

2009-2010

Supplement

to the

MASTER AGREEMENT

between the

Board of Education of Baltimore County

and the

**Council of Administrative and
Supervisory Employees
(CASE)**

**(THIS SUPPLEMENT INCLUDES NEGOTIATED REVISIONS TO THE MASTER AGREEMENT AND
REPLACES THE 2008-2009 SUPPLEMENT.)**

Definitions

Close Relative – Grandmother-in-law, grandfather-in-law, brother-in-law¹, sister-in-law¹, uncle by blood or marriage, aunt by blood or marriage, nephew or niece by blood or marriage, or first cousin.

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

¹Brother-in-law and sister-in-law are classified as immediate family for the purposes of bereavement leave.

Article II - Council Rights and Responsibilities

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

Article IV - Professional Rights and Privileges

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

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

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

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

Article V - Negotiations Procedures

5.1 Designation of Negotiators

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

5.2 Proposals

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

5.3 Time Limit - Impasse

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

5.4 Ratification

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

Article VII - Evaluation

7.1 It is the Board's desire that each CASE member receive yearly feedback on work performance. The appraiser may choose to use the appraisal form and the procedures found in *Appraisal of School-Based Administrators*, the *Manual for the Evaluation of Instructional and Professional Support Personnel*, the *Evaluation of Professional Support Personnel*, or an appropriate alternative format such as narrative. A formal evaluation must include a specific rating. Informal feedback will not contain a summary rating.

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

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

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

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

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

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

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

Article IX – Absences and Leaves

9.6 Child Rearing Leave

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

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

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

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

Article XI - Reimbursement

11.3 Transportation Reimbursement

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

Article XIV – Compensation

14.3 Doctorate Stipend

The Board will pay a one thousand dollar (\$1000.00) stipend to CASE -represented employees for the attainment of a Doctorate degree.

Memorandum of Understanding*

CASE and the Board agree to the provisions of a stipend program for a limited number of administrative teams at specific schools based on an analysis of z-scores. The stipends are subject to continued funding.

*** Funding for stipends based on Z-scores was not funded for the 2009-10 academic year.**

Appendix A-1

BALTIMORE COUNTY PUBLIC SCHOOLS

**2009-2010 SALARY SCALE FOR EXEMPT TEN-MONTH ADMINISTRATIVE, EXECUTIVE,
AND PROFESSIONAL EMPLOYEES**

This scale becomes effective on January 21, 2010.

					GRADES						
STEP	01	02	03	04	05	06	07	08	09	10	
01	24,607	26,074	27,630	29,277	31,027	32,877	34,842	36,922	39,130	41,469	
02	25,095	26,592	28,179	29,861	31,643	33,534	35,534	37,658	39,910	42,294	
03	25,594	27,121	28,739	30,454	32,272	34,201	36,245	38,410	40,706	43,138	
04	26,103	27,660	29,310	31,061	32,916	34,882	36,966	39,174	41,516	43,998	
05	26,623	28,210	29,895	31,678	33,571	35,576	37,701	39,954	42,345	44,874	
06	27,152	28,772	30,490	32,310	34,240	36,285	38,454	40,752	43,187	45,769	
07	27,691	29,345	31,096	32,952	34,921	37,006	39,219	41,563	44,047	46,682	
08	28,243	29,929	31,715	33,609	35,616	37,744	40,000	42,392	44,925	47,611	
09	28,804	30,526	32,346	34,279	36,325	38,496	40,797	43,237	45,821	48,564	
10	29,377	31,132	32,990	34,962	37,049	39,265	41,611	44,096	46,736	49,530	
11	29,963	31,752	33,647	35,656	37,788	40,045	42,441	44,977	47,666	50,520	
12	30,560	32,382	34,317	36,367	38,539	40,844	43,285	45,873	48,617	51,526	
13	31,166	33,028	35,000	37,091	39,308	41,660	44,149	46,787	49,588	52,553	
14	31,787	33,687	35,698	37,829	40,092	42,487	45,027	47,720	50,574	53,600	
15	32,420	34,356	36,410	38,584	40,890	43,333	45,925	48,672	51,584	54,669	
16	33,066	35,039	37,134	39,352	41,704	44,198	46,841	49,643	52,613	55,759	
17	33,723	35,739	37,875	40,138	42,536	45,078	47,776	50,632	53,660	56,872	
18	34,397	36,451	38,629	40,935	43,383	45,978	48,729	51,644	54,732	58,006	
19	35,085	37,180	39,402	41,754	44,251	46,898	49,704	52,677	55,827	59,166	
20	35,787	37,924	40,189	42,589	45,135	47,835	50,697	53,731	56,943	60,349	

