

# **NEGOTIATED AGREEMENT**

BETWEEN THE

FREDERICK COUNTY ADMINISTRATIVE AND  
SUPERVISORY ASSOCIATION

AND THE

BOARD OF EDUCATION OF  
FREDERICK COUNTY, MARYLAND

**July 1, 2015 - June 30, 2022**

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## ARTICLE I GENERAL PROVISIONS

### Section 1.1 - Recognition

The Board of Education of Frederick County hereinafter referred to as "the Board" recognizes The Frederick County Administrative and Supervisory Association (FCASA) herein after referred to as the Association as the exclusive representative of the administrative and supervisory unit of the school system in accordance with Education Article §6-401.

### Section 1.2 – Unit Description

The Association shall include employees in the following positions designated in the administrative and supervisory unit who work at least half-time of a full-time equivalent position: principals, assistant principals, curriculum specialists, coordinators, school psychologists, pupil personnel workers, supervisors, and assistant supervisors herein after referred to as employees.

## ARTICLE II NEGOTIATIONS PROCEDURES

- A. Both parties agree to negotiate in good faith as prescribed in §6-401, et seq. *Education Article of the Annotated Code of Maryland*. The parties agree to utilize the contents and format of the Master Agreement in effect as the basis for proposals for negotiations in the new Master Agreement. This is understood to mean that:
  1. Items in the existing Master Agreement, which remain satisfactory to both parties, would be continued as part of the new Master Agreement.
  2. Items in the existing Master 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 Master Agreement but believed desirable for consideration in the new Master Agreement by either party may be proposed as additions to the existing Master Agreement within the scope of the law.
- B. The chief negotiators will make every effort to begin negotiations by January 1 with a mutual goal of concluding by May 1. All issues proposed as negotiation topics will be provided by both parties no later than the third session with the understanding that both parties reserve the right to submit additional issues or modify initial proposals throughout the process
- C. Neither party shall have any control over selection of consultants or negotiation representatives of the other party.
- D. Negotiation sessions shall be closed meetings held as frequently as necessary, at a mutually agreed upon time and place, to complete the negotiations by the stated completion date.
- E. Impasse Procedures - The provisions of the *Education Article, §6-408(e) of the Annotated Code of Maryland* shall apply in the case of impasse.

## ARTICLE III DEDUCTIONS FROM SALARY

### Section 3.1 – Association Dues Deductions

The Board agrees to deduct from the employees' salaries membership dues for Frederick County Administrative and Supervisory Association (FCASA), the Maryland State Education Association (MSEA), and the National Education Association (NEA) as said employees individually and voluntarily authorize to deduct through an appropriate written authorization form prepared by the Association and approved by the Human Resources Office. The Board agrees to transmit such monies promptly to the Association.

1. Deductions shall be made in twenty (20) equal installments beginning September 15 and ending June 30 of each year.
2. Upon request, the Board will provide the Association with a list of those employees from whom dues were deducted.
3. In the event that an employee terminates employment, the Board shall deduct the balance of the unpaid dues for the current membership year from the employee's final pay check and transmit these dues promptly to the Association.

#### Section 3.2 – FERKO and Plan Deductions

Payroll deductions will be available at the request of the employee for the plans and FERKO listed below. Except in case of emergency, the Board shall distribute all monies from payroll deduction accounts to the proper recipients within ten (10) workdays of its deduction following the pay date.

1. 403(b) Programs - A list of companies authorized to offer 403(b) products to the employees of the Board will be made available to all employees by September 1 of each fiscal year beginning July 1.
2. Insurance plans approved by the Association and the Board.
3. Employees desiring payroll deductions for FERKO shall notify the Board in writing with fifteen (15) days' notice.
4. 457(b) Plans – A list of companies authorized to offer 457(b) plans to employees of the FCASA bargaining unit of the Board will be made to all bargaining unit members by September 1 of each fiscal year beginning July 1.

#### Section 3.3 – Charitable Deductions

The Board agrees to deduct charitable contributions from employees' salaries only for charity fund drives approved by the Association and the Board when the employee has duly authorized such deductions and has voluntarily determined the amount of such a contribution. No school or individual quotas will be established.

#### Section 3.4 – PAC Deductions

FCASA-MSEA-NEA Voluntary Political Action Contributions (PAC) Deductions.

#### Section 3.5 – Professional Membership Dues

Professional membership dues from professional organizations.

#### Section 3.6 – Miscellaneous

The Board and Association assume no financial obligation arising out of the provisions of this subsection.

### **ARTICLE IV MANAGEMENT RIGHTS**

Subject to the provisions of this Agreement, the Board reserves and retains full rights, authority and discretion in the proper discharge of its duties and responsibilities to control, supervise, and manage the county schools under existing laws, rules, and procedures; to determine the educational policies and programs of the county school system; and to prescribe rules and regulations for the conduct and management of the public schools

### **ARTICLE V RIGHTS AND PRIVILEGES OF THE ASSOCIATION, REPRESENTATIVES AND EMPLOYEES**

#### Section 5.1 – Non Reprisal

There will be no reprisals of any kind taken by the Board or the Association against any employee by reason of non-membership or membership in the Association or participation in any of its lawful activities.

#### Section 5.2 – Access to Employees, Facilities and Interschool Mail

- A. In order for the Association to properly fulfill the terms of this Agreement for the benefit of all employees and the welfare of the school system, the Association officers or employees will have access to all school buildings and to all employees, provided that the exercise of this right will not interfere with the educational program.
- B. The Association will have the right to use school buildings without cost at reasonable times for meetings. Arrangements for meeting space and time will be made with the principal of the building in question.
- C. The Association will also have the right to use the interschool mail (inclusive of email) to distribute official FCASA notices, circulars, and other material when such material is presented ready for delivery to the school representative.
- D. Upon request, the Association will be provided with the names of all new and retiring employees as soon as such information is available.
- E. The Association will have the right to have placed in the superintendent's packet for all new employees a letter prepared by the Association which informs said employees that the Association is recognized as the exclusive representative for all administrative and supervisory employees in the Frederick County school system.
- F. The Association will have the right to request time on the agenda at the end of any meeting that involves areas of interest to its members. The FCASA president or designee will address the group.

#### Section 5.3 – Documents and Information

- A. The Board will, upon request, provide the Association with any available documents or information, which will assist it in developing intelligent, accurate, informed, and constructive programs on behalf of employees.
- B. The Association will be provided with access to minutes of official Board meetings as soon as possible after such meetings. A notice of all regular and public meetings of the Board and a copy of the official Agenda of the meeting (including addenda) are provided via the FCPS website.

