any one time.

- F. Secondary school teachers will, in addition to their lunch period, have daily preparation time of at least forty (40) consecutive minutes during the student day in which they will not be assigned to any other duties.

Elementary teachers will, in addition to their lunch period have weekly preparation time during the student week of at least two hundred (200) minutes, with at least one hundred eighty (180) minutes of such time scheduled in blocks of not less than thirty (30) minutes. During this preparation time, they will not be assigned to any other duties. The scheduling of daily planning periods shall be determined by the principal after consultation with the faculty.

- G. Secondary school teachers will not be required to teach more than two (2) subject areas (e.g. social studies, science), except in cases of emergency.
- H. When a special teacher is in charge of the class, the regular teacher shall have the option to leave the classroom.
- I. Both the Board and the Association recognize the important contribution of PTA, PTSA, & PTX organizations to the school system and encourage participation by teachers in their activities.
- J. An emergency lesson plan will be on file for use by a substitute teacher.
- K. Substitutes shall be provided for all classroom teachers (including media personnel and specialists) who attend professional conferences, including inservice meetings held and approved teacher visitations to other county schools.
- L. Media specialists who are teaching a class shall not be required to provide normal media services during said teaching time.

ARTICLE XXI TEACHING CONDITIONS

- A. The Board shall provide:
 - 1. A separate, adequate, smoke free dining area for teachers.
 - 2. Well-maintained, properly lighted, clean, ventilated, safe, healthful, and furnished classrooms and/or teaching areas.
 - 3. Adequate, well-maintained playground space.
 - 4. The faculty shall arrange for the installation of vending machines after consultation with the principal. All the proceeds from the machines shall be used in such manner as the faculty of that building shall determine.
 - 5. At the faculty's request, pay telephones shall be installed in each school for the teachers' personal use. The location of such telephones shall be such as to insure privacy of conversation. Any expense of such telephones shall be paid from the proceeds derived from the vending machines mentioned in Section A, subsection (4) of this article, or, when necessary, from supplementary funds which teachers themselves may provide for the purpose.
 - 6. An appropriately furnished room to be used as a faculty lounge.
 - 7. Desks and file cabinets for teachers.
- B. To the extent possible and within limits of the funds available, in existing buildings, and in all new buildings, the Board shall provide the following:
 - 1. Space in each classroom in which teachers may safely store instructional materials and supplies.
 - 2. Well-lighted and clean teachers' rest rooms, separate for each sex and separate from the students' rest rooms.

3. Working, conference, and storage facilities for special instructional personnel.
 4. Sinks for all kindergarten, primary, and special education classrooms and/or teaching areas.
- C. Classroom interruptions shall be permitted only in case of emergency or announcements of building-wide concerns.
 - D. Unless provided free publicly, all medical examinations and tests required for employment in the Howard County School System shall be paid by the Board.
 - E. Whenever a principal is absent for more than one-half ($\frac{1}{2}$) day and a teacher is appointed acting principal, the teacher shall be relieved of his/her classroom duties for the period of the principal's absence. When a principal is absent for one-half ($\frac{1}{2}$) day or less, no substitute will be provided and the teacher designated as acting principal shall not be expected to handle any matters coming into the principal's office other than emergency situations which require immediate attention. In spite of the principal's absence, he/she is fully responsible for actions and decisions made through the principal's office during his/her absence.
 - F. When the work of non-instructional personnel tends to interfere with a teaching situation, the teacher may request that such work be rescheduled to a more appropriate time.
 - G. Teachers may be required only to check in (✓) at the beginning of each school day.

ARTICLE XXII

A. TEACHERS' SALARY SCHEDULE
1984-1985

<u>Step</u>	<u>PD</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1						
2	12859	15900	16931	17566	18283	19076
3	14182	17536	18619	19285	20038	20870
4	14863	18376	19459	20127	20879	21711
5	15545	19215	20300	20968	21716	22550
6	16225	20057	21137	21807	22557	23390
7	16905	20897	21981	22648	23397	24231
8	17584	21738	22821	23486	24241	25073
9	18266	22578	23662	24330	25077	25914
10	18944	23418	24502	25170	25919	26753
11	19627	24256	25340	26010	26759	27593
12		25100	26181	26849	27600	28432
13		25100	27024	27688	28441	29274
14		25100	27864	28531	29281	30116
15		25938	28705	29373	30120	30956
16		25938	28705	29373	30120	30956
17		25938	28705	29373	30120	30956
18		25938	29542	30168	30962	31794
19		25938	29542	30168	30962	31794
20		26781	29542	30168	30962	31794
21		26781	30384	31052	31802	32635
22		26781	30384	31052	31802	32635
23		26781	30384	31052	31802	32635
24		26781	30384	31052	31802	32635
25		27619	31221	31888	32636	33473
26+		27619	31221	31888	32636	33473

SALARY GRADES

PD	-	Provisional Degree Certificate	C	-	Master's Degree
A	-	Standard Professional Certificate	D	-	Master's Degree plus 30 credit hours
B	-	Bachelor's plus APC or 30 credit hours applicable to APC	E	-	Earned Doctorate

NOTE:

- (1) This scale is for personnel employed prior to July 1, 1975. Personnel employed for the school year 75-76 and thereafter will have 10 steps on Scale A, plus longevity steps of 15, 20, and 25 years.