Appendix A-2

BALTIMORE COUNTY PUBLIC SCHOOLS

2009-2010 SALARY SCALE FOR EXEMPT TWELVE-MONTH ADMINISTRATIVE, EXECUTIVE, AND PROFESSIONAL EMPLOYEES

This scale becomes effective on January 1, 2010.

STEP	GRADES															
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
01	47,626	50,472	53,490	56,688	60,080	63,672	67,483	71,521	75,801	80,341	85,151	90,249	95,653	101,391	107,475	113,924
02	48,574	51,477	54,556	57,820	61,280	64,943	68,830	72,948	77,316	81,943	86,851	92,051	97,565	103,419	109,623	116,201
03	49,542	52,506	55,643	58,971	62,498	66,239	70,203	74,405	78,859	83,579	88,582	93,887	99,510	105,481	111,810	118,519
04	50,529	53,549	56,753	60,146	63,745	67,562	71,603	75,890	80,431	85,247	90,351	95,761	101,497	107,588	114,042	120,885
05	51,536	54,619	57,885	61,345	65,017	68,907	73,031	77,402	82,035	86,949	92,156	97,675	103,525	109,736	116,320	123,300
06	52,563	55,704	59,038	62,569	66,315	70,280	74,489	78,949	83,674	88,683	93,995	99,623	105,591	111,927	118,642	125,761
07	53,612	56,818	60,215	63,817	67,637	71,684	75,976	80,523	85,343	90,455	95,871	101,613	107,699	114,160	121,011	128,271
08	54,681	57,950	61,416	65,090	68,987	73,116	77,491	82,129	87,047	92,260	97,785	103,641	109,849	116,440	123,426	130,832
09	55,769	59,108	62,641	66,389	70,363	74,574	79,037	83,770	88,786	94,100	99,737	105,710	112,043	118,766	125,891	133,445
10	56,881	60,284	63,890	67,713	71,764	76,061	80,614	85,442	90,558	95,981	101,728	107,820	114,279	121,135	128,404	136,108
11	58,017	61,486	65,164	69,063	73,197	77,578	82,223	87,147	92,365	97,896	103,761	109,975	116,562	123,556	130,969	138,827
12	59,171	62,713	66,464	70,442	74,658	79,127	83,863	88,884	94,208	99,850	105,830	112,169	118,889	126,022	133,584	141,598
13	60,352	63,964	67,789	71,847	76,147	80,705	85,539	90,661	96,088	101,843	107,944	114,409	121,265	128,540	136,253	144,428
14	61,557	65,239	69,143	73,280	77,667	82,316	87,247	92,469	98,007	103,877	110,100	116,695	123,685	131,106	138,973	147,310
15	62,784	66,541	70,523	74,741	79,218	83,960	88,986	94,315	99,964	105,950	112,297	119,024	126,156	133,725	141,748	150,253
16	64,036	67,867	71,928	76,234	80,800	85,633	90,764	96,196	101,959	108,068	114,541	121,402	128,676	136,396	144,581	153,255
17	65,316	69,224	73,368	77,758	82,416	87,346	92,579	98,121	103,998	110,229	116,832	123,830	131,250	139,125	147,472	156,320
18	66,622	70,608	74,834	79,313	84,064	89,093	94,431	100,082	106,078	112,434	119,169	126,307	133,875	141,908	150,421	159,446
19	67,954	72,020	76,331	80,899	85,745	90,875	96,320	102,084	108,200	114,683	121,552	128,833	136,553	144,746	153,429	162,635
20	69,313	73,460	77,858	82,517	87,460	92,693	98,246	104,126	110,364	116,977	123,983	131,410	139,284	147,641	156,498	165,888

