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NEGOTIATED AGREEMENT

BETWEEN THE
AMERICAN FEDERATION
of STATE, COUNTY, AND
MUNICIPAL EMPLOYEES,
LOCAL 1693
AND THE
BOARD of EDUCATION
of ANNE ARUNDEL COUNTY

July 1, 1987 - JUNE 30, 1988

NAME _____

6/88

Table of Contents

		<u>PAGE</u>
ARTICLE 1	GENERAL PROVISIONS OF THE AGREEMENT	1
ARTICLE 2	UNION RECOGNITION	2
ARTICLE 3	GRIEVANCE AND ARBITRATION PROCEDURES	3
ARTICLE 4	UNION STEWARDS	5
ARTICLE 5	DISCRIMINATION	6
ARTICLE 6	SENIORITY, PROMOTION, LAYOFF	6
ARTICLE 7	HOLIDAYS	8
ARTICLE 8	VACATION/ANNUAL LEAVE	9
ARTICLE 9	SICK LEAVE	10
ARTICLE 10	OTHER LEAVES	12
ARTICLE 11	HOURS OF WORK	15
ARTICLE 12	OVERTIME	17
ARTICLE 13	SAFETY AND HEALTH	17
ARTICLE 14	UNION BULLETIN BOARDS, DELIVERY SERVICE	18
ARTICLE 15	HEALTH AND WELFARE BENEFITS	18
ARTICLE 16	MANAGEMENT RESPONSIBILITY	20
ARTICLE 17	WAGES AND TRAVEL PAY	21
ARTICLE 18	WORK STOPPAGE	23
ARTICLE 19	DISCIPLINE AND DISCHARGE	23
ARTICLE 20	SEVERABILITY	24
ARTICLE 21	PERSONNEL FILES	24
ARTICLE 22	EFFECTIVE PERIOD OF AGREEMENT	25

**ARTICLE 1
GENERAL PROVISIONS OF THE AGREEMENT**

**Section 1
Definition
of terms**

- (a) The Board of Education of Anne Arundel County is hereinafter referred to as "the Board".
- (b) The American Federation of State, County, and Municipal Employees, Local 1693, is hereinafter referred to as "AFSCME" or "the Union".
- (c) "Unit III" refers to a negotiating unit composed of permanent custodial, maintenance, food service, bus driver, bus aide, warehouse, mail and print shop, and transportation employees of the Board in pay grades 1-9 who regularly work an average of four or more hours per day.

**Section 2
Renegotia-
tions**

The sections of this Agreement not requiring fiscal support shall become effective on July 1, 1987, unless otherwise indicated. The sections which require fiscal support shall become effective July 1, 1987, unless otherwise indicated if following budget enactment by the County Council the Board raises no question concerning the adequacy of funds for their implementation.

If budget categories which contain Board requests for funds to support sections in this Agreement are reduced by the County Council, and the Board feels that it cannot implement the provisions of the sections as negotiated, further negotiations on these sections shall be instituted within ten working days after enactment of the budget by the Council. Sections on which agreement is reached by June 20 shall be submitted promptly to the parties for ratification by June 25 after which the Board shall render the final determination on all remaining fiscal sections which have been the subject of negotiations.

**Section 3
Reopening
negotiations**

The Board and AFSCME agree that the terms and provisions herein contained constitute the entire agreement between the parties and supersede all previous communications, representations or agreements, either verbal or written, between the parties hereto with respect to the subject matter herein. The Board and AFSCME agree that all negotiable items have been discussed during the negotiations leading to this agreement and therefore, agree that negotiations will not be reopened on any item, whether contained herein or not, during the life of this agreement except by mutual consent.

**Section 4
Job Classifi-
cations**

GRADE 2 - Custodian I, Bus Aide, Food Service Worker I

GRADE 3 - Maintenance Helper, Warehouse Helper, Print Shop Helper, Mail Services Clerk/Messenger, Food Service Worker II

GRADE 4 - Custodian III, Trainee (Trades) I, Press Operator I, Warehouseman I, Groundsman I, Athletic Fields Groundsperson Trainee, Food Service Manager II

GRADE 5 - Custodian IV, Warehouseman II, Automotive Serviceman, Mail Services Driver, Production Control Technician, Bindery Operator I, Press Operator II, Trainee (Trades) II, General Maintenance I, Maintenance Painter I, Central Office Supply Clerk, Warehouse Deliveryman, Equipment Operator I, Groundsman II, Athletic Fields Groundsperson, Food Service Manager III, Bus Driver

GRADE 6 - Assistant Lead Mail Services Driver, Custodian V, Maintenance Painter II, Maintenance Electrician I, Maintenance Plumber, I, General Maintenance II, HVA/C Mechanic I, Lead Groundsman, Electronic Technician I, Maintenance Service Dispatcher, Roving Custodian, Outdoor Education Center Maintenance Man, Press Operator III, Equipment Operator II, Lead Athletic Fields Groundsperson, Food Service Manager IV, Bindery Operator II

GRADE 7 - Plant & Equipment Operator I, Automotive Mechanic, Mechanic, Maintenance Plumber II, Maintenance Electrician II, General Maintenance III, Bus Driver Trainer, School Bus Dispatcher, Electronic Technician II, Water and Sewerage Treatment Plant Mechanic, Tractor and Lawn Mower Repair Mechanic, Food Service Manager V, HVA/C Mechanic II

GRADE 8 - Lead Printer/Production Control Expediter, HVA/C Mechanic III, Heating Mechanic, Lead Mail Services Driver, Fast Team Leadman, Maintenance Plumber III

GRADE 9 - Assistant Grounds Foreman, Assistant Paint Foreman, Plant & Equipment Operator II, Assistant General Maintenance Foreman, Assistant Electrical Foreman, Assistant Plumbing Foreman, Assistant Paint Foreman, Warehouse Foreman, Lead Automotive Mechanic, Assistant Operations Area Foreman, Lead Bus Driver Trainer, Assistant HVA/C Foreman

ARTICLE 2 UNION RECOGNITION

Section 1
Union
recognition

The Board recognizes the Union as the sole and exclusive agent for negotiating salaries, wages, hours, other conditions of employment for all members of Unit III in accordance with the provisions of Education Article, Section 6-505 of the Annotated Code of Maryland.