NOTES ON SALARY SCHEDULE
(APPLICABLE TO 1984-85 SALARY SCHEDULES)

1. This scale will be for personnel already employed. Personnel employed for the school year 75-76 and thereafter will have 10 steps on scale A plus longevity steps of 15, 20, and 25 years.
2. Salary payments for ten (10) month employees will be made on a bi-weekly basis over a ten or twelve month period at the option of the teacher. Such decision shall be made by the teacher within the first five (5) working days of the new school year, and shall remain in effect for the duration of the ten (10) or twelve (12) month period. Teachers not giving notice on the appropriate form will be paid on a twelve (12) month basis.
3. Vocational-technical teachers who have earned the Advanced Professional Certificate in their field will be granted \$425 increment upon satisfactory completion of an advanced study program appropriate to that field. Such a study program shall be submitted in advance to the Superintendent for approval, and shall be a program of fifteen (15) semester hours or its equivalent, again with advance approval of the Superintendent. Satisfactory completion of this program will lead to the granting of a \$475 increment. Such increments shall be in lieu of advancement to Columns C and D (MA and MA30) of the salary schedule.

Vocational-technical teachers who have earned a Master's Degree may advance on the salary schedule to Columns D and E through the same means as those pursued by other teachers with similar academic backgrounds. However, such vocational-technical teachers may elect instead to advance to Column D on the basis of an advanced study program approved by the Superintendent as the equivalent of thirty (30) semester hours.

B. ADMINISTRATORS

<u>Category*</u>	<u>Index</u>
Assistant-Principal I	1.06 - 10 months - 190 working days
Assistant-Principal II	1.08 - 10 months - 190 working days
Assistant-Principal III	1.10 - 10 months - 190 working days
Assistant-Principal IV	1.12 - 10 months - 190 working days
Assistant-Principal V	1.24 - 12 months
Assistant-Principal VI	1.28 - 12 months
Principal I	1.35 - 12 months
Principal II	1.38 - 12 months
Principal III	1.41 - 12 months
Principal IV	1.44 - 12 months
Principal V	1.47 - 12 months
Principal VI	1.50 - 12 months

*Code

Assistant-Principal or Principal I	10 - 19 teachers
Assistant-Principal or Principal II	20 - 29 teachers
Assistant-Principal or Principal III	30 - 39 teachers
Assistant-Principal or Principal IV	40 - 49 teachers
Assistant-Principal or Principal V	50 - 59 teachers
Assistant-Principal or Principal VI	60 or more teachers

Notes:

The indices are applied to the appropriate experience steps on the Master's Scale for all principals and assistant-principals who are certified at that level, and before supplements for further advanced preparation are applied.

Indices are applied to the appropriate experience steps on the Standard Professional or the Advanced Professional Certificate Scales for principals and assistant principals whose highest preparation is at one of these levels rather than at the Master's level.

The categorical assignment of principals and assistant-principals will be reviewed annually and adjusted if necessary to reflect changes in the total number of teachers on each staff.

C. CENTRAL OFFICE

1. Supervisors

<u>Experience Step</u>	<u>Index*</u>
1	1.21 - 12 months
2	1.25 - 12 months
3	1.31 - 12 months
4	1.36 - 12 months
5	1.41 - 12 months

Note:

- * Indices for supervisory staff are calculated on the Master's Scale and then added to the salary as appropriate in terms of advanced preparation and experience.

2. Other Central Office Personnel

	<u>Index</u>	
Pupil Personnel Worker	1.10 + \$500 stipend	-11 months
Psychologist	1.15	-11 months
Central Office Specialists	1.10	-11 months
Coordinator	1.10	-11 months
Coordinator	1.23	-12 months
Facilitator	1.10	-11 months

Indices will be applied on the appropriate scale according to certification and experience.

D. DEPARTMENT HEADS

Department Heads and Team Leaders shall receive a supplement of \$750.

E. DRIVER EDUCATION

Teachers who are part of the driver education program and who teach actual driving experience after the regular student day shall be compensated at the rate of \$7.50 per hour.