#### Section 5.4 – Association Leave

- A. Association leave is defined as any in-county or out-of-county voluntary meeting or conference related to the employee's role and responsibilities as a member of the FCASA Board of Directors or a FCASA committee.
- B. The Association president and FCASA representatives shall be released from professional duties for Association business. If the absence requires an acting administrator, the Association will bear the cost for the coverage. Notice of such absence shall be given to the employee's immediate supervisor as far in advance as reasonably possible.
- C. The Board agrees to designate up to ten (10) days to be used by the FCASA president and/or designee upon request to carry out the work of the Association. This leave will be without loss of pay when engaging in Association activities on the state or national level. Local jointly-sponsored activities will continue to be counted as part of the workday.
- D. In special cases, the Association may request extra days with explanation and approval from the superintendent or associate superintendent.
- E. Association leave may be taken in one-half ( $1/2$ ) day increments. Unless an emergency arises, requests must be made at least three (3) days in advance.

- F. When a FCASA employee is requested to attend a meeting with the superintendent. Associate superintendent, or a director, the employee shall do so without loss of pay.

## ARTICLE VI WORK YEAR

### Section 6.1 – Twelve Month Employee

The work year for administrative and supervisory employees shall be 244 days for 12-month employees.

### Section 6.2 – Eleven Month Employee

The 11-month, 208-day work year may be a work year for newly hired, identified, assistant principals, pupil personnel workers, or school psychologist positions. Current incumbent employees shall retain their 12-month/244 day positions.

### Section 6.3 – Flex Work Hours

With the approval of the immediate supervisor. A&S staff may flex work hours on a limited basis for identified circumstances.

### Section 6.4 – Liberal Leave Day Coverage

On liberal leave days when administrative coverage of schools/offices is provided. A&S members may, with the approval of the immediate supervisor, be authorized to work at home. The employee must have adequate resources at home to perform the job function and shall respond to phone calls and electronic communications.

## ARTICLE VII SALARIES

- A. Effective July 1, 2017, new pay scales will be implemented for the bargaining unit employees (as identified on Appendix A) based on the previously adopted recommendations of The Singer Report.<sup>1 2 3 4</sup>
- B. Effective July 1 of each year, eligible employees will progress one (1) step per year contingent on satisfactory performance evaluations.
- C. The Board shall grant FCASA members the same percentage or equivalent cost-of-living increase and increment granted to the Frederick County Teachers Association (FCTA).
- D. The pay scale will be subject to a reclassification review every eight (8) years, unless both FCASA and the Board jointly decide a reclassification study is not warranted. The study will include a comparison of the external equity of existing positions with the competitive market. This study will be conducted by outside consultants unless otherwise agreed upon by both parties. FCASA and the Board will jointly decide on the consultant and a cost share will be contingent on available funding by both or one party. The next reclassification review will occur during the 2025-26 school year.

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<sup>1</sup> For the 2018-19 school year, step 1 will be eliminated and the steps on the scale renumbered accordingly 1-18. This is contingent on all eligible employees receiving a step increment based on funding.

<sup>2</sup> For the 2019-20 school year, step 1 will be eliminated and the steps on the scale renumbered accordingly 1-17. This is contingent on all eligible employees receiving a step increment based on funding.

<sup>3</sup> Effective July 1, 2020, a new step 18 will be added in accordance with the formulas used in creating the adopted pay scales per the Singer Report.

<sup>4</sup> The parties agree to extend the contract term to June 30, 2022, with the understanding the parties agree to review the remaining two initial implementation steps to determine if they meet systemic recruitment and retention objectives, and make recommendations accordingly during the negotiations process.

- E. Initial placement of a current Frederick County Public Schools (FCPS) employee newly hired in the FCASA unit who has prior teaching experience shall be computed by annualizing first their salary on the twelve-month teacher pay scale in accordance with appropriate teaching experience and then adding a 5% value. Based on the computed amount, the employee will then be placed on the appropriate step on the A&S salary scale closest to the computed amount using the above formula. To ensure equity among all unit members, adjustments to this placement process may be made when the employee would be placed on a step higher than a current unit member with similar experience in that job classification. No placement will result in the employee owing salary to FCPS.
- F. Any individual hired from outside Frederick County for any administrative or supervisory position shall be placed by application of the following steps:
  - 1. Determine the number of years of experience of the new employee and place them on the scale with those of similar or like years of experience.
  - 2. Consideration will be given regarding step placement of current employees with similar experience in that job classification to ensure equity among new hires and existing employees.

## ARTICLE VIII LEAVE BENEFITS

Employees shall be entitled to the following temporary leaves of absence with full pay each school year:

### Section 8.1 – Annual Leave

- A. Twenty-one (21) days of annual leave shall be provided for each twelve-month employee and may be accumulated to a limit of forty (40) days. Any annual leave in excess of forty (40) days shall be converted to sick leave.
- B. For the 2015/2016 school year, employees with at least five (5) years of experience as a full-time, twelve-month A&S employee with Frederick County Public Schools shall be given the opportunity to cash in up to six (6) days of annual leave per year at the per diem rate (annual salary divided by number of work days) of pay. Online requests must be received on or before November 1 for November 30 disbursement or on or before April 1 for April 30.
- C. For the 2016/2017 school year, employees with at least five (5) years of experience as a full-time, twelve-month A&S employee with Frederick County Public Schools shall be given the opportunity to cash in up to seven (7) days of annual leave per year at the per diem rate (annual salary divided by number of work days) of pay. Online requests must be received on or before November 1 for November 30 disbursement or on or before April 1 for April 30.
- D. Beginning school year 2017/2018 going forward, employees with at least five (5) years of experience as a full-time, twelve-month A&S employee with Frederick County Public Schools shall be given the opportunity to cash in up to eight (8) days of annual leave per year at the per diem rate (annual salary divided by number of work days) of pay. Online requests must be received on or before November 1 for November 30 disbursement or on or before April 1 for April 30.
- E. Effective July 1, 2018, employees with at least three (3) years of experience as a full-time, twelve-month A&S employee with Frederick County Public Schools shall be given the opportunity to cash in up to eight (8) days of annual leave per year at the per diem rate (annual salary divided by number of work days) of pay. Online requests must be received on or before November 1 for November 30 disbursement or on or before April 1 for April 30.

