

**THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM**  
**Memorandum of Understanding**  
**Howard County School Food Service Association**  
**July 1, 2009 - June 30, 2011**  
**Print Date: July 2010**

The following sections constitute the Memorandum of Understanding for the Food and Nutrition Service employees approved for the period July 1, 2009 - June 30, 2011.

**I. Salary**

The salary scale effective July 1, 2010 to June 30, 2011 for Food and Nutrition Service employees is attached.

**II. Salary Payments and Pay Period**

Salary payments for ten-month Food and Nutrition Service employees will be made on a biweekly basis over a ten-month period.

Pay is based on up to 180 days plus holidays or inservice days. If employees work more than 180 days, they will be paid for extra days in June. If schools are closed due to an emergency, staff on the job at the time will be assigned to another school.

Employees will receive pay for days worked. If schools are closed for snow days or similar reasons, employees will get paid for up to three (3) snow or emergency days.

**III. Bank Transactions**

Bank depositing functions are the responsibility of the satellite/cafeteria manager. The Food and Nutrition Service satellite/cafeteria manager will be reimbursed for one and three quarters (1.75) hours at the workshop rate for each five serving days that banking transactions are conducted, to be paid bi-weekly.

**IV. Grievance Procedure**

General:

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

Procedures:

It is most desirable for an employee and his/her immediate supervisor to resolve alleged grievances through informal communications. In the event that informal communications fail to resolve the alleged grievance, the employee may pursue one or more of the following steps (in sequence):

Step I - The employee must submit a written statement regarding the alleged grievance to his/her immediate supervisor within seven (7) days following the date of the occurrence (of the alleged grievance). The employee's written statement must include:

- Name (and signature)
- Job assignment (and location)
- Description of grievance (including section of "Memorandum of Understanding" allegedly violated)
- Remedy sought

The immediate supervisor shall schedule a meeting with the employee within seven (7) working days after receiving the written statement from the employee. The immediate supervisor shall respond to the employee in writing within ten (10) working days as to his/her disposition of the grievance. In the event that the employee is not satisfied with the supervisor's response, he/she may appeal the decision by following the procedures set forth in Step II.

Step II - Within seven (7) working days of receipt of the supervisor's response (Step I), the employee may appeal the immediate supervisor's decision to the Superintendent/designee. The appeal must be in writing. The Superintendent/designee shall arrange for a meeting with the employee within seven (7) working days after receipt of the written appeal. The Superintendent/designee shall provide a written decision pursuant to the grievance within ten (10) working days after completion of the meeting. The decision rendered by the Superintendent/designee shall be final.

**V. Eligibility System**

The Human Resources office will develop, as applicable, an "eligibility list" for promotional food service positions. Applications for the "eligibility list" may be accepted and processed at designated times throughout the year.

**VI. Leaves of Absence**

A. Sick Leave

One day per month of sick leave may be earned with unlimited accumulation.

Employees may not use sick leave in excess of the number of earned days. The employee may be required to furnish a doctor's statement describing the illness or disability for which sick leave was used. Recognition and credit will be given for prior sick leave accumulation from a Maryland public school system, not to exceed

the amount of days the employee would have been eligible to earn during a like period with the Howard County Public School System.

Employees may utilize up to five days of sick leave for illness in the immediate family. The employee may be required to furnish a doctor's statement describing the illness or disability of the family member.

B. Personal Leave

Employees may be absent from duty without loss of pay for two (2) days for business or personal matters that cannot be transacted during the workday.

Rules regarding personal leave are as follows:

1. Notification of intended use of personal leave shall be made in writing to the immediate supervisor 24 hours in advance of taking personal leave. A waiver concerning the 24-hour prior notification may be granted for emergency reasons. Approval must be obtained from the immediate supervisor.
2. Unused personal leave shall be cumulative up to four (4) days.
3. Days in excess of four (4) will be transferred to sick leave.
4. Personal leave shall not be used to extend vacation or holiday periods.
5. Abuse in the use of personal leave shall result in the loss of pay for the personal leave day.
6. Personal leave must be taken in one-half or full-day increments.
7. An employee on probation shall earn personal leave, but must complete the probationary period to be eligible to use personal leave.

C. Leave Without Pay

It is the school system's expectation that all employees will provide their services on a regular basis throughout the duration of their work year unless they are on sick leave or personal leave for which they are eligible.