APPENDIX B
FLEXIBLE BENEFITS PLAN

Medical, Dental, & Vision Deductions for Full-Time Employees Effective 9/1/2009 - 8/31/2010

MEDICAL INSURANCE	Total Premium or Equivalent	Board Annual Share	Your Annual Share	Your bi-weekly Deduction *
<i>CareFirst BlueCross BlueShield Triple Choice/MPOS</i>				
Individual	\$ 6,552.96	5,897.76	\$ 655.20	\$ 32.76
Parent/Child	12,983.04	11,684.84	1,298.20	64.91
Two Adults	15,637.56	14,073.96	1,563.60	78.18
Family	17,630.88	15,867.88	1,763.00	88.15
<i>Kaiser Permanente HMO</i>				
Individual	\$ 5,629.56	5,066.76	\$ 562.80	\$ 28.14
Parent/Child(ren)	10,696.44	9,626.84	1,069.60	53.48
Two Adults	13,229.64	11,906.84	1,322.80	66.14
Family	16,888.68	15,199.88	1,688.80	84.44
<i>Keystone Health Plan HMO (PA residents only)</i>				
Individual	\$ 6,071.04	5,464.04	\$ 607.00	\$ 30.35
Parent/Child	11,838.60	10,654.80	1,183.80	59.19
Two Adults	13,357.08	12,021.48	1,335.60	66.78
Family	19,124.04	17,211.64	1,912.40	95.62
DENTAL INSURANCE	Total Premium or Equivalent	Board Annual Share	Your Annual Share	Your bi-weekly Deduction *
<i>CareFirst Regional Dental PPO</i>				
Individual	\$ 290.28	188.68	\$ 101.60	\$ 5.08
Parent/Child or Two Adults	628.80	408.60	220.20	11.01
Family	953.28	619.28	334.00	16.70
<i>CareFirst Regional Dental Traditional</i>				
Individual	\$ 328.92	188.72	\$ 140.20	\$ 7.01
Parent/Child or Two Adults	689.64	408.24	281.40	14.07
Family	1,158.24	619.04	539.20	26.96
<i>CIGNA Dental DHMO</i>				
Individual	\$ 376.56	188.76	\$ 187.80	\$ 9.39
Parent/Child(ren) or Two Adults	721.80	408.80	313.00	15.65
Family	1,085.16	619.76	465.40	23.27
VISION INSURANCE	Total Premium or Equivalent	Board Annual Share	Your Annual Share	Your bi-weekly Deduction *
<i>Vision Service Plan</i>				
Individual (Free if FTE is .5 or greater)	\$ 37.80	37.80	\$ -	\$ -
Family (includes Parent/Child and Two Adults)	144.96	37.96	107.00	5.35

*All employee benefits deductions are taken from 20 pay periods between September and June.

APPENDIX D*
CASE Bargaining Unit Represented Classes
(For Information Only - These classes are not negotiable.)

Grade 01 – Ten-month scale
MANAGER I-CAFETERIA

Grade 02
MANAGER II-CAFETERIA

Grade 03
MANAGER III-CAFETERIA

Grade 04
MANAGER IV-CAFETERIA

Grade 01 – Twelve-month scale
ANALYST, CONTRACT MAINTENANCE
CERTIFICATION ANALYST
INSPECTOR, CHIEF
NETWORK REP I, FOOD SERVICES
NETWORK TECH I
SUPERVISOR I, INVENTORY
SUPERVISOR, SHOP/DISTRIBUTION
SUPERVISOR, SHOP/GEN MAINTENANCE
TV PRODUCER I

Grade 02
ACCOUNTANT I
ANALYST I, FISCAL
ANALYST I, PERSONNEL
ANALYST I, PROGRAMMER
ASST, TRANS/SPEC ED
AUDITOR I
DESIGNER, MECH ENGINEERING
DESIGNER, SR-ENGINEERING
FIELD REP, FOOD SERVICES
SUPERVISOR, SHOP/TRANSPORTATION
VENDING REP, FOOD SERVICES