### Section 8.2 – Sick Leave

- A. Twelve-month employees shall be entitled to twelve (12) sick leave days, the unused portion of which shall be accumulative. Use of sick leave must be no less than one-half (1/2) day increments.
- B. Full-time employees whose sick leave has been exhausted and who have been employed by the system for five (5) years or more may request that the Board consider granting ten (10) days beyond their annual allotment for one year.



Employees will not be eligible to request and receive this grant more than once within a five (5) year period.

- C. Employees on leave of absence do not forfeit sick leave. Employees who resign and return shall have all previous unused sick leave restored.
- D. The Board shall accept transfer of full, accumulated sick leave from any school system in Maryland.
- E. Employees who are absent from work five (5) or more consecutive school days may be requested to submit a doctors certificate stating that they were unable to report for work; however, the superintendent may require justification of absence(s) whenever there is reasonable cause to believe an absence(s) is/are not bona fide.
- F. The Board may ask an employee requesting leave to explain the reasons for the leave so that the Board can determine if the leave qualifies as Family and Medical Leave Act (FMLA) leave.

#### Section 8.3 – Personal Leave

- A. Each employee shall be credited annually with three (3) days to be used for personal leave.
- B. Unused personal days may be accumulated to a maximum of ten (10) days. Unused leave in excess of ten (10) days shall be credited to accumulated sick leave. Leave must be taken in no less than one-half (1/2) day increments.
- C. Except when approved by the superintendent or designee, personal leave shall not be used the day before or after a holiday or vacation, or on an in-service day or parent conference day, or at the beginning of the school year, or during the last two (2) days of the ten-month teachers work year. Consideration will be given to the overall impact to the educational program and delivery of services prior to granting approval.

Employees shall be entitled to the following temporary leaves of absence with full pay each school year:

#### Section 8.4 – Jury Duty

Time necessary for jury duty.

#### Section 8.5 – Bereavement Leave

- 1. Up to five (5) days at any one time in the event of the death of an employee's spouse, child, grandchild, son-in-law, daughter-in-law, parent, father-in-law, mother in-law, sibling, sister-in-law, brother-in-law, and those who stand in the same status as determined by the executive director of Human Resources. Except in unusual circumstances, days will be used consecutively.
- 2. An employee will be granted up to three (3) days at any one time in the event of the death of a grandfather, grandmother, grandfather-in-law, grandmother-in-law, aunt, or uncle, and those who stand in the same status as determined by the executive director of Human Resources. Except in unusual circumstances, days will be used consecutively.
- 3. An employee will be granted one (1) day in the event of the death of a niece or nephew and those who stand in the same status as determined by the superintendent.

#### Section 8.6 – Legal Proceedings

Time necessary for appearances in any legal proceedings connected with employment.

#### Section 8.7 – Superintendent

- A. Other leaves of absence with pay may be granted by the superintendent for good reason.

- B. Leave days may be used for observance of recognized religious holidays of the employee's faith that are not scheduled as holidays by the Board.

#### Section 8.8 – Leave of Absence Without Pay

Employees shall be entitled to Leave of absence without pay each school year for the following types of leave.

- A. Personal Disability

A temporary leave of absence without pay due to personal disability, including pregnancy, shall be granted an employee by the Board as follows:

1. The employee has exhausted sick leave and is still disabled.
2. Medical verification of the disability shall be submitted by the employee to the Human Resources Office on the Board medical disability form.
3. The Human Resources Office shall establish the specific leave time for each employee. Normally, this time shall not exceed two (2) months although exceptions may be granted by the Human Resources Office.
4. Employer health, life, and dental premiums shall be paid by the Board during the temporary leave.

- B. Service Programs

A leave of absence without pay of up to two (2) years will be granted to any A&S staff member who joins the Peace Corps, VISTA, or serves as an exchange A&S staff member or overseas A&S staff member, and is a full time participant in either of such programs or accepts a Fulbright Scholarship. Such leaves will span July 1 through June 30. The Board will be notified of such requests by April 1.

- C. Education/Study

An A&S staff member will 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. Such leaves will span July 1- June 30. The Board will be notified of such requests by April 1.

- D. Military Leave

Military leave without pay **will** be granted to any A&S staff member pursuant to state and federal laws.

- E. Maternity

1. If an A&S staff member does not desire to return to her former position as soon as physically able to do so immediately following the birth of a child, the Board will grant the A&S staff member a leave for the remainder of the school year. A leave request for this purpose must be received by the Human Resources Office by the end of the sixth (6th) month of the pregnancy, except in an emergency. Such request shall be accompanied by a physician's statement of the date of the expected birth.
2. Emergency maternity leave may be granted at the discretion of the Board.

- F. Adoption

Requests for adoption leave without pay will be granted pursuant to state and federal law and in conjunction with the Family and Medical Leave Act and Reg. No. 300-42.

- G. Family Leave

A leave of absence without pay for up to one (1) year will be granted for the purpose of caring for a sick member of the A&S staff member's immediate family provided this leave spans from July 1

through June 30. Any such leave that may begin during the school year will require the approval of the appropriate associate superintendent.

H. Other Leave

Other leaves of absence without pay may be granted by the Board for good reason.

Section 8.9 – Sabbatical Leave

- A. The purposes of sabbatical leave are to enable an employee to pursue an activity, which will benefit the school system by enhanced professional competence, or to enable an employee to perform in a critical area of need as well as benefit the employee personally.
- B. Upon recommendation of the superintendent, sabbatical leaves will be granted up to three (3) applicants per year. Requests for sabbatical leave must be received in writing by the superintendent between July 1 and December 1 of the year proceeding the school year for which the leave is requested. All applications will receive equal consideration regardless of when submitted within the above time frame.
- C. No applicant with an unsatisfactory rating on the prior year evaluation will be considered.
- D. To be eligible, an employee must have completed at least six (6) full years of active service with Frederick County Public Schools (FCPS). An employee who has completed a sabbatical will be considered only after all applicants who have not had a sabbatical.
- E. An applicant who intends to study must register for a minimum of twelve (12) semester hours per semester unless an exception is granted by the executive director of human resources. After the sabbatical has been completed, the employee shall present to the executive director of human resources adequate verification of the work or experience completed.
- F. An applicant who intends to pursue a program other than formal study must present a comprehensive proposal of the proposed program. If the applicant is accepted for a sabbatical leave, the approved program can be changed only by written consent of the executive director of human resources prior to July 1 of the sabbatical year. After the sabbatical has been completed, the employee shall present to the executive director of human resources adequate verification of program completion.
- G. An employee on sabbatical leave (either for one-half of a school year or for a full school year) will be paid by the Board at fifty (50) percent of the salary rate which the employee would have received if the employee had remained on active duty, provided that such employee agrees to return to employment in the Frederick County School System for a period of one (1) year. Should the employee not return to the service of the Board, the employee will be required to refund the salary granted for sabbatical leave.
- H. Upon return from sabbatical leave, an employee will be placed on the salary schedule at the level that the employee would have achieved had the employee remained actively employed in the system during the period of absence.