Section 2
Dues
deduction

The Board agrees to deduct Union membership dues from the paychecks of Unit III members who individually requests in writing that such deductions be made. The amounts to be deducted shall be certified to the Board by the Treasurer of Council 67, and the aggregate deductions of all employees shall be remitted together with an itemized statement, to the Treasurer of Council 67 each month after such deductions are made.

This authorization shall continue in effect until the employee rescinds it by written notice thirty days in advance of their employment anniversary date or terminates employment. The Board agrees to notify AFSCME prior to the discontinuance of dues deduction for any member.

Section 3
Work
Locations

The Board will provide to the President of Local 1693 a list of all Unit III members which shall include names, work locations and social security numbers.

ARTICLE 3
GRIEVANCE AND ARBITRATION PROCEDURES

Section 1
Definition

A grievance is a difference or dispute between an employee and the Board concerning the meaning, interpretation or application of the express terms of this agreement and/or Board Personnel policies. The grievance must clearly specify the item or issue that is under dispute.

Section 2
Grievance
Levels

Informal Discussion

A Unit III member with a grievance shall first discuss it with his immediate supervisor within 15 duty days after the grievant knew or should have known of the act or condition on which the grievance is based. If, however the immediate supervisor is not the person who made the alleged misinterpretation or misapplication, he shall advise the employee of the proper person to contact, and the aggrieved employee shall discuss the matter with him.

The grievant and the immediate supervisor may mutually waive the time limits in order to informally discuss and resolve the grievance prior to reducing the grievance to writing at Level I.

Level 1

If the problem is not resolved to the satisfaction of the employee, or if a response is not received within five workdays the employee may submit the grievance in writing to the same supervisor, using the Board's Level 1 grievance form, within ten days after the hearing. He must state the specific policy or regulation which he claims to have been violated.

Level 2

If the problem is not resolved to the satisfaction of the aggrieved employee at Level 1, or if a response is not received within five working days, he must present the grievance in writing to the next higher supervisor for the classification to which the employee is assigned within ten working days after the hearing, using the Board's Level 2 grievance form. This supervisor shall respond in writing within ten working days.

Level 3

If the employee is not satisfied with the supervisor's decision, or if no response is received within ten working days, he may request in writing a discussion of the grievance with the Director of Personnel. Such a request must be made within five working days after the supervisor in Level 2 has responded (or within five working days of the date on which a reply should have been received). The Director of Personnel or his designee shall hold a hearing with the aggrieved employee and shall respond in writing within ten working days after the postmark date of the request.

Level 4

If AFSCME finds the decision at Level 3 not acceptable, it shall within ten school days notify the Board whether or not the grievance is to be submitted to advisory arbitration. If so, both parties shall attempt to agree mutually on an arbitrator. Failing to agree, both parties shall promptly request the American Arbitration Association to submit to the parties a list of seven persons skilled in arbitration.

The parties shall strike names alternately until one name remains. That person shall be designated the arbitrator and will set a hearing date within 30 days after his selection.

The arbitrator will set forth his findings of fact, reasoning and conclusions on the issues and submit them to the Board as a recommendation. The decision shall be made within 30 days after receiving final information from the parties.

Section 4
Expenses

Any costs incurred in connection with the arbitrator's hearing shall be shared equally by the Board and the employee organization. The grievant and any Board employees who are requested by school board administrators to attend hearings shall be granted the necessary released time without salary loss. The cost of witnesses at all hearings, however, shall be born by the party requesting them to attend.

Section 5
Time limits
for initiating griev-
ances

Failure to appeal at any step or level within the specified times shall be deemed an acceptance of the last decision rendered.

Section 6
Representation

Any aggrieved employee may be represented by a person, or persons, of his choosing as outlined in Article 4, Section 1. No released time from work without salary loss shall be provided, however, for Board employees to serve as representatives.

Nothing contained herein will be construed as limiting the right of any Unit III employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without the assistance or expense of AFSCME.

ARTICLE 4
UNION STEWARDS

Section 1
Designation

- (a) The Board will deal with the designated Union Steward at the informal level, the Union President, or the Council Representative in grievances filed above Level 1 under this Agreement.
- (b) A written list of the chief steward and eight (8) stewards shall be furnished to the Board immediately after their designation and AFSCME shall notify the Board promptly of any changes of such stewards.

Section 2
Visitation
privileges

Duly authorized representatives of AFSCME, after showing the proper credentials to the principal or to the person in charge at other work locations, shall be permitted to meet with Unit III members on school grounds, provided these visits are before or after required working hours or during the duty-free lunch period. AFSCME shall provide the Board with the names of these authorized representatives prior to the effective date of this agreement and shall advise the Board in writing of changes in these names after that date.

**ARTICLE 5
DISCRIMINATION**

Section 1
Application
to agreement

The provisions of this agreement shall be applied to all Unit III members without discrimination as to age, sex, marital status, race, color, creed, national origin, political affiliation, handicap or union affiliation.

Section 2
Board respon-
sibility

The Board will not interfere with the rights of Unit III members to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Board or its representatives against any Unit III member because of Union membership or because of the exercise of his rights under the law or the provisions of this negotiated agreement.

Section 3
Union respon-
sibility

The Union and its representatives will not discriminate against any Unit III member because of age, sex, marital status, race, creed, color, national origin, political affiliation, handicap or union affiliation.