Leave without pay will not be granted except in compelling unusual circumstances.

Approval of leave without pay must be authorized by the Superintendent or the appropriate Chief/Deputy Superintendent. To be considered for Leave Without Pay for compelling unusual circumstances, the employee must have completed his/her probationary period.

D. Child Rearing Leave

Child rearing leave may be granted for a period not to exceed two (2) years. The employee must apply on the prescribed form to the Director of Human Resources. The application shall contain the requested date for commencement of the leave.

The employee shall inform the Director of Human Resources in writing 30 days prior to the time the employee wishes to return from child rearing leave or 30 days prior to the expiration of the leave.

Persons returning from child rearing leave shall be assigned before new persons are hired. If assigned to an equal position, the employee will be placed on the salary step and grade achieved at the time of departure. If the employee returns to a different position, the employee will be reinstated at the appropriate grade and step for which the employee is qualified.

To be eligible for child rearing leave, the employee must have completed the probationary period.

E. Death in Family (Bereavement)

An employee shall be allowed five week days of absence without loss of salary for the death of a child, parent, brother, sister, husband, wife, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, grandparent of spouse, grandchild, step-child, or anyone who has lived regularly in the household of the employee. One day of bereavement leave shall be allowed without loss of salary for the death of an aunt or uncle, not to exceed a total of five days each calendar year.

F. Holidays - Fiscal Years FY10 & FY11 Paid Holidays

Labor Day  
Rosh Hashanah (if approved in the school calendar)  
Yom Kippur (if approved in the school calendar)  
Thanksgiving Holiday  
Winter Break Holiday  
New Years Holiday  
Martin Luther King, Jr. Day  
Primary Election Day (if approved in the school calendar)  
General Election Day (if approved in the school calendar)  
Presidents' Day  
Good Friday  
Easter Monday  
Memorial Day

Employees must work the day before and the day after the holiday in order to receive holiday pay.

G. Workers' 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 work days and with no loss of fringe benefits, and no part of such absence will be charged to his/her annual or accumulated sick leave. Any worker's compensation payment made for temporary disability due to said injury and applicable to the aforementioned 90 workday period shall be endorsed over to the Board.

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

1. He/she may elect to use his/her earned leave or sick leave, during which period he/she shall receive his/her regular salary, plus any amount paid as temporary disability under Worker's Compensation Law.
2. He/she will not receive salary payments from the Board of Education.

H. Jury Duty Leave (Legal Proceedings)

An employee shall be granted leave with no loss of pay for attendance in any legal proceedings connected with his/her employment with the school system and for court subpoena when the employee is called as a witness, provided such appearances are not related to dismissal or continued employment or promotion of the employee.

An employee called for jury duty shall notify his/her supervisor of his/her plan for such services as early as possible and shall receive full pay and fringe benefits in addition to remuneration for jury duty. The employee may be required to submit a certificate of attendance.

I. Military Leave

Leave with no loss of pay for a maximum of fifteen (15) calendar days annually may be granted to employees called into emergency temporary active duty of any federal or state military unit, provided such obligation cannot be fulfilled on non-work days.

J. Probationary Period

All new employees shall serve a probationary period of six (6) working months. During this period of probation, an employee may be terminated without the right of appeal through the grievance procedure. The Director of Human Resources reserves the right to extend the probationary period. Written notification will be provided to the employee whose probationary period is extended.

## **VII. Part-Time Employees**

All regular employees scheduled to work 25 hours or more per week shall be entitled to full health benefits after a 30-calendar day waiting period. Please refer to Section XIII.B for more details. A new employee, after December 31, 1979, must work at least 500 hours a year to be eligible for retirement credit in the retirement system. All other benefits will be prorated to a full time employee's benefits.

## **VIII. Uniforms and Shoes**

The Board shall furnish up to \$150.00 for approved uniforms and/or approved shoes to each permanent Food and Nutrition Service employee after completion of the probationary period. A uniform and shoe allowance of up to \$150.00 per year will be allowed, based on eligibility criteria.

Requests for uniform reimbursements shall be made by employees in accordance with regulations established by the Food and Nutrition Service office.

## **IX. Tuition Reimbursement**

The Board shall reimburse tuition costs to employees satisfactorily completing courses approved in advance, to aid in improving the skills necessary for the job and/or for advancement.

## **X. Sick Leave Bank**

All employees are eligible to contribute to a sick leave bank after completion of the probationary period.