Section 8.10 – Family Crisis Leave Exchange (FCLE)

The purpose of the Family Crisis Leave Exchange (FCLE) is to provide sick leave to unit members after their accumulated sick leave, personal leave, annual leave and any other leave available to them has been exhausted. The exchange is intended solely for situations that are catastrophic and life threatening to members of the immediate family that require the employees to be temporarily absent from their assignment.

This leave is not available for the employees' personal illness or injury. The exchange will be funded by voluntary contributions of leave from certificated employees. (Rules for such leave are available in Appendix B of this document.

#### Section 8.11 – Assault/Occupational Disease/Work Injury Leave

- A. Whenever an employee is absent from school as a result of personal injury or occupational disease caused by an incident or assault occurring in the course of employment. The employee will be paid the usual salary less the amount of workers' compensation award for a period not to exceed one full work year, and no part of such absence will be charged to the annual or accumulated sick leave. It is expected that the employee shall return to work when no longer disabled.
- B. An employee who is physically unable to report for duty, as a result of an injury in the line of duty, may be placed on workers' compensation leave at full salary provided the employee seeks the initial workers compensation assessment from a physician who is among a list of comprehensive preferred providers such as *Health at Work* in Washington County *Corporate Occupational Health Solutions* in Frederick County; and like facilities in the following Maryland counties of Carroll, Howard, and Montgomery, as well as Jefferson County, West Virginia and Adams County, Pennsylvania.

If an employee elects to seek an assessment from a physician who is not among the list of preferred providers, the employee will be entitled to receive the benefit mandated by the workers' compensation law of Maryland but will not be entitled to the benefits in this section for full salary.

- C. Employees shall notify the immediate supervisor the same day of the occupational disease or injury or as soon as possible, and the employee shall receive a copy of the report.

#### Section 8.12 – Leave Procedures

- A. An A&S staff member whose certificate status is current will be considered as if actively employed by the Board during paid leave and will be placed on the salary schedule at the level the employee would have achieved if the A&S staff member had not been absent.
- B. All benefits to which an A&S staff member was entitled at the time the leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, will be restored to the A&S staff member upon return. The A&S staff member will be assigned to a substantially equivalent position, if available, and for which the A&S staff member holds a valid certificate.
- C. The A&S staff member shall have the option of continuing as a participant in the existing insurance benefit programs at the expense of the A&S staff member while taking leave under any provision of this Article.
- D. All requests for extended leaves of absence, extensions, or renewals of such leaves, will be in writing and the Board will make a written response to all such requests. A&S staff members on extended leave must give notice of their intention to return to work by April 1.
- E. Unless mutually agreed upon, employees taking leave under any provisions of this Article will return commencing July 1 of that year.

### ARTICLE IX BENEFITS / INSURANCE

#### Section 9.1 – Medical, Prescription, and Vision Insurance

The Board shall pay for each participating employee each year 96% of the premium cost of group medical, prescription, and vision coverage unless waived by the employee. The employee may elect to add employee plus one or family coverage.

The Board contributes each year an amount calculated to equal 66% of that year's premium for the Board's family coverage plan and 71% of that year's premium for the Board's employee plus one coverage plan. Such insurance shall include, but not be limited to, the following benefits:

The specifications and benefits identified for the following plans are hereby appended to this Agreement:

Medical–United HealthCare  
Vision–United HealthCare  
Prescription Drugs-CVS/CAREMARK

#### Section 9.2 – Dental Insurance

The Board shall contribute 100% of the premium cost per participating employee, unless waived by the employee, for the purpose of a dental plan each year.

#### Section 9.3 – Life Insurance

1. The Board shall pay for each employee the full cost of term life insurance including accidental death and dismemberment equal to twice the employee's salary to the nearest \$1,000 of salary.
2. The Board shall make available to all eligible employees, at the employee's expense, the option to purchase supplemental life insurance for themselves. Eligible employees may also purchase, at their expense, additional life insurance for their dependents up to the approved plan maximum.

#### Section 9.4 – Deceased Spouse Insurance Coverage

Upon the death of an employee or retiree, dependents of that employee or retiree shall have the option to enroll in the health and/or dental insurance programs in place at the time of the employee or retiree's death. Participation requirements include the following:

- Employee/retiree completed ten (10) years of service with FCPS.
- Employee/retiree carried dependent medical/dental benefit coverage at time of death.
- Surviving dependent has no access to employer provided medical/dental insurance.
- Surviving dependent is responsible for full cost of medical/dental premiums.
- New dependents may not be added to the policy.

#### Section 9.5 – General Liability Insurance

Comprehensive general liability coverage will be provided for bodily injury, personal injury, or property damage, as specified in the Board's policy.

1. The Board, through its insurance company, will agree to investigate, defend, and pay any claim if found legally liable resulting from alleged bodily injury or property damage occurring out of the course of one's assigned duties.
2. Coverage will be extended to include personal injury arising out of false arrest, libel, slander, defamation of character, invasion of privacy, wrongful entry or eviction, and incidental malpractice related to student health services and psychological services performed by employees and in the course of their assigned duties.

#### Section 9.6 – Retiree Insurance

1. Retiree is defined as having at least ten (10) years of service with Frederick County Public Schools (FCPS).
2. The Board will contribute 80% of the premium for all retirees with 25 or more years of service.
3. The Board will contribute 65% of the premium for all retirees with service between 10-24 years.
4. The Board will make no contribution to the dental premium costs for retirees. Retirees may participate in the dental plan but will assume full premium costs.
5. Previous Board contributions for dental premiums costs will be reallocated to cover costs for the retiree dependent premium.

6. A significant portion of the Boards' previous contributions to dependent medical premiums will be reallocated to support individual retiree premiums.
7. The Boards' previous dental premium contribution plus the remaining Boards' previous dependent contribution will comprise the new Board allocation for dependent coverage.