**ARTICLE 6
SENIORITY, PROMOTION, LAY-OFF**

Section 1
Definition
of seniority

Unless otherwise indicated, the term seniority as used in this agreement shall mean an employee's length of continuous service in a class series since his last date of hire. No employee shall acquire seniority until completion of his probationary period. Upon completion of this probationary period, an employee's seniority shall be computed from the last date of hire. When two or more employees have the same last date of hire and the same length of continuous service in a class series since the last date of hire, the Board will determine their relative seniority.

Section 2
Posting of
vacancies

All Unit III vacancies of Grade 4 and above that are not filled from within the immediate administrative unit shall be advertised in writing and posted on Unit III bulletin boards throughout the school system. These positions may not be filled on a permanent basis before ten working days from the date of the written advertisement nor before all qualified candidates applying within those ten days have been considered. All vacancies below Grade 4 will be posted within the school which has the vacancy and sent to the Union President concurrently.

A Unit III employee who is promoted to a position of a higher grade shall be considered probationary in the new position for three months. If the promoted employee is unable to perform the duties adequately during this probationary period, he will be returned to his former job and pay or to a comparable job and pay.

Unit III members wishing a transfer to a vacancy which would not be subject to posting may submit a request in writing for consideration when such a vacancy occurs.

Section 3
Reduction
in force

In the event it becomes necessary to lay off a permanent Unit III employee in a particular job classification in an administrative unit, the Board will determine the job function which can be reduced in that unit with the least disruption of services. The least senior employee in that job function in that unit will be laid off. If his job is not the one to be eliminated, the employee with least seniority in the job location where the staff is to be reduced will be transferred to the vacancy created by the lay-off.

The administrative unit for employees assigned to schools and administrative offices is the appropriate office; for maintenance employees, it is the maintenance department; for transportation employees, it is the transportation department; for warehouse, mail and print shop employees, it is the central services department.

Section 4
Recall

When a Unit III member has been laid off his name shall be placed on a recall list for that job function for a maximum period of one year.

Persons on the recall list for an administrative unit shall be assigned to vacancies in their job functions in that unit in the order of seniority. In no case shall a new employee be hired until all laid off persons on the recall list have been assigned or have declined an offer. Recalled employees shall not be required to serve a new probationary period.

**ARTICLE 7
HOLIDAYS**

Section 1
Holidays
recognized
and observed

The Board will recognize the following days as holidays for twelve-month Unit III members:

Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Martin Luther King, Jr. Day
Good Friday
Easter Monday
Memorial Day
Primary and General Election Days
All other holidays as declared by the Board during the life of this Agreement

Holidays will be observed on the dates on which they fall with the following exceptions:

Whenever any of the holidays listed above fall on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of these holidays fall on a Sunday, the following Monday shall be observed as the holiday.

To be eligible to receive pay for a holiday, the employee must work on the workday immediately preceding and on the workday immediately following the holiday.

Pay for these holidays when they fall on duty days shall be included in the computation of annual salaries of eligible Unit III employees.

Section 2
Holiday
leave

Holiday leave will not be deducted from any other leave earned by an employee.

Section 3
Holiday
work

If an employee works on any of the above listed holidays, he shall be paid for one and one-half times his hourly rate, in addition to his holiday pay, for all hours worked.

Section 4
Holiday hours
for overtime
purposes

Holidays shall be counted as a day worked for the computation of overtime.

Section 5 When a holiday falls during an employee's vacation leave, he
Holidays shall not be charged vacation leave for said holiday.
during
leave

Section 6 If a Unit III employee who is assigned duties on an observed
Failure to holiday fails to report for work without an acceptable reason,
report on he shall forfeit his holiday pay.
holiday

ARTICLE 8
VACATION/ANNUAL LEAVE

Section 1 Twelve-month Unit III members shall earn annual leave as
Rate of follows:
earning

<u>Length of Service</u>	<u>No. Days Leave Earned Per Mo.</u>	<u>Maximum No. Days Per Year</u>
First five years	1	12
6-14 years inclusive	1-1/2	18
15th year and thereafter	2	24

Section 2 Pay for all vacations shall be based on the rate of pay of the
Pay rate employee at the time of vacation including shift differential.
during
vacation

Section 3 Unit III employees shall request annual leave in advance,
Accumulation using the appropriate form. An emphasis will be made with
and supervisors on the use of annual leave which is requested in
conversion advance and subject to approval. Vacation perference for
Unit III members should be determined on the basis of
seniority, provided work operations would not be adversely
affected. By April 1, the Board will advise those employees
in danger of exceeding their accumulated annual leave
carryover, which is a total of 24 days for 1-5 years
employment; 30 days for 6-14 years employment and 36 days
for 15 or more years of employment as of July 1 of any given
year. Unused annual leave which would be lost because of the
limitation on carry-over shall be converted to accumulated
sick leave provided that there not be more than fifteen sick
leave days credit per year.

Section 4 Any Unit III employee required to return to work while on
Work during vacation shall be compensated for the time actually worked
vacation at the rate of time and one-half.

**ARTICLE 9
SICK LEAVE**

- Section 1
Accrual rate** Regular Unit III employees shall earn sick leave at the rate of one day per month of active duty.
- Section 2
Maximum accumulation** Unused sick leave for Unit III members shall be cumulative without limit.
- Section 3
Usage** Unit III members may use sick leave for personal illness, which includes necessary medical, dental, or optical examinations and/or treatment. The Unit III member may use up to the number of days earned in a given year for illness in the immediate family, which is interpreted as parent, child, brother, sister, husband, or wife.
- Section 4
Notification to employer** When a Unit III employee is to be absent from work, he shall notify his supervisor as soon as possible. To be eligible for sick leave, he shall have notified the supervisor or his designee at least by the time he is required to report for work. If, however, due to an emergency as determined by the supervisor this employee was prevented from reporting the absence by this time, the supervisor shall approve the sick leave. No Unit III member will be required to call his substitute.
- Section 5
Proof of illness** Normally an employee's personal certification will be accepted for an absence of three days or less. If a department head has reasons to believe that sick leave privileges are being abused, he may require the employee to furnish a medical certificate for any period of sick leave. However, such requirement must be furnished the employee in writing from the Personnel Office in advance of the requirement.
- Section 6
Maternity leave**
- (a) Maternity leave shall be limited to permanent Unit III employees.
 - (b) Unit III employees may use accrued sick leave for any pregnancy connected disability until the leave is expended or until they return to work, whichever occurs first. An employee must submit to her supervisor and the director of personnel, as soon as possible after the termination of the pregnancy, a written certification from the attending physician specifying when the employee will be physically able to return to work.