## **XI. Classification**

When an employee is temporarily assigned to perform the duties of a higher classification, a change of pay rate to that of the higher classification will be considered if the period of such assignment extends beyond one work week, with pay made retroactive.

## **XII. Promotions and Transfers**

Employee transfers or promotions will be effective within two (2) weeks after the employee is officially notified of the promotion or transfer. This time period may be extended mutually or when deemed necessary by staff because of extenuating circumstances.

## **XIII. Convention Reimbursement**

Employees who attend the MSNA Convention will be reimbursed up to \$100.00 for expenses by following the procedures of the Food & Nutrition Service office.

## **XIV. Insurance Protection**

### **A. Life Insurance**

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

### **B. Medical, Dental and Vision Insurance**

Beginning January 1, 2011, the Board shall pay eighty-seven percent (87%) of the premium cost of a group medical plan for each full-time equivalent employee, same sex and covered eligible dependent(s), including same sex domestic partners.

For each full-time equivalent employee enrolled under the 84-85 Dental Program (Current Dental Plan only), the Board shall pay ninety percent (90%) of the premium cost for individual dental coverage only. The employee may elect to purchase dental coverage for eligible dependent(s).

Beginning January 1, 2011, the Board's premium contribution for a group medical plan for part-time employees (.5 to .9) will be pro-rated based on the Board's premium contribution for full-time equivalent employees.

For employees with a start date on or after July 1, 2011, the Board shall pay eighty-five percent (85%) of the premium cost of a group medical plan for each full-time equivalent teacher and eligible dependents. The Board's premium contribution for part-time employees (.5 to .9) will be pro-rated based on the Board's premium contribution for full-time equivalent employees. This revised BOE contribution will be effective July 1, 2011, or the employee's eligibility date, whichever date occurs later.

Food and Nutrition employees who work (5 or more hours a day) in their respective positions are exempt from pro-rating provisions.

The Board will offer employees enrolled under the Variety of Insurance Program (VIP) vision and dental plan(s). Employees may elect to purchase vision and/or dental coverage for eligible dependents.

The selection and removal of health, dental, and/or vision carriers and their respective plans is at the Board's discretion, including those plans identified in the 84-85 Medical/Dental Program.

The Board will establish a committee, to include representation from all bargaining units, to provide input on the HCPSS health benefits program.

C. Variety of Insurance Program (VIP) Medical, Dental, and Vision Program

1. Employee Election of Variety of Insurance Programs (VIP)

- a. Each year during open enrollment as established by the Board, each employee will be required to make an election between participating in the VIP program or continuing his/her participation in the 1984-85 health insurance arrangement.

Employees hired after July 1, 1993, may not select the "Traditional Medical Plan."

- b. This election will be irrevocable for the Plan Year.
- c. Once an employee elects to participate in the VIP Program, he/she will not be allowed to participate in the prior insurance arrangement.
- d. All new and/or rehired employees with a reporting date after June 30, 1985, will not have the opportunity to make this election but will automatically participate in the VIP Program when eligible.
- e. The 1984-85 insurance arrangement is as follows:

- (1) Employees electing to remain in the 1984-85 medical coverage will be required to contribute 13% of the individual and dependent premiums.

Employees electing to participate in the 84-85 Dental Plan will be required to contribute 10% of the individual premium and 100% of the dependent premium.

- (2) All employee contributions will remain on an after-tax basis.
- (3) Cost containment measures.

- f. The usual and customary charges will be determined by the third party administrator twice a year by using the average charges for the service area where the services were performed.

- g. (1) Food Service Nutrition Assistants hired on or after July 1, 2000 shall be required to serve a 30 calendar day waiting period beginning in FY08 before becoming eligible for any medical, dental, and/or vision coverage.
- (2) Food Service Nutrition Assistants hired after July 1, 1997, may only select from two (2) medical insurance plans as identified by the Board.

2. Employee Selection of Optional Benefits under the VIP Program

- a. If an employee elects to participate or becomes eligible to participate in the VIP Program, he/she must select among the optional benefits offered as part of the VIP Program. These optional benefits include:
- (1) Medical Plan(s)
  - (2) Dental Plans(s)
  - (3) Vision Care Plan(s)
  - (4) Flexible Spending Accounts, including:
    - a. Dependent Care Account
    - b. Health Care Spending Account
  - (5) Benefit Dollars (pro-rated for part-time employees).