F. COMPENSATION FOR COACHES AND ADVISORS IN SCHOOLS WHERE A PROGRAM IS FUNDED BY THE BOARD

1. Classifications -

a. Classification I - \$290

Student Council Advisor	1 per senior high school
VICA Advisor	1 for Voc-Tech

b. Classification II - \$560

Junior Class Sponsor	1 per school
Senior Class Sponsor	1 per school
Yearbook Sponsor	1 per senior high school
Newspaper	1 per senior high school
Cheerleader Sponsor (\$280 per season)	2 per senior high school (1 per fall and winter season)
Speech Sponsor	1 per senior high school
Mathematics Team Sponsor	1 per senior high school

c. Classification III - \$640

Vocal Music	1 per senior high school
Tennis, Varsity	1 per senior high school
Golf, Varsity	1 per senior high school
Cross-Country, Varsity	1 per senior high school
Gymnastics, Assistant	1 per senior high school
Indoor Track, Varsity	2 per senior high school
Volleyball (J.V.)	1 per senior high school

d. Classification IV - \$710

Volleyball, Varsity	1 per senior high school
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e. Classification V - \$850

Gymnastics, Varsity	1 per senior high school
Football, Assistant	1 per senior high school
Football, Jr. Varsity	2 per senior high school
Basketball, Jr. Varsity	2 per senior high school
Wrestling, Jr. Varsity	1 per senior high school

Softball, Jr. Varsity	1 per senior high school
Soccer, Jr. Varsity	2 per senior high school
Field Hockey, Jr. Varsity	1 per senior high school
Lacrosse, Jr. Varsity	1 per senior high school
Baseball, Jr. Varsity	1 per senior high school
Outdoor Track, Assistant	2 per senior high school

f. Classification VI - \$1140

Basketball, Varsity	2 per senior high school
Baseball, Varsity	1 per senior high school
Lacrosse, Varsity	1 per senior high school
Softball, Varsity	1 per senior high school
Wrestling, Varsity	1 per senior high school
Soccer, Varsity	2 per senior high school
Field Hockey, Varsity	1 per senior high school
Outdoor Track, Varsity	2 per senior high school
Dramatics	1 per senior high school
Music, Instrumental	1 per senior high school
Stage Production (2 Major Productions)	1 per senior high school

g. Classification VII - \$1420

Football, Varsity	1 per senior high school
Athletic Director (limited to coaching one sport per year)	1 per senior high school

2. Football coaches will be paid the workshop rate for ten days in August.
3. Acceptance of such assignment shall be voluntary.
4. Each athletic director will have one coordinating period during the student day, in addition to lunch and planning time.

G. INTRAMURAL ACTIVITIES

Middle school intramural sponsors will be compensated \$150 per activity as approved by the Superintendent/designee.

ARTICLE XXIII
DEDUCTIONS FROM SALARY

A. The Board agrees to deduct from teachers' salaries membership dues and assessments for Howard County Education Association, the Maryland State Teachers' Association, and the National Education Association as said teachers individually and voluntarily authorize to deduct through an appropriate written authorization form prepared by the Association. The Board agrees to transmit such monies promptly to the Association.

1. Deductions shall be made in equal installments beginning in October, providing the list of names and dollar amounts of those Association members who authorize deductions is presented to the finance department at least ten (10) calendar days prior to the first pay date in October.
2. The Association will certify to the Board in writing the current rate of membership dues. The Association will give the Board thirty (30) days' written notice prior to the effective date of any change in the rate of dues.

In the event a teacher terminates employment the Board shall deduct, when possible, the unpaid dues for the current membership year from the teacher's final check and transmit these dues promptly to the Association.

B. Payroll deductions will be available at the request of the individual teacher for:

1. Massachusetts Mutual Contingent Disability Income Protection
2. Horace Mann Life
3. Washington National
4. Educators Mutual
5. Teacher Association Dues
6. Blue Cross and Blue Shield and/or any other Hospitalization, Health, Major Medical carrier mutually agreed to by the Superintendent and the Association
7. Credit Union
8. Office Fund
9. Community Fund
10. Teacher Retirement
11. Acacia Mutual
12. U. S. Savings Bonds
13. Tax Sheltered Annuities from the following insurance companies:
 - a. Horace Mann
 - b. Security First Group/Capitol Life
 - c. Equitable Life
 - d. Aetna
 - e. Washington National
 - f. Acacia Mutual

It is understood the companies agree to cooperate with the Board in the collection procedures.

- C. The Board agrees to deduct charitable contributions from teachers' salaries only when the teacher has duly authorized such deduction and has voluntarily determined the amount of such a contribution. No individual quotas will be established. Teachers shall not be pressured to give to charities.
- D. The rights and/or privileges granted to the Association will not be granted to any other teachers' group or organization during the term of this Agreement.