#### Section 9.7 – Insurance Council

1. FCASA shall be permitted to appoint two (2) representatives to the Insurance Council. The Insurance Council shall meet within a reasonable time after a request of either party to discuss, study, and report on suggestions pertaining to the employee benefit plans. Minutes of such meetings shall be available to all members of the Insurance Council.
2. Association representatives shall be released from school/office duties for meetings of the Insurance Council without loss of salary whenever it is jointly decided to hold such meetings during the school day.
3. The specific insurance coverage shall be listed in the employee benefit plan description booklet, which will be updated at the conclusion of negotiations. The coverage shall not be modified, except with a written notice of thirty (30) days in advance of the proposed changes. Approval for any such change will take place as a component of negotiations.

### ARTICLE X GRIEVANCE PROCEDURE

#### A. Grievance

A grievance is an alleged violation, misinterpretation, or misapplication of the terms of the negotiated agreement between the Board and the Association.

#### B. Settlement of Employee Grievances

The Association and the Board recognize their responsibility for the prompt and orderly disposition of grievances that arise out of the interpretation, application, or alleged breach of any of the provisions of the 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 employee to have a complaint adjusted without the intervention of the Association as long as the adjustment is not inconsistent with the terms of the Agreement.

#### C. Procedural Steps

Any grievance not resolved informally shall be presented in the following steps:

Step 1 — Between the grievant, a representative of his or her choice, and the immediate supervisor.

Step 2 — Between the grievant, and his or her Association Representative, and the deputy superintendent and/or designated representative(s).

Step 3 — Between the grievant and his or her Association representative, and the superintendent.

Step 4 — Grievant may pursue appeal of grievance through advisory arbitration. Parties will mutually share the costs of advisory arbitration proceedings. An arbitrator shall be selected in accordance with American Arbitration Association procedures.

#### D. Grievance Presentation

All grievances shall be presented in writing at Step 1 within ten (10) days from the date of their occurrences, signed by the grievant. The administrator's answer at Steps 1 - 3 shall be given in writing within ten (10) workdays after the step meeting. Unless a grievance is appealed to the next step within ten (10) workdays after 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.

E. Extension of Time Limits

By mutual agreement of the grievant and the superintendent or chief of staff/legal counsel, time limits stated herein may be extended to allow the collection of pertinent information and to allow the prudent resolution of the grievance.

F. Confidentiality/Reprisals

All written and printed matter dealing with a grievance shall be kept in a file separate from the official Central Office personnel file of the Association member because of his participation in this grievance procedure.

**ARTICLE XI DISCIPLINE /DUE PROCESS RIGHTS**

A. Prior to making a recommendation for suspension without pay or discharge, an investigation will be conducted and the affected employee will be given notification of the charges and an opportunity to respond. Employees subject to discipline of suspension without pay or discharge shall be notified in writing of the action being taken against them, the reason for such action and be afforded full due process rights as stipulated under the provisions of §6-202 of the Education Article of the Annotated Code of Maryland.

B. An employee subject to a letter of reprimand shall receive notice of the concern or allegation with supporting information from the immediate supervisor and be provided an opportunity to respond. The employee may respond to the reprimand with a written rebuttal, which shall be attached to the letter of reprimand.

**ARTICLE XII EVALUATIONS**

At a minimum, all employees will be evaluated in accordance with state requirements for renewal of their professional certificate, which are included in Section 12.1, paragraphs A and B below.

Section 12.1 – Evaluations

A. General Standards

1. An evaluation shall be based on written criteria established by the local Board of Education, including but not limited to scholarship, instructional effectiveness, management skills, professional ethics, and interpersonal relationships.
2. An evaluation shall provide, at minimum, for an overall rating.
3. An overall rating that is not satisfactory or better is considered unsatisfactory.
4. An evaluation shall be based on at least two observations <sup>5</sup> during the school year.
5. An unsatisfactory evaluation shall include at least one observation by an individual other than the immediate supervisor. (where applicable)
6. The written evaluation report shall be shared with the certificated individual who is the subject of the evaluation.
7. The certificated individual shall receive a copy of and sign the evaluation report.
8. The signature of the certificated individual does not necessarily indicate agreement with the evaluation report.
9. An evaluation shall provide for written comments and reactions by the individual being evaluated, which shall be attached to the evaluation report. (Source: COMAR 13A.07.04.02)

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<sup>5</sup> Administrators are not technically observed in the same manner as that of teachers, rather observations are based on assessments of the evaluator throughout the course of the year based on informal observations, communications, site visits, shadowing, and reviewing data and records; all which can reveal a summation of an individual's performance over the course of a year. (Source: Maryland State Board of Education Op. No. 02-46)

B. Frequency of Evaluations

Advanced Professional Certificate

1. An individual holding an Advanced Professional Certificate shall receive an evaluation at least twice during the validity period of each certificate. The first evaluation shall occur during the initial year of the certificate.
2. An individual holding an Advanced Professional Certificate who receives an unsatisfactory overall rating shall be evaluated at least once annually until receiving a satisfactory rating.
3. If an individual holding an Advanced Professional Certificate receives an overall rating of satisfactory or better, subsequent annual performance shall be considered satisfactory in the absence of an annual evaluation.
4. Employees new to their position shall be evaluated during the first year in the new assignment, regardless of where they may be on the cycle for certification renewal.

C. Procedures

1. Recognizing that employees may begin employment at different times in the school year, dates of evaluation cycles may vary. However, in all occasions the evaluator will first meet with the employee to review the evaluation process above and offer a second opportunity within the evaluation year to review the employee's progress. Evaluation timelines are as follows:
  - a. Current employees will meet with their evaluator by September 30 to review the evaluation process and to collaboratively establish the evaluator's objectives for the school year. The evaluator will meet with the employee by January 31 to review the employee's progress. Any new data introduced may result in revision of the objectives and/or artifacts.
  - b. Employees hired after the start of the school year for students will meet with their evaluator within 30 days to review the evaluation process and to collaboratively establish the evaluator's objectives for the school year. The evaluator and employee will establish a mutual date to review the employee's progress. Any new data introduced may result in revision of the objectives and/or artifacts.
2. Employees will have the opportunity to meet with their evaluator to review the evaluation process and the objectives for that evaluation cycle. Such objectives will focus on the standards established within the evaluation instrument and upon specific goals and identified needs.
3. Research based surveys may be used as part of the evaluation process to provide feedback on trends and perceptions regarding overall performance of the school. Both parties recognize and support the need to ensure the integrity and validity of the information collected.
4. Coaching and feedback are essential tools to the evaluation process and may include sample artifacts and state-issued data which are previously communicated prior to completing the evaluation instrument.
5. An evaluator who has performance concerns about an employee will communicate such concerns in a timely manner.
6. Any negative material or information included in the evaluation shall be made known to the employee prior to the evaluation conference.
7. The employee shall acknowledge the opportunity to review the evaluation document by signing the file copy.
8. If an employee is to be terminated or reassigned based on evaluation performance, the employee will be notified prior to May 1.