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

- b. The selection of optional benefits is an irrevocable election for the entire Plan Year except the election may be revoked and a new selection of benefits made if the employee has a change in family status (e.g. marriage, divorce, death of spouse or same-sex domestic partner, or child, birth or adoption of child, or termination of employment of spouse or same-sex domestic partner). This applies not only to participation in the insured programs, but also to the level of participation in the Dependent Care Account and the Health Care Spending Account.
- c. Each open enrollment period as established by the Board, employees electing or eligible to participate in the VIP Program will be given the opportunity to change the benefits they have selected. Each year employees will be informed of any changes in the VIP Program. This will give each employee the chance to review and compare various benefit alternatives in order to make the proper selection during the open enrollment period.
- d. Each Medical Plan alternative (including electing no Medical Plan) will have a specified number of "benefit credits" associated with its selection. These benefit credits may be used to purchase any of the optional insured benefits (Vision and Dental Plans or employee contributions for medical coverage) or contribute to the Dependent Care Account or Health Care Spending Account.
- e. Each insured benefit option (Medical, Vision, and Dental Plans) will have a "price tag" or cost to an employee if that particular benefit is selected. Benefit credits may be used to purchase or pay the price of each insured's benefit selected. Amounts contributed to the Dependent Care Account or Health Care Spending Account are optional with employees choosing to contribute any amount within the plan limits. Employees may, however, purchase benefits whose total price tags exceed their benefit credits. In

this case, the employee must make up the difference through employee contributions. All contributions to the VIP Program will be on a pretax basis. This means that federal and state income taxes will not be withheld on employee contributions nor will these contributions be included in an employee's gross wages as reported on W-2 Form. FICA tax will not be withheld. Employee contributions will be included in the annual salary for retirement and life insurance purposes.

- f. Participants in the Dependent Care Account must meet tax law requirements in order to participate in this plan. Contributions may only be used to reimburse an employee for expenses actually incurred during the Plan Year for which they were contributed. Any amounts remaining in the Dependent Assistance Account at the end of the Plan Year will be forfeited.
- g. The Health Care Spending Account will operate similar to the Dependent Care Account. The most important facts are that amounts contributed may only be used to reimburse expenses incurred during the Plan Year for which they were contributed, and amounts remaining at the end of the Plan Year will be forfeited.
- h. Employees may elect to receive their unused benefit dollars in cash, which will be added to their regular pay check. If the employee elects this option, the payments will be prorated on a per-pay basis. This amount is taxable.
- i. Total employee contributions to the Dependent Care Account and/or Health Care Spending Account will all be prorated on a per-pay basis.
- j. Employees hired during the Plan Year will make their selection in advance of becoming eligible for VIP Program benefits. This election will be in effect for the remainder of the Plan Year (except for a qualified life status change creating a special enrollment period for individuals who did not enroll in a group health plan when they were first eligible due to the existence of alternative coverage).

D. Comparison of VIP Medical Plans

	<b>Summary of Benefits</b>	<b>84-85 Plan (Revised)</b>	<b>Alternate Plan</b>
1.	Hospital Expenses Room, Board & General Nursing	Semi-private room rate for 365 days	Semi-private room rate for 365 days
	Diagnostic Testing Lab Work & X-rays - Inpatient	Covered in full for 365 days	Covered in full for 365 days
	Use of Hospital Outpatient facilities	Covered in full	Covered in full
	Extended care facility	Covered in full for combined hospital maximum of 365 days	Covered in full for combined hospital maximum of 365 days
2.	Physician Services Surgery-Inpatient	100% of the usual and reasonable charge	After \$100/\$200 deductible, plan pays 80% of the next \$2500, 100% thereafter
	Surgery - Outpatient	100% of the usual and reasonable charge	100% of the usual and reasonable charge
3.	Mental and Nervous Inpatient	30 days in full; then after \$100/\$200 deductible, plan pays 80% of covered expenses	30 days in full; then after \$100/\$200 deductible, plan pays 80% of covered expenses
	Outpatient	After \$100/\$200 deductible plan pays 52% of plan allowable amount for the first 20 visits per year, then 50% of the plan allowable amount	After \$100/\$200 deductible, plan pays 52% of plan allowable amount for the first 20 visits per year, then 50% of the plan allowable amount
4.	Other Services Ambulance Service	After \$100/\$200 deductible, plan pays 80% of the next \$2500; 100% thereafter	After \$100/\$200 deductible, plan pays 80% of the next \$2500; 100% thereafter
	Diagnostic Testing, Lab Work & X-rays - Outpatient	100% of the usual and reasonable charge	After \$100/\$200 deductible, plan pays 80% of the next \$2500; 100% thereafter
	Prescription Drug Outpatient	When not covered by any other plan, after \$100/\$200 deductible, plan pays 80% of the next \$2500; 100% thereafter	When not covered by any other plan, after \$100/\$200 deductible, plan pays 80% of the next \$2500; 100% thereafter
	Home Health Care	100% of the usual and reasonable charge for up to 90 days each calendar year. Physician's services limited to one visit per day. Maximum of 40 Home Health Aid visits per calendar year.	100% of the usual and reasonable charge for up to 90 days each calendar year. Physician's services limited to one visit per day. Maximum of 40 Home Health Aid visits per calendar year.