ARTICLE XXIV INSURANCE PROTECTION

- A. The Board shall pay the full cost for group term life insurance protection equal to a teacher's base salary (to the nearest thousand), with a minimum of ten thousand dollars (\$10,000) to be paid to the teacher's designated beneficiary upon death, and, in the event of accidental death, a sum not less than two (2) times that amount,
- B. The Board shall pay ninety percent (90%) of the cost of a group medical, surgical and major medical insurance plan for each teacher and dependents, if any, as governed by the insurance carrier. A teacher may select any insurance coverage alternative as to dependents as provided in the plan currently offered by the Blue Cross, Blue Shield group insurance policy. The health insurance benefits included in the 1983-1984 plan shall be maintained.
- C. For each teacher enrolled, the Board shall pay ninety percent (90%) of the premium cost for an individual Blue Cross, Blue Shield Dental Program, Basic Benefits, Levels I, II, RIDER A, 100% UCR, no deductible. The teacher may elect to purchase dependent coverage.
- D. The anniversary date of insurance policies will be October 1.

ARTICLE XXV SICK LEAVE BANK

- A. All members of the bargaining unit on active duty in Howard County are eligible to contribute to a sick leave bank. Contributors will be permitted to apply for leave from the bank to cover periods of incapacitating personal illness of the teacher during the regularly scheduled duty days, when regular sick leave has been exhausted.
- B. The contribution on the appropriate form will be authorized by the member and continued from year to year until canceled in writing by the member. Cancellation, on the proper form, may be elected at any time and the member shall not be eligible to use the bank as of the effective cancellation date. Sick leave properly authorized for contribution to the bank will not be returned if the member effects cancellation.
- C. Contributions shall be made between July 1 and October 1. Members returning from extended leave of absence and new employees may contribute within thirty (30) calendar days upon reassignment or employment. Members returning from extended sick leave shall be permitted to contribute to the bank upon approval of the committee.

- D. Annual rates of contribution shall be a maximum of one (1) day per year as determined by the Association and certified to the Superintendent prior to July 1 of each year.
- E. Members shall be permitted to apply for leave from the bank after January 1, 1977. The maximum number of sick days that can be granted in any one fiscal year will be the remaining number of duty days a member is scheduled to work. In no case will the granting of leave from the bank cause a member to receive more than his annual salary.
- F. Members must use all accumulated sick leave before receiving leave from the bank. Application for use of the bank shall be made on the required form and submitted to the approval committee.
- G. A three member approval committee, appointed by the President of the Association, shall have the responsibility of receiving requests, verifying the validity of requests, recommending approval or denial of the requests, and communicating its decision to the member and Division of Personnel. The committee shall develop its rules of procedure and shall give wide distribution to said rules upon approval of the Executive Committee of the Association.
- H. The Division of Personnel shall approve these bank grants as being for incapacitating illness and that sick leave is exhausted, and forward payment authorization to the Division of Payroll.
- I. Bank grants will not be automatically carried over from one fiscal year to another. All bank grants will end as of June 30 or the last duty day of the school year and must be renewed through the approval committee and the Division of Personnel each school year.
- J. If a member does not use all of the days granted from the bank, the unused sick leave bank days will be returned to the bank.

ARTICLE XXVI GENERAL

- A. If any provision of this Agreement or any application of this Agreement to any teacher or group of teachers is held to be contrary to law, then such provision or application will not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or application will continue in full force and effect.
- B. Except as provided in Article XXVII, it is agreed that this Agreement includes all items to be requested by the Association for inclusion in the 1984-85 and the 1985-86 Board of Education Budget Requests.
- C. Except as provided in Article XXVII, this Agreement shall continue in full force and effect from July 1, 1984 to June 30, 1986, and incorporate the entire understanding of the parties on all matters which were the subject of negotiations; and, during the term of this Agreement, neither party will be required to negotiate with respect to any matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement. This provision, however, in no way limits the implementation of the Grievance Procedure as set forth in Article III.

- D. The Association recognizes and accepts responsibility to adhere to existing policies of the Board of Education not modified or changed by the expressed terms of this Agreement.
- E. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- F. Each member of the negotiating unit shall receive a copy of this Agreement. Reproduction of this Agreement shall be mutually agreed upon and cost shared equally by the Board and the Association.

ARTICLE XXVII
FINAL AGREEMENT

Except for Article XXII and Article XXIV, which shall be re-opened for negotiations in accordance with Article II for the second year of this agreement and unless otherwise provided herein, the provisions of this Agreement shall be effective as of July 1, 1984, and shall continue in full force and effect through June 30, 1986.

In witness whereof, the parties hereunto set their hands and seals this
26th day of April 1984

BOARD OF EDUCATION OF HOWARD COUNTY
by:

John C. Murphy
(Chairman)

M. Thomas Luchini
(Superintendent)

HOWARD COUNTY EDUCATION ASSOCIATION
by:

Janet E. Collins
(President)

Ellen M. Stine
(Secretary)