Section 12.2 – Professional Remediation Plans

1. When an individual's job performance is deemed unsatisfactory, the evaluator shall promptly advise the individual of such circumstances by conference and written notification.
2. A remediation plan will be developed and will include a reasonable timetable for the staff member to correct the concern.
3. If an employee continues to be unsatisfactory, then progressive steps will be followed, up to and including termination.
4. FCASA members shall receive all due process and appeal rights as described in Maryland law.



**ARTICLE XIII PERSONNEL FILES**

- A. Material of a negative nature to an administrator's conduct, service, character or personality must be shown personally to the FCASA member prior to placement in the personnel file.
- B. FCASA members shall acknowledge the opportunity to review said material by signing the file copy. Such signature in no way indicates agreement with the content.
- C. The FCASA member will have the right to submit a written answer to such material which will be placed in the file.
- D. FCASA members shall have the right, by appointment, to review the contents of their personnel file. A FCASA member shall be entitled to have a representative of the Association present during such review.
- E. Whenever a formal written complaint is lodged against an A&S member, the appropriate school system official shall notify the member of the complaint and the charges within ten (10) business days. The A&S unit member shall also be provided the name of the complainant except where prohibited by law or Board policy.
- F. The Board agrees to protect the confidentiality of personnel records with the exception of information that falls under the order of the Freedom of Information Act and No Child Left Behind or a court order.

**ARTICLE XIV TRANSFER, PROMOTIONS AND REDUCTIONS OF UNIT POSITIONS**

**Section 14.1 – Involuntary Transfer**

The Superintendent or designee has the authority to assign and transfer employees as the needs of the school system require. With the exception of extenuating circumstances, a unit member who is involuntarily transferred, will receive notice twenty (20) calendar days in advance of the transfer.

In the event the unit member objects to the decision, the unit member may request to meet with the Superintendent or designee to review the reasons for the transfer. The unit member has the option to invite FCASA representation to such meeting.

**Section 14.2 – Voluntary Transfer**

Unit members are required to complete an intention form expressing their interest for a new assignment or to remain in their current assignment on or before March 1. Forms will be available January 1. Unit members who indicate interest in a lateral transfer on the intention form will be provided a one-time notification of available vacancies on or before May 15.

**Section 14.3 – Promotional Opportunities**

Unit members seeking promotional opportunities may apply for vacancies as they become available. Factors considered for selecting the best qualified candidate may include certification status, academic achievement, skills, abilities, performance, relevant background and overall best interest of the school system. Unsuccessful candidates will be notified in writing as soon as possible.

If a unit member is an unsuccessful candidate, he or she may request a meeting with a Human Resources administrator to seek feedback about his or her application and interview assessment in an effort to improve for future opportunities.

**Section 14.4 – Reduction of Unit Positions (RIF)**

- A. If it becomes necessary to reduce the total number of positions in the FCASA unit, impacted individuals will receive notification thirty (30) days before the effective date of the decision.

- B. When making decisions regarding a reduction in unit positions, the Board will first consider unit members holding a provisional or conditional certificate.
- C. Although there is no tenure to an administrative position, if a unit member has acquired tenure status as a certificate professional with Frederick County Public Schools and has current teaching certification endorsements, he or she will be eligible for a teaching assignment in accordance with seniority acquired by continuous paid employment with FCPS.
- D. The Board will allow unit members who have been terminated as a result of the reduction in the unit to pay the same share of the insurance premium at time of separation for up to three (3) consecutive months or when full-time employment is attained, whichever occurs sooner.

## ARTICLE XV PROFESSIONAL STANDARDS

### Section 15.1 – Joint Collaboration Council

A FCASA/FCPS Collaboration Council shall be established, jointly chaired by a designated representative from FCASA and FCPS. The purpose of such council shall be to develop annual goals and objectives regarding communication of initiatives and changes in existing practice, and for clarification of current application of policies, regulations, or standard operating procedures within each respective organization. It shall be the responsibility of the designated chairs to appoint up to five (5) representatives from each organization, establish an annual meeting schedule, and jointly agree on agenda items prior to each meeting. Meeting dates will be established by the superintendent and president of FCASA or their designees.

### Section 15.2 – Decision Reversals

With the exception of extenuating circumstances, before a supervising administrator reverses a decision made by an administrative and supervisory (A&S) unit member, the supervising administrator will explain the reason the decision is being reversed with the impacted unit member.

### Section 15.3 – Professional Development

The Board and the Association recognize the value and merits of having a well-informed administrative staff to lead the schools in Frederick County. We believe that all members should be encouraged to participate in ongoing professional growth opportunities within the following parameters:

- A. Funds shall be provided to allow each unit member to attend a local, regional, or national training/conference at a minimum once every four (4) years.
- B. Training/conference shall be selected by the member and shall be approved by his/her supervisor.
- C. The maximum amount of professional development monies shall be determined annually by the Board.

### Section 15.4 – Work Related Facilities

- A. A&S members will have a serviceable and lockable desk and chair, a computer, a phone, and to secure personal and work-related materials or supplies, a file cabinet or closet.
- B. A&S members will have access to private areas for confidential phone conversations and meetings.
- C. Employees with a hire date July 1, 2012 and thereafter who are assigned to the South East Street Central Office location will be required to pay a fee of \$45.00 per month if they elect to park in designated BOE parking areas. Employees may elect payroll deduction to allocate payment over 11 or 12 months of employment.