- (c) Employees may continue to work for as long as they are physically able before the date of delivery, provided a written certification from the attending physician stating that continued employment would not be injurious to the health and safety of others is submitted to and approved by her supervisor and the director of personnel. The employee may also return to work as soon as physically able following termination of pregnancy.

All employees returning from maternity leave are required to submit to and have approved by the director of personnel a doctor's certification of ability to return to work and perform the duties assigned to her.

- (d) Permanent Unit III members may be granted up to a four months maternity leave without pay if they wish to be away from the job longer than the period of disability associated with childbirth.
- (e) During the employee's leave her vacancy becomes an "obligated position" which shall be reserved for the employee upon her return to duty. If a replacement is required, such replacement will be hired on a temporary appointment. When an employee on leave is ready to return to duty from maternity leave, she shall notify the director of personnel in writing of this fact and indicate the date of return at least fifteen days in advance of the return date. Such notice shall include a medical certificate indicating ability to return to duty and date.
- (f) If the individual case required an extension of maternity leave for medical reason, the employee must request such extensions in writing within fifteen days prior to the expiration of the period originally granted. Such request shall be accompanied by a medical certificate.
- (g) The person occupying the position on a temporary basis shall be notified, in writing, of the termination of her temporary appointment when the regular employee is to return or resigns. Such notice to temporary employee shall be issued so that employee shall have at least seven calendar days notice of separation.

Section 7
Pay for sick
leave

A classified employee who retires from service with the public schools of Anne Arundel County in accordance with the provisions of the Maryland State Employees' Retirement System shall be paid twenty-five dollars (\$25) per day for all unused accumulated sick leave. This provision shall be applicable to an employee who vests his retirement contributions after having been a member of the retirement system for fifteen or more years.

Section 8
Advanced
Sick
Leave

All Unit members with at least five (5) years service may request up to ten (10) days advance sick leave. Such requests will only be considered after the Unit member has exhausted all sick and annual leave and has maintained a satisfactory sick leave record.

Section 9
Reinstatement of
sick leave

Any Unit III employee who is re-employed within one (1) year of their separation date shall be credited with unused sick leave they had accumulated and not taken during their previous employment with the Board.

ARTICLE 10 OTHER LEAVES

Section 1
Eligibility
requirements

Unit III members shall be eligible for leaves of absence after having completed the probationary period.

Section 2
Application
for leave

Consideration will be given to a Unit III member's written request for leave of absence for personal illness, severe illness of a member of the household, maternity, adoption of a child, or military service. Except in the case of military service, an employee's request shall state the beginning date of the leave and the approximate length of time he expects to be on leave. In the case of personal illness or illness in the household, a physician's recommendation must accompany the request. A leave request should be given to the supervisor for forwarding, with his recommendation, to the Director of Personnel, who will take action on the request and notify the employee in writing. Reasonable requests will be granted.

- Section 3
Death in
family
- Up to five consecutive calendar days absence without loss of pay shall be permitted on the death of a Unit III employee's spouse, child, parent, brother or sister or anyone who has lived regularly in the employee's household. Up to four consecutive days without loss of pay shall be permitted on the death of a Unit III employee's niece or nephew, father-in-law or mother-in-law, sister-in-law or brother-in-law, aunt or uncle, or grandparent. The Superintendent may grant an additional work day in cases requiring extensive travel. This leave will not be deducted from annual leave or sick leave.
- Section 4
Jury duty
- While on Maryland jury duty a Unit III member shall not be required to endorse his check for jury service to the Board in order to have his full salary continue.
- Section 5
Court
summons
- A Unit III employee may be absent without loss of salary for court summons provided the summons is not issued as a consequence of an offense for which the employee is found guilty.
- Section 6
Conference
attendance
- Administrative leave may be granted for up to six representatives from Unit III who may be released each fiscal year for a maximum of five days to attend an official National, Regional or Statewide convention or conference of AFSCME, provided that except for the local president not more than one representative in any occupational group (maintenance, custodial, food service, warehouse, mail and print shop, and transportation) from a school or central office department may be on leave at one time for this purpose. Accrued annual leave, where applicable, may be used. Employees not having annual leave shall take leave without pay.
- Section 7
Injury
on job
- When a Unit III member sustains an accidental injury arising out of and during the course of his employment with the school system, and such injury is compensable under the Workers Compensation Law of the State of Maryland, the employee shall during the period he is being paid Workers Compensation receive full salary less the amount paid by Workers Compensation up to but not exceeding 60 work days from the date of the injury. This leave shall not be charged against the employee's sick leave.
- If the employee is continued on temporary total disability payment from Workers Compensation beyond the 60-day period, the following options shall be available to him:

- (a) He may elect to use his earned annual leave (vacation) during which period he shall receive his regular salary plus any amount awarded as temporary total disability payments under Workers Compensation Law.
- (b) He may elect to use his earned sick leave credits, during which period he shall receive his regular salary, provided any amount awarded as temporary total disability payments under Workers Compensation Law is endorsed by the employee over to the Board of Education of Anne Arundel County.

The Board reserves the right to assign the physician in any case in which the Board supplements the payments of Workers Compensation to an employee.