Grade 03
ENGINEER, PROJECT
FIELD REP, BLDG AUTOMATION
FIELD REP, BUILDING SERVICES
FIELD REP, CONSTRUCTION
FIELD REP, CONTRACT MAINTENANCE
FIELD REP, ELECTRICAL
FIELD REP, ELECTRONICS

Grade 03 (continued)
FIELD REP, FIRE ALARMS
FIELD REP, FLOOR/CEILING
FIELD REP, GEN MAINTENANCE
FIELD REP, GROUNDS
FIELD REP, GROUNDS/EQUIPMENT
FIELD REP, INSPECT CODE ENFORCEMENT
FIELD REP, MECHANICAL
FIELD REP, PAINT/GLAZE
FIELD REP, PLUMBING
FIELD REP, SAFETY & SECURITY
FIELD REP, UTILITY
MINORITY BUSINESS OFFICER
SECURITY PATROL SUPERVISOR
SPECIALIST, ENVIRONMENT
STUDENT SERVICE LEARNING ASST
TECHNICAL TRAINER
WELLNESS REPRESENTATIVE

Grade 04
ANALYST I, SYSTEM
ASSOCIATE TV PRODUCER
COMMUNICATIONS SPECIALIST I
FIELD REP, LOSS CONTROL
GRAPHIC DESIGNER
PROGRAM DEVELOP, FOOD SERVICES
PURCHASING AGENT I
SUPERVISOR, MAINT CUSTOMER SERVICES
SUPERVISOR, PC/OPERATIONS
SUPERVISOR, OPER/DISTRIBUTION
SUPERVISOR, TRANS/MAINTENANCE
WEB DEVELOPER

Grade 05
ACCOUNTANT II
ANALYST II, FISCAL
ANALYST II, PERSONNEL
ANALYST II, PROGRAMMER
ANALYST, PLANNING
ANALYST, RISK MANAGEMENT
AUDITOR II
AUTISM WAIVER FACILITATOR
COMMUNICATIONS SPECIALIST I
ENGINEER, CIVIL
ENGINEER, ELECTRICAL

Grade 05 (continued)

FACILITIES ASSISTANT
FIELD ASST-FOOD SERVICES
HR INVESTIGATIONS ANALYST
NETWORK TECH II
NURSE CASE MANAGER
PROF DEVELOPMENT TECH TRAINER
SUPERVISOR, REPAIR SHOP
SUPERVISOR I, FISCAL
SUPERVISOR, LOSS CONTROL
SUPERVISOR, ROOFING/RELOCATABLE
SUPERVISOR, CONTRACT MAINTENANCE
TPB FACILITATOR
TV PRODUCER II

Grade 06

ANALYST, TRANS/MANAGEMENT
AREA SUPPORT REP
AREA TEAM LEADER, TECHNOLOGY
DATA ANALYST
INDUSTRIAL HYGIENIST I
NETWORK ADMINISTRATOR
PROF DEVELOPMENT TECH TRAINER
SPEC ASST, CONSTRUCT CONTRACTS
SPECIAL ASST, COMPREHEN MAINTEN
SPECIALIST, DATA
SPECIALIST, GRANTS WRITING
SUPERVISOR, OFFICE OF GROUNDS
SUPERVISOR, DISTRIBUTION CENTER
TV VIDEO DIRECTOR
ACCOUNTANT III

Grade 07

ANALYST III, FISCAL
ARCHITECT
AREA ASST, FOOD SERVICES
AUDITOR III
ENGINEER, SR/PROJECT
FACILITATOR, HR
INDUSTRIAL HYGIENIST II
INTERNAL EVALUATOR
NETWORK TECH III
PROJECT ENGINEER, MECHANICAL
PURCHASING AGENT II
SPECIALIST, EMPLOYEE ASST PROG
SPECIALIST, HRIS
SPECIALIST, INFO TECH SECURITY
SPECIALIST, CLASSIFICATION
SPECIALIST, CONSTRUCTION

Grade 07 (continued)