**ARTICLE XVI REIMBURSEMENTS**

Section 16.1 – Education Expenses

- A. Master's Program: The Board shall reimburse employees for tuition costs incurred in coursework in a pre-approved program of study. This reimbursement shall be a flat rate of up to \$7,500 per year per individual with a lifetime maximum of \$15,000.
- B. Doctoral Program: The Board shall reimburse employees for tuition costs incurred in coursework in a pre-approved program of study leading to a Doctoral degree. This reimbursement shall be a flat rate of up to \$10,000 per year with a lifetime maximum of \$25,000.
- C. Courses and programs must be approved by the Human Resources Office thirty (30) days prior to registration for employees to receive reimbursement. Reimbursement shall be made to the employee within thirty (30) workdays after the Board has received all materials of verification.
- D. The Board shall recognize credit courses, programs, and degrees from institutions that have accreditation accepted by the Maryland State Department of Education.
- E. Salary adjustments earned as a result of increased advanced coursework shall be made effective February 1, July 1, and September 1. Credits for such adjustments must be earned prior to the above-mentioned dates. If evidence of successful completion is received within thirty (30) days of the above dates, salary adjustments will be retroactive to that adjustment date.
- F. Employees must be actively employed at the time of the request, while coursework is being completed, and when reimbursement is requested. The employee shall file the completed request for tuition reimbursement with the Board of Education by the dates listed below:

**Filing Deadlines for Reimbursement:**

October 15 Summer Courses (Courses ending by August 31)  
March 1 Fall Courses (Courses ending by December 31)  
June 30 Spring Courses (Courses ending by June 1)

- G. Employees who voluntarily leave employment with FCPS within three (3) years of receiving a doctoral degree must repay any tuition reimbursed to the employee.

Section 16.2 – Travel Mileage

Authorized travel in connection with the employee's assigned professional duties shall be at the current IRS rate. Upon verification from supervisor, the Board shall reimburse designated principals, assistant principals, pupil personnel workers, and other positions approved by the Superintendent or his/her designee who may be required to use their own automobiles in the performance of their duties to transport students, \$110 per year for insurance coverage above state minimums, with a minimum of \$100,000/\$300,000 bodily injury and \$100,000 property damage.

**ARTICLE XVII SEVERANCE OF EMPLOYMENT**

Section 17.1 – Notification

It is an expectation that employees severing employment through resignation or retirement will submit a letter of resignation or an employment severance form to their immediate supervisor with a copy to the Human Resources Office with at least four (4) weeks' notice provided and completion of priority assignments. Exceptions must be approved by the Superintendent.

Section 17.2 – Terminal Pay

- A. Employees presently employed at the time of retirement or death while under contract, shall receive terminal pay at the rate of forty percent (40%) of the accumulated sick leave and up to 40 (forty) days of accumulated annual leave at the final hourly per diem. To be eligible, the employee must have served ten (10) years with Frederick County Public Schools (FCPS). Upon death, employees shall receive this benefit regardless of years of service.
- B. Any unused personal days shall be counted as sick leave upon the employee's retirement or death.

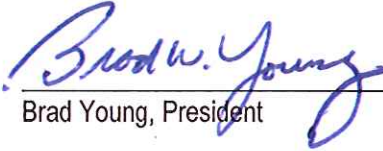
**ARTICLE XVIII DURATION**

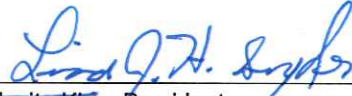
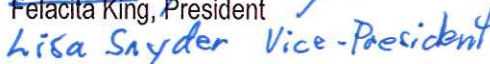
- A. With the exception of salary, insurance, and one wild card item at the discretion of either party, this Agreement shall remain in full force and effect from July 1, 2015, to June 30, 2020.
- B. Both parties acknowledge and agree that effective July 1, 2017, this Agreement will be extended and remain in full force and effect until June 30, 2022.
- C. For fiscal year 2019 (July 1, 2018 to June 30, 2019) both parties agree to close the contract for negotiations with the following exceptions:
  - 1. Should there be insufficient funds to fund the salary scales or salaries in general, both sides will meet and negotiate this area in accordance with provisions under Maryland law.
  - 2. FCASA agrees to accept the Insurance Council's recommendations, as recommended by a majority of the council, during these fiscal years.
  - 3. One item each, if mutually agreed upon.
- D. For fiscal year 2020 (July 1, 2019 to June 30, 2020) both parties agree to close the contract for negotiations with the following exceptions:
  - 1. Should there be insufficient funds to fund the salary scales or salaries in general, both sides will meet and negotiate this area.
  - 2. FCASA agrees to accept the Insurance Council's recommendations, as recommended by a majority of the council, during these fiscal years.
  - 3. One item each, at the discretion of either party.
- E. For fiscal year 2021 (July 1, 2020 to June 30, 2021) both parties agree to close the contract for negotiations with the following exceptions:
  - 1. Should there be insufficient funds to fund the salary scales or salaries in general, both sides will meet and negotiate this area.
  - 2. FCASA agrees to accept the Insurance Council's recommendations, as recommended by a majority of the council, during these fiscal years.
  - 3. One item each, at the discretion of either party.
- F. The parties agree to meet on or before January 1, 2021 to negotiate salary, insurance and a potential wild card item, which will take effect July 1, 2021 (FY 2022).
- G. The parties agree to meet on or before January 1, 2022 for full negotiations for a new Agreement to take effect July 1, 2022.

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed by their  
duly authorized officers this 27<sup>th</sup> day of June, 2018.