**Section 8
Personal
business**

Permanent Unit III members who do not earn annual leave may be granted one day of personal business leave per year and may accumulate up to three days for emergency personal business under the following conditions:

The leave must be used for a matter which cannot reasonably be taken care of outside work hours. It may not be used for recreation, vacation, shopping, or the like. The general reasons must be stated and the supervisor's approval obtained prior to the end of the preceding workday, except that for an unforeseen emergency which requires absence that could not have been approved in advance, the supervisor may, at his discretion, approve the absence as a day of emergency leave after the fact.

Any days in excess of three days emergency personal business leave not used, shall be converted to accumulated sick leave at the end of the year.

**Section 9
Study**

After completing one year of service, any Unit III member may request a leave of absence without pay for full-time study in a job-related program.

**Section 10
Benefits
while on
leave**

Unit III members on leave of absence without pay and without experience credit shall be eligible to continue their membership in the Board's group hospital-medical plan by making full premium payment to the Board by the 25th of each month.

If a Unit III member who was injured on the job has exhausted his special leave for injury on the job and his accumulated sick leave and annual leave and is still receiving Workers Compensation for temporary total disability, the Board will continue to pay its share of the premium for Blue Cross-Blue Shield insurance if applicable, provided the employee sends his share of the premium monthly to the Board of Education office. The Board will pay its share of the premium for a maximum period of 12 months while the Unit III member is a Board employee.

Section 11
Religious
observance

Unit III members shall be granted up to three (3) days per school year with pay for observance of religious holy days where work on such days would make observance of their religion difficult or impossible, as verified by the proper religious authorities.

Requests for leave for such religious holy days shall be ruled on by the Superintendent's Council upon receipt of a request from a Unit III member. Such request shall be made at least 30 days prior to the first requested holy day. Requests which have been granted according to the above procedure shall be kept on file and honored from year to year unless withdrawn by the Unit III member.

ARTICLE 11
HOURS OF WORK

Section 1
Regular
hours

The regular hours of work for custodial, maintenance, food service, warehouse, mail and print shop, and transportation employees in Unit III shall be consecutive except that they may be interrupted by a lunch period. When custodial employees and plant and equipment operators are assigned to weekend checks, the previous Friday or the following Monday will be non-working time.

Section 2
Work
schedule

Regular work schedules of Unit III members shall be posted near the timesheets in each work location. Except in emergency situations, these regular work schedules shall be changed only after prior notice and consultation with the union president or an authorized representative of AFSCME.

Section 3
Rest
periods

A Unit III member shall be permitted to take a break of 10 minutes during each one-half shift. No reporting times or leaving times shall be adjusted because of the failure of an employee to take a break.

Section 4
Call-back
pay

Any full-time classified employee who is directed by competent authority to report back to work on an assignment which is not contiguous with his regular work schedule shall be paid at the applicable hourly rate for all hours of work on such employee's assignments but in no event shall the amount of pay earned for such emergency assignments in any one 24-hour period be less than the equivalent of four hours pay at such employee's regular straight time rate of pay. If the same employee is called back a second time within the same 24 hour normal day he shall receive no less than the equivalent of a total of six hours pay at straight time.

Section 5
Paid meals

Each Unit III member required to work in excess of twelve consecutive hours in a work day and each employee required to work in excess of four consecutive hours on a call-back shall receive Five Dollars (\$5.00) toward the purchase of a meal if the extra work extends through the normal meal hour.

Section 6
Hours -
inclement
weather

Unit III employees who are required to report to work when Central Offices are closed due to inclement weather shall be given an additional annual leave day. Where possible the second shift employee will be assigned to first shift duty for emergency clean-up during inclement weather.

Section 7
Redistribu-
tion of Pay
10-Month
Employees

Effective July 1, 1984, all 10 month employees pay schedules will be changed by redistributing their pay over the entire school year. As a result of this redistribution, all 10 month employees will receive a check every regular pay day during the school year.

Section 8
Weekend
checks

Unit III employees who are required to perform weekend checks shall be given the option of taking off the preceding Friday or following Monday except when manpower shortages within the affected school prevents the employee from taking these days off in which case employees shall be paid overtime at the appropriate rate at a minimum of 2 1/2 hours for Saturday and an additional 2 1/2 hours for Sundays and holidays where applicable.

Section 9
Bus field
trips

In assigning bus field trips and bus routes, consideration will be given to driver safety records and length of service.

**ARTICLE 12
OVERTIME**

- Section 1 Time and one-half the employee's hourly rate of pay shall be
When paid paid for work as follows:
- (a) All work in excess of eight hours per day.
 - (b) All work in excess of forty hours in any week.
 - (c) Any work on a holiday recognized by the Board.
- Section 2 Two times the employee's hourly rate shall be paid for all
Sunday rate work above forty hours performed on Sunday.
- Section 3 Overtime shall be voluntary except in emergencies.
Voluntary
- Section 4 In each work location an effort will be made to distribute
Distribution overtime equally among interested and qualified Unit III
 employees.
- Section 5 If the Board determines that community use activities create
Community an additional work load overtime will be authorized.
Use

**ARTICLE 13
SAFETY AND HEALTH**

- Section 1 The Employer and the Union shall cooperate in the
Board-union enforcement of safety. Unit III employees shall use
cooperation equipment and tools solely for the purpose for which they
 were designed. They shall exercise proper care in the
 handling, storage, and maintenance of equipment and tools to
 prevent damage to them and injury to themselves and
 others. No employee shall be required to operate an unsafe
 piece of equipment. If an employee feels that a piece of
 equipment he must operate is unsafe, he shall report it to his
 supervisor who shall make sure an inspection is made by a
 qualified individual as soon as possible. The appropriate
 safety equipment will be provided those employees who are
 required by management to perform certain duties. However,
 the emphasis will be not to require employees to perform
 unsafe duties.