Comparison of VIP Medical Plans, Continued

	<b>Summary of Benefits</b>	<b>84-85 Plan (Revised)</b>	<b>Alternate Plan</b>
4. Cont.	Orthopedic & Prosthetic Devices Outpatient	After \$100/\$200 deductible, plan pays 80% of the next \$2500; 100% thereafter	100% of the usual and reasonable charge, subject to certain limitations
	Physical Therapy & Rehabilitation Outpatient	After \$100/\$200 deductible, plan pays 80% of the next \$2500; 100% thereafter	After \$100/\$200 deductible, plan pays 80% of the next \$2500; 100% thereafter
	Voluntary Second Surgical Opinion	100% of physician's fee; 100% of X-ray and lab fees	100% of physician's fee; 100% of x-ray and lab fees
	Preadmission Testing	100% of hospital charges ordered by physician	100% of hospital charges ordered by physician
	Chemotherapy - Outpatient	100% of the usual and reasonable charge	After \$100/\$200 deductible, plan pays 80% of the next \$2500; 100% thereafter
5.	Emergency Treatment Hospital Charges	100% of hospital charges within 72 hours of accidental injury or onset of serious illness	100% of hospital charges within 72 hours of accidental injury or onset of serious illness
	Physician's Fees	100% of the usual and reasonable charges within 72 hours of accidental or onset of serious illness	100% of the usual and reasonable charges within 72 hours of accidental or onset of serious illness.
6.	Annual Deductibles	\$100 per individual to a maximum of \$200 per family	\$100 per individual to a maximum of \$200 per family
7.	Maximum out-of-pocket Per Year Individual Family	\$600.00 \$1,200.00	\$600.00 \$1,200.00
8.	Lifetime Maximum Benefit	Basic benefits plus \$1,000,000 Major Medical	Hospital benefits, plus \$1,000,000 Major Medical

E. Comparison of Dental Benefits

	<b>84-85 DENTAL PLAN</b>		<b>2nd ALTERNATE DENTAL PLAN</b>	
	<b>% of UCR</b>	<b>Deductible</b>	<b>% of UCR</b>	<b>Deductible</b>
Oral examination	100%	No	100%	No
X-rays 100%	100%	No	100%	No
Fluoride Treatment	100%	No	100%	No
Cleaning	100%	No	100%	No
Emergency Treatment	100%	No	100%	No
Fillings (not gold foil)	100%	No	80%	Yes
Simple Extractions	100%	No	80%	Yes
Root Canal	100%	No	80%	Yes
Prosthetic Repair	100%	No	50%	Yes
Crowns	100%	No	50%	Yes
Space Maintainers	100%	No	100%	No
Surgical Extractions	100%	No	80%	Yes
Oral Surgery	100%	No	80%	Yes
Dentures and Bridges	N/A	N/A	*50%	Yes
Periodontics	N/A	N/A	80%	Yes
Orthodontia	N/A	N/A	50%	Yes
Maximum Annual Benefit	\$1,000		\$1,000	
Orthodontic Maximum Lifetime Benefit	N/A		\$750	
Deductible	N/A		\$25/Individual \$75/Family	
*Are dentures and bridges covered for teeth missing before dental coverage?	N/A		Only after satisfying a 5-year waiting period	

F. Vision Program

1. Schedule of Benefits

Vision Exam...Reasonable and Customary Charge  
(Limited to one per 12-month period)