SPECIALIST, RECRUITMENT
SUPERVISOR, CIVIL ENGINEERING
SUPERVISOR II, FISCAL
SUPERVISOR, COPY & PRINT
SUPERVISOR, SPECIAL PROJECTS
SUPERVISOR, TRANS/FLEET
SYSTEM ENGINEER/NETWORK SERVICES
TV PRODUCER III
TV PRODUCER-DIRECTOR
WEB MASTER

Grade 08

ADMINSTRATOR, PROJECTS
AMS SYSTEMS ADMINISTRATOR
COMMUNICATIONS OFFICER
COMPLIANCE COORDINATOR
FISCAL OFFICER
NETWORK SERVICES SUPERVISOR
PUPIL PERSONNEL WORKER
SPECIALIST (C&I)
SPECIALIST, TECH DATABASE
SPECIALIST, TECHNICAL SYSTEMS
SPECIAL ASST, CONTRACT MAINTENANCE
SPECIAL ASST, EXEC DIRECTOR
SUPERVISOR III, FISCAL
SUPERVISOR, ARCHITECT
SUPERVISOR, ENGINEER/STRUCTURE
SUPERVISOR, ENVIRONMENTAL SERVICES
SUPERVISOR, FOOD SERV/NETWORK
SUPERVISOR, FOOD SERV/SUPPLY
SUPERVISOR, SR OPER/FOOD SERVICES
SUPERVISOR, SR OPER/TRANSPORTATION
SUPERVISOR, SR OPS/BLDG SERVICES
SUPERVISOR, SR OPS/ELECTRICAL
SUPERVISOR, SR OPS/GEN MAINTENANCE
SUPERVISOR, SR OPS/MAINT CUST SERVICE
SUPERVISOR, SR OPS/MECHANICAL
SUPERVISOR, SR OPS/ROOF-RELOCATABLE
SUPERVISOR, SR OPS/CONTRACT MAINTENANCE
SUPERVISOR, SR OPS/INSPCT-CODE ENFORCEMENT

Grade 09

ANALYST III, PROGRAMMER
AUDITOR IV
EEO OFFICER
ENGINEERING, HEAD

Grade 09 (continued)

ENTERPRISE SYSTEMS ENGINEER
INVESTIGATE/REC MNGMT OFFICER
MANAGER, DISTRIBUTION
MANAGER, ED CHANNEL
MANAGER, EMPLOYEE BENEFIT
MANAGER, FACILITIES GROUNDS
MANAGER, IT BUSINESS
PAYROLL SUPERVISOR
PERSONNEL OFFICER
POSITION MANAGEMENT OFFICER
SPEC ASSIST, ENERGY MANAGEMENT
SPECIAL ASST, EDUC PLAN
THIRD PARTY SUPERVISOR

Grade 10

ASST ADMIN,ENGINEER/CONSTRUCTION
ASSISTANT PRINCIPAL (Elementary)
SUPERINTENDENT'S DESIGNEE
SUPERVISOR (C&I)

Grade 11

ADMIN, MAINTENANCE & GROUNDS
ASSISTANT PRINCIPAL (Middle)
ADMINISTRATOR, CAP/ENGINEERING
ADMINISTRATOR, OPERATIONS
ADMINISTRATOR, PAYROLL
ADMINISTRATOR, PLANNING
APPEALS & MITIGATION OFFICER
COORDINATOR (C&I)
MANAGER, ADMINSTRATIVE SUPPORT
MANAGER, COMPUTR NETWORK SUPPORT
MANAGER, CUSTOMER SUPPORT
MANAGER, FACILITIES MAINTENANCE
MANAGER, FISCAL SERVICES
MANAGER, INFO MANAGEMENT
MANAGER, PERSONNEL SERVICES
MANAGER, PURCHASING
MANAGER, RISK
MANAGER. STUDENT DATA
PERSNL OFFICER, SUPPORT SERVICES

Grade 12

ASSISTANT PRINCIPAL (High)

Grade 13

PRINCIPAL (Elementary)

Grade 14

PRINCIPAL (Middle)

Grade 15

PRINCIPAL (High)

Grade 16

VACANT

*** Changes occur when new scale is implemented.**