ARTICLE 14
UNION BULLETIN BOARDS, DELIVERY SERVICES

Section 1
Bulletin
boards

The Board agrees to furnish at least one bulletin board in each school or other work location in an accessible area to be used exclusively by the Union or the Board for posting official communications to Unit III employees. Union materials shall not be posted elsewhere on the premises.

Section 2
Delivery
service

AFSCME shall be permitted to utilize the school delivery system for the distribution of official union notices, provided such distribution does not interfere with the distribution of the materials of the school system. However, the Union agrees not to use the school delivery system for the following:

- (a) Opinions of Union officials concerning matters on which the Board and the Union have taken opposing positions.
- (b) Advocacy of action on the part of employees which is contrary to policies, regulations, and directives of the Board or its staff.
- (c) Political materials.
- (d) Materials advertising brand name products or business establishments.

ARTICLE 15
HEALTH AND WELFARE BENEFITS

Section 1
Hospital-
Medical
Insurance

The Board will pay 85% of the premium cost of a Board sponsored Blue Cross/Blue Shield hospital-medical insurance plan on an individual, husband-wife, parent-child, or family basis for Unit III members who elect to enroll during the annual enrollment period or within 30 days after the effective date of their employment. The Board will also accept enrollment during the year from a Unit III member who, because of the spouse's termination of employment by the employer loses hospital-medical insurance coverage provided by the spouse's employer. That portion of Blue Cross/Blue Shield premiums paid by the employee shall be by payroll deduction. The Board's group plan will consist of the following benefits:

- 365 days Blue Cross hospital care
- Full maternity coverage
- Blue Shield Plan C with pre and post-natal care
- Special diagnostic Endorsement Number 4 (no maximum)
- Sudden and Serious Endorsement
- Student Endorsement Ages 19-25
- Dental Plan, Level I and II with Rider A
- Family Optical Plan (2 Year Benefit)

With the concurrence of AFSCME, comparable coverage may be provided by another insurance carrier.

The Board will continue to pay 85% of the premium cost for a period of three (3) months for an individual who, after using his own sick leave allowance, is placed on a qualified approved leave of absence for personal illness.

Section 2
Term life
insurance

A term life insurance policy for \$15,000 with full cost paid by the Board shall be provided for each Unit III member. An optional term life insurance policy for \$5,000 units to the maximum of \$50,000 with full premium paid by the Unit III member shall also be provided through payroll deduction if participation by the Board's employees meet the minimum requirements of the carrier.

Section 3
U.S. Savings
Bonds

The Board shall make payroll deductions for U.S. Savings Bonds for those Unit III members who make such request in writing in September of any year or within 30 days after the effective date of employment or 30 days after an employee is reinstated following a leave of absence.

Section 4
Authorized
trip
insurance

The Board shall provide insurance coverage for accidental death or dismemberment of a Unit III member while on an authorized trip in the performance of his duties as an employee. Payments shall be in accordance with the following schedule:

Life	\$100,000
Both hands or both feet or sight of both eyes	\$100,000
One hand and one foot	\$100,000
Either hand or foot and sight of one eye	\$100,000
Either hand or foot or sight of one eye	\$50,000

Section 5
Personal
property
damage

Subject to a recommendation of the supervisor and approval of the Superintendent, the Board shall pay an amount not to exceed \$200 for damage to a Unit III member's personal property which may happen as a result of personal assault while he is on duty. Payment by the Board shall not be an admission of responsibility or liability by the Board, its agents, servants or employees.

Section 6
Allotment for
purchase of
uniforms

Upon completion of the probationary period, uniforms will be allotted as follows:

Custodians	5 pants, 5 shirts
Chief custodians	5 pants, 5 shirts
Print shop	3 smocks
Maintenance	5 pants, 5 shirts
Painters	5 pants, 5 shirts

Summer weight shirts and women's sizes will be part of the bid specification for uniforms.

Cafeteria employees shall receive a uniform allotment of \$100 each school year.

Section 7
Retirement
counseling

Upon request to the Personnel Department, Unit III employees eligible to retire shall be provided with literature explaining the various options available to them upon retirement. A personal conference may be held for those employees who wish such a conference.

Section 8
Union
Insurance
program

The Board shall provide for one voluntary payroll deduction for each Unit III member for the AFSCME sponsored insurance programs. The total amount of the initial deduction and of an amended total resulting from changes in rates and/or the addition or termination of policies shall be indicated to the Board by written authorization from AFSCME, signed by the member.

ARTICLE 16 MANAGEMENT RESPONSIBILITY

Section 1
Effect of
agreement

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

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

**ARTICLE 17
WAGES AND TRAVEL PAY**

**Section 1
Hourly
rates**

The hourly rates for 1987-88 for all Unit III members shall be the hourly wage rates for 1986-87 increased as follows:

Step A of each pay grade shall be increased by 4% and rounded to the nearest cent.

The hourly wage rates for Steps B, C, and D for each pay grade shall be 10, 20 and 30% respectively greater than the base rate for Step A, rounded to the nearest cent.

Effective July 1, 1981, all new employees are being placed on Step A for their probationary period of six months. Upon successful completion of their probationary period, the employee's salary will move to Step B and shall remain at Step B for a period of 18 months. Upon completion of the two year period (six months probationary period plus 18 months) the employee's salary will move to Step C and shall remain at Step C for a period of one year. Upon completion of the three year period (six months period plus 18 months plus one year) the salary will move to Step D, the top of the salary schedule.

**Section 2
Shift
differential**

A wage differential of \$.30 per hour shall be paid to:

-Full-time Unit III members who start a regular daily work shift at or after 2:00 p.m. and prior to 11:00 p.m.

-Unit III members while regularly assigned on Saturdays, Sundays, and/or holidays.