**BOARD OF EDUCATION OF  
FREDERICK COUNTY, MARYLAND**

**FREDERICK COUNTY ADMINISTRATIVE  
AND SUPERVISORY ASSOCIATION**

  
\_\_\_\_\_  
Brad Young, President

  
\_\_\_\_\_  
Felacita King, President  
  
Lisa Snyder Vice-President

  
\_\_\_\_\_  
Theresa Alban, Superintendent

  
\_\_\_\_\_  
Daniel Besseck, Jr., Chief Negotiator

  
\_\_\_\_\_  
Jamie Cannon, Chief Negotiator

**Appendix A**

**FREDERICK COUNTY PUBLIC SCHOOLS  
 ADMINISTRATIVE SUPERVISORY SCALE  
 EFFECTIVE JULY 1, 2018  
 12 MONTH**

	Achievement Specialist		Assistant Principal Elementary School		Assistant Principal Career Tech		Principal Elementary		Principal Career Tech Center	
	Pupil Personnel Worker		Assistant Principal Middle School		Assistant Principal Heather Ridge		Principal Middle		Principal Heather Ridge	
	Reporting Specialist		Coordinator		Assistant Principal High School				Principal High School	
	School Psychologist		Project Manager, Personalized Learning		Curriculum Specialist				Principal Virtual School	
					Supervisor					
STEP	AS-1		AS-2		AS-3		AS-4		AS-5	STEP
1	\$ 76,208		\$ 78,946		\$ 81,684		\$ 87,160		\$ 92,636	1
2	\$ 78,565		\$ 81,388		\$ 84,211		\$ 89,856		\$ 95,501	2
3	\$ 80,995		\$ 83,905		\$ 86,815		\$ 92,635		\$ 98,455	3
4	\$ 83,500		\$ 86,500		\$ 89,500		\$ 95,500		\$ 101,500	4
5	\$ 86,214		\$ 89,311		\$ 92,409		\$ 98,604		\$ 104,799	5
6	\$ 89,016		\$ 92,214		\$ 95,412		\$ 101,808		\$ 108,205	6
7	\$ 91,909		\$ 95,211		\$ 98,513		\$ 105,117		\$ 111,721	7
8	\$ 94,896		\$ 98,305		\$ 101,715		\$ 108,533		\$ 115,352	8
9	\$ 97,980		\$ 101,500		\$ 105,020		\$ 112,061		\$ 119,101	9
10	\$ 101,164		\$ 104,799		\$ 108,433		\$ 115,703		\$ 122,972	10
11	\$ 104,452		\$ 108,205		\$ 111,958		\$ 119,463		\$ 126,969	11
12	\$ 107,847		\$ 111,721		\$ 115,596		\$ 123,346		\$ 131,095	12
13	\$ 111,352		\$ 115,352		\$ 119,353		\$ 127,354		\$ 135,356	13
14	\$ 114,971		\$ 119,101		\$ 123,232		\$ 131,493		\$ 139,755	14
15	\$ 118,707		\$ 122,972		\$ 127,237		\$ 135,767		\$ 144,297	15
16	\$ 122,565		\$ 126,969		\$ 131,372		\$ 140,179		\$ 148,986	16
17	\$ 126,549		\$ 131,085		\$ 135,642		\$ 144,735		\$ 153,829	17
18	\$ 130,661		\$ 135,356		\$ 140,050		\$ 149,439		\$ 158,828	18

**NOTE:** For Doctorate Degree , add \$2000 to appropriate grade and step.  
 For National Board Teacher Certification (NBPTS), add \$2000 to appropriate grade and step.  
 For Lead curriculum Specialist, add \$5000 to appropriate grade and step.

**Appendix A**

**FREDERICK COUNTY PUBLIC SCHOOLS  
 ADMINISTRATIVE SUPERVISORY SCALE  
 EFFECTIVE JULY 1, 2018  
 11 MONTH**

	Pupil Personnel Worker		Assistant Principal Elementary School		Assistant Principal Career Tech	
	School Psychologist		Assistant Principal Middle School		Assistant Principal Heather Ridge	
					Assistant Principal High School	
STEP	AS-1		AS-2		AS-3	STEP
1	\$ 64,964		\$ 67,298		\$ 69,632	1
2	\$ 66,973		\$ 69,380		\$ 71,786	2
3	\$ 69,045		\$ 71,526		\$ 74,006	3
4	\$ 71,180		\$ 73,738		\$ 76,295	4
5	\$ 73,494		\$ 76,134		\$ 78,775	5
6	\$ 75,882		\$ 78,609		\$ 81,335	6
7	\$ 78,349		\$ 81,163		\$ 83,978	7
8	\$ 80,895		\$ 83,801		\$ 86,708	8
9	\$ 83,524		\$ 86,525		\$ 89,525	9
10	\$ 86,238		\$ 89,337		\$ 92,435	10
11	\$ 89,041		\$ 92,240		\$ 95,440	11
12	\$ 91,935		\$ 95,238		\$ 98,541	12
13	\$ 94,923		\$ 98,333		\$ 101,744	13
14	\$ 98,008		\$ 101,529		\$ 105,050	14
15	\$ 101,193		\$ 104,829		\$ 108,464	15
16	\$ 104,482		\$ 108,236		\$ 111,989	16
17	\$ 107,878		\$ 111,745		\$ 115,629	17
18	\$ 111,383		\$ 115,385		\$ 119,387	18

**NOTE:** For Doctorate Degree , add \$2000 to appropriate grade and step.  
 For National Board Teacher Certification (NBPTS), add \$2000 to appropriate grade and step.  
 For Lead curriculum Specialist, add \$5000 to appropriate grade and step.

**Appendix B**

**Frederick County Administrative and Supervisory Association  
Family Crisis Leave Exchange (FCLE)**

**Rules:**

1. A request for leave may be requested only in connection with a catastrophic and life threatening illness or injury of a member of the immediate family as defined as follows, or one that stands in the same status as determined by the administrating committee. Immediate family means the employee's spouse, child, or parent.
2. The employee shall not be gainfully employed in any other capacity during the covered period.
3. Maximum grant shall be fifty (50) workdays.
4. A family may receive a maximum grant only once in any three (3) year period.
5. Contributors are limited to a maximum contribution of one (1) earned day in any individual case.

**Procedures:**

1. Request must be made in writing to the FCASA President for consideration by the FCASA Family Crisis Leave Exchange (FCLE) Committee, stating the details of the circumstances and the likely duration.
2. The Finance Department shall verify the employee's leave status to the FCASA FCLE Committee.
3. A written statement detailing the condition, treatment plan, and diagnosis shall be submitted by the attending physician(s).
4. The FCASA FCLE Committee shall notify the superintendent or his/her designee, Human Resources, and the appropriate associate superintendent of the request and seek any input that they may have concerning the request.
5. The FCASA FCLE Committee shall approve or deny the request by a majority vote of the board. The FCASA FCLE Committee's decision is appealable to the FCASA board of directors within ten (10) days.
6. The committee shall notify the applicant of its decision, in writing, within ten (10) workdays.
7. Upon approval, the FCLE Committee will first notify the staff at the applicant's work site of the need for voluntary leave donations, then all other sites.
8. Volunteers who wish to donate any of their earned sick leave must complete and sign the Family Crisis Leave Donation Form and return the form to the FCLE Chairperson.
9. FCASA FCLE Committee shall establish a database system to track the donations with their utilization.
10. FCASA FCLE Committee shall provide Human Resources written notice of names of contributors, number of days donated, and names of recipients.
11. Donated days will be granted in the order they were received.
12. Should the applicant reach the maximum grant or return to work, or should he/ she qualify for any other leave, any remaining contributions shall be returned to those who contributed them in the reverse order they were received. The exchange balance shall remain at zero (0) until the next request.
13. The FCLE Committee will function on an as-need basis. The committee will consist of at least five (5) FCASA members selected by the FCASA president and approved by the FCASA board of directors. Committee Term: two (2) years - terms should be staggered.