Type	Lenses (Per Pair)		Frames	Total Allowance
Single	\$41.50	+	\$29.50	\$71.00
Bifocal	\$67.00	+	\$29.50	\$96.50
Double Bifocal	\$100.50	+	\$29.50	\$130.00
Trifocal	\$89.50	+	\$29.50	\$119.00
Aphakic	\$156.50	+	\$29.50	\$186.00
<b>Contact Lenses</b> (Per pair):				
Cosmetic (in lieu of frames & lenses)				\$71.00
Bifocal Contact Lenses				\$96.50
Medically Required*				\$221.00

\*Following cataract surgery or when visual acuity is correctable to at least 20/70 in the better eye only by use of contact lenses

In some instances, benefits may be provided toward two vision exams during the same benefit period.

Benefits are not available for:

- a. Replacement or repair of broken or lost frames and lenses (including contacts) for which benefits were provided.
- b. Sunglasses (lenses tinted darker than #2 tint), even if prescribed -- unless you purchase a contract specifically covering sunglasses. Photocromic lenses are not considered sunglasses.

2. Details:

- a. This Program provides 100% of the reasonable and customary charge for a vision exam performed by an Ophthalmologist or Optometrist.
- b. The Program entitles members to coverage of services once every 12 months, starting with the initial visit for vision services. To receive benefits, an invoice must be submitted to the insurance carrier.

**XV. SALARY SCALES**

**FOOD AND NUTRITION SERVICE SALARY SCALE  
Fiscal Year 2011**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
VI	14.19	14.72	15.25	15.85	16.43	17.04	17.68	18.35	19.04	19.76	20.49	21.25	22.06	22.89	23.26
VII	14.90	15.44	16.03	16.64	17.25	17.89	18.57	19.27	20.01	20.74	21.51	22.32	23.16	24.04	24.41

**INCENTIVE RATES  
Fiscal Year 2011**

PREP SCHOOLS			SATELLITE SCHOOLS		
n/a	540,000	1.25	n/a	90,000	0.30
540,000	690,000	1.50	90,000	120,000	0.45
690,000	840,000	1.75	120,000	150,000	0.60
840,000	990,000	2.00	150,000	180,000	0.75
990,000	1,140,000	2.25	180,000	210,000	0.90
1,140,000	3,600,000	2.50	210,000	600,000	1.05

Salary Notes

- Income-based amounts may be affected by increases or decreases in either federal or state reimbursement rates or internal price changes and will be adjusted up or down accordingly in August and February of each year.
- Manager placement on the incentive scale will be reviewed in November, February, and June of each year. If a change is indicated, it will be effective by the first pay period in December, March, or September as indicated by the review of gross sales.
- Gross sales for cafeteria managers will be the total of all income of the preparing school plus its satellites.
- Gross sales for satellite managers will be the total of all income of the satellite Food and Nutrition Service operation.
- Cafeteria managers will receive a stipend totaling five percent of their net gain for the year at the end of the school year. Net gain will be the total year-to-date gain in income over expenditures for the preparing school and its satellites. Equipment costs of \$1,000 or more will not be used in computing net gain.
- Satellite managers will receive a stipend totaling two percent of the net gain for the year at the end of the school year. Net gain will be the total year-to-date gain in income over expenditures for the preparing school and its satellites. Equipment costs of \$1,000 or more will not be used in computing net gain.

7. Longevity

- Food and Nutrition Service Workers with 15-19 years in the Howard County Public School System will receive an additional 46¢ per hour.
- Food and Nutrition Service Workers with 20 or more years in the Howard County Public School System will receive an additional 70¢ per hour.

Employees hired before April 1 of a fiscal year will be granted a full year toward longevity. Longevity payments are not cumulative from year to year.

**XVI. DURATION**

The Howard County Public School System and the Howard County School Food Service Association agree to the contents of the Memorandum of Understanding dated July 1, 2009 - June 30, 2011.

In witness whereof, the parties hereunto set their hand and seals this 25th day of June, 2009.

**BOARD OF EDUCATION OF HOWARD COUNTY**

By: \_\_\_\_\_  
Ellen Flynn Giles, Chairman

By: \_\_\_\_\_  
Sydney L. Cousin, Superintendent

**HOWARD COUNTY SCHOOL FOOD SERVICE ASSOCIATION**

By: \_\_\_\_\_  
Karen Sima, President