A wage differential of \$.40 per hour shall be paid to:

-Unit III members who start a regular daily work shift at or after 11:00 p.m. and prior to 3:00 a.m.

The provisions of this section shall not apply to Unit III members called in on emergency assignments nor to members on overtime work which is compensated at premium rates, unless they otherwise have been entitled to the night shift/weekend rate.

**Section 3
Payroll
distri-
bution**

Delivery of paychecks shall be made on every second Wednesday.

**Section 4
Payroll
information**

Check stubs for Unit III members shall contain all pertinent information including deductions, days worked, number of annual days, number of sick days, emergency callback, meal allowance and/or other personal payroll deductions.

Section 5
Temporary
assignment

A Unit III member who has completed his probationary period and who is temporarily assigned by the appropriate department head to a job classification in a higher pay grade than his regular classification shall be paid in accordance with the salary for the position in the higher pay grade effective on the 11th consecutive workday.

Section 6
Mileage
rate for
travel

Unit III members' use of a private automobile for authorized transportation while on duty shall be reimbursed at the rate of twenty-one cents (\$.21) per mile. Those Unit III members in maintenance or operations positions who must drive their car or truck at the specific request of their supervisor shall be reimbursed at the rate of twenty-five cents (\$.25) per mile. Food service employees who transport food to satellite schools shall receive \$3.75 for less than ten (10) miles per day and \$5 for ten (10) miles or more per day. All other food service employees who have authorized travel in excess of ten miles per day shall be reimbursed at the rate of twenty-five cents (\$.25) per mile.

Section 7
Longevity

Unit III employees shall be eligible for the following longevity increments:

10th Anniversary	\$400
15th Anniversary	\$575
20th Anniversary	\$750

All eligible experience credit must be with the Anne Arundel County Public Schools.

Section 8
Lift Bus
aides - wage
differential

Bus aides who are required to operate lift apparatus and/or are required to lift orthopedically handicapped persons on/off buses shall receive a wage differential of \$.20 per hour.

Section 9
Cafeteria
Manager's
Wage Rates

Cafeteria manager's wage rates will not be decreased during the school year as a result of a change in the number of meals purchased by students within the jurisdiction for which they are responsible. Managers shall be notified of their grade and pay scale for the upcoming year on or about July 1 of each year.

**ARTICLE 18
WORK STOPPAGE**

Section 1 For the duration of this Agreement, AFSCME shall not
Strikes engage in or sponsor a strike.

Section 2 The Board will not lock out any Unit III member.
Lock out

**ARTICLE 19
DISCIPLINE AND DISCHARGE**

Section 1 Disciplinary action shall be limited to oral reprimand, or
Disciplinary written reprimand, suspension, and discharge and should be
measures consistent where appropriate to the concept of progressive
 discipline.

If the employer has reason to reprimand an employee it shall be done in a manner that will not embarrass the employee before other employees or the public except that immediate action required by the employer in an emergency situation will not be subject to this provision.

Section 2 The Board may suspend or discharge any permanent Unit III
Suspension member for immorality, misconduct, insubordination,
and discharge incompetency, or willful neglect of duty. Prior to discharge,
 the employee will be suspended. Within three work days the
 employee will be notified in writing of the cause(s) and of the
 fact that he is subject to discharge. He shall also be notified
 of his right to a hearing, with counsel, including a union
 representative, provided he makes a written request within
 three work days after the receipt of the notification. The
 hearing shall be held within five work days after the request
 has been received. An employee who does not accept the
 decision of this hearing may appeal his case to the Board.

Any employee found to be unjustly suspended or discharged shall be reinstated with full compensation for all lost time and with full restoration of all other rights and conditions of employment.

**ARTICLE 20
SEVERABILITY**

Section 1
Effect of
invalid
portion of
agreement

In the event any article, section, or portion of this Agreement should be held invalid by any court of competent jurisdiction, such invalidity shall not affect the other provisions or any other application of this agreement which can be given effect without the invalid article, section, or portion. Within ten work days after the receipt of such a decision by the parties, the negotiating teams of the Board and AFSCME will meet to give the parties an opportunity to introduce proposals for negotiating a substitute for the invalidated article, section, or portion. The parties agree to begin negotiations immediately in an effort to reach agreement on any proposals so introduced.

**ARTICLE 21
PERSONNEL FILES**

Section 1
No unfavor-
able entry

No unfavorable entry shall be placed in the file of a Unit III member unless it is signed by the person submitting the information. The employee shall be given the opportunity to acknowledge that he/she has read such materials by affixing his/her signature on the original or an actual copy with the understanding that such signature merely signifies that he/she has read the material to be filed and does not necessarily indicate agreement with its contents. The employee shall have the right to answer any material filed and his/her answer shall be attached to the file copy. An employee's refusal to sign shall be noted by an administrator and a witness.

Section 2
Personnel
files open
to employee

All items entered in a Unit III member's personnel file in the Personnel Department after July 1, 1984 shall be open to that employee by appointment.

Section 3
Files in-
spection
limited

A Unit III member's personnel file shall be open to inspection only by administrative and supervisory personnel and by the clerical staff of the office where the file is located.

ARTICLE 22
EFFECTIVE PERIOD OF AGREEMENT

Section 1
Dates; pro-
vision for
amending

This Agreement shall become effective as of July 1, 1987, and shall continue in full force and effect until June 30, 1988. It is further understood that this Agreement can be added to, amended or modified only by a document in writing, which has been ratified by the parties following negotiations mutually agreed to by the Board and the Union.

The following salaries were unilaterally established by the Board of Education on August 5, 1987. Renegotiations on salaries were unsuccessful.

CUSTODIAL AND MAINTENANCE SALARY SCALE
1987-88

GRADE		A	B	C	D
1	Annual	10,462	11,502	12,563	13,603
2	Annual	11,107	12,210	13,333	14,435
3	Annual	12,210	13,437	14,463	15,870
4	Annual	13,270	14,602	15,933	17,243
5	Annual	14,414	15,850	17,306	18,741
6	Annual	15,725	17,306	18,866	20,446
7	Annual	17,181	18,907	20,613	22,339
8	Annual	18,221	20,051	21,861	23,691
9	Annual	19,178	21,091	23,005	24,939

The following salaries were unilaterally established by the Board of Education on August 5, 1987. Renegotiations on salaries were unsuccessful.

CAFETERIA SALARY SCALE
1987-88

	Grade	A	B	C	D
Food Services Worker I	2	5.34	5.87	6.41	6.94
Food Services Worker II	3	5.87	6.46	7.04	7.63
Food Services Manager II	4	6.38	7.02	7.66	8.29
Food Services Manager III	5	6.93	7.62	8.32	9.01
Food Services Manager IV	6	7.56	8.32	9.07	9.83
Food Services Manager V	7	8.26	9.09	9.91	10.74

The following salaries were unilaterally established by the Board of Education on August 5, 1987. Renegotiations on salaries were unsuccessful.

BUS AIDE AND BUS DRIVER SALARY SCALE
1987-88

	Grade	A	B	C	D
Bus Aides	2	5.34	5.87	6.41	6.94
Bus Drivers	5	6.93	7.62	8.32	9.01

AFSCME INDEX

Absence:	Illness, 9.3; 10 Other Causes, 10; 7-9
AFSCME:	Bulletin Boards, 14.1; 18 Communications, 14.2; 18 Definition, 1.1(b); 1 Recognition, 2.1; 2 Representatives, 4.2; 6 Visitation Privileges, 4.2;6
Agreement:	Duration of: 22.1; 25 Provisions: 1; 1 Renegotiations: 1.2; 1
Aides, Lift Bus:	17.8; 22
Arbitration of grievances:	3; 3-5
Bereavement leave:	10.3; 13
Blue Cross:	15.1; 18
Blue Shield:	15.1; 18
Board:	Definition, 1.1(a); 1 Management Rights, 16.1; 20
Breaks:	11.3; 15
Budget Cuts:	1.2; 1
Bulletin Boards:	14.1; 18
Business Leave:	10.8; 14
Call back pay:	11.4; 16

Compensation:	Hourly Rates, 17.1; 21-22 Salary Schedules, Appendix A, B, C Shift Differential, 17.2; 21 Travel, 17.6; 22
Conventions:	10.6; 13
County Council:	1.2; 1
Court Summons:	10.5; 13
Death in Family:	10.3; 13
Definition of Terms:	1.1; 1
Delivery Service, use of:	14.2; 18
Dental Plan:	15.1; 18
Discharge and Suspension:	19.2; 23
Disciplinary Measures:	19.1; 23
Dues, deduction for:	2.2; 3
Duty hours:	11.1; 15
Exclusive representatives:	2.1; 2
Fringe Benefits:	15; 18-20
Grievance Procedures:	3; 3-5
Hospital-Medical Insurance:	Benefits While on Leave, 10.10; 14 Blue Cross/Blue Shield, 15.1; 18 Term Life Policy, 15.2; 19

Holidays:	7.1; 8
Hours:	Call back, 11.4; 16 Regular Hours, 11.1; 15 Posting of Work Schedules, 11.2; 15 Rest Periods, 11.3; 15
Illness:	Immediate Family, 9.3; 10 Notification to Employer, 9.4; 10 Personal, 9.3; 10 Proof of, 9.5; 10 Related to pregnancy, 9.6(f); 11
Inclement Weather Hours:	11.6; 16
Injury on job:	10.7; 13
Job Classifications:	1.4; 1-2
Jury Duty:	10.4; 13
Leave:	Accumulation, 9.1; 2; 10 Benefits while on, 10.10; 14 For Bereavement, 10.3; 13 For Conference Attendance, 10.6; 13 For Court Summons, 10.5; 13 For Illness, 9.3; 10 For Illness in Family, 9.3; 10 For Injury on Job, 10.7; 13 For Jury Duty, 10.4; 13 For Study, 10.9; 14 Of Absence, 10.1, 2; 12 Personal Business, 10.8; 14 Pregnancy, 9.6; 10 Rate of earning, 8.1; 9, 9.1; 10 Types of, 7, 8, 9, 10; 8-15
Life Insurance:	15.2; 19
Lock out:	18.2; 23
Longevity:	17.7; 20

Lunch Period: 11.1; 15

Major Medical Insurance: 15.1; 18

Management Rights: 16.1; 20

Maternity: 9.6; 10-11

Meals, paid: 11.5; 16

Mileage: 17.6; 22

Negotiations: Negotiating Unit, 1.1; 1
 Reopening, 1.3; 1
 Renegotiations, 1.3; 1
 Union Recognition, 2.1; 2

Pay: Aides, Lift Bus: 17.8; 22
 Call back pay, 11.4; 16
 Delivery of pay checks, 17.3; 21
 During Vacation, 8.2; 9
 Failure to report on holiday, 7.6; 9
 For Sick Leave, 9.7; 12
 For Temporary Assignment, 17.5; 22
 For Work during Vacation, 8.4; 9
 Holiday Pay, 7.3; 8
 Hourly Rates, 17.1; 21
 Information, 17.4; 21
 Mileage, 17.6; 22
 Overtime, 12.1; 17
 Paid Meals, 11.5; 16
 Scales, Appendix A, B, C
 Shift Differential, 17.2; 21
 Sunday Rate, 12.2; 17
 While on Jury Duty, 10.4; 13
 While on Workmen's Compensation, 10.7; 13

Payroll Deduction: Blue Cross/Blue Shield, 15.1; 18
 Dues Deduction, 2.2; 3
 Savings Bonds, 15.3; 19

Personal Business Leave: 10.8; 14

Personal Property Damage: 15.5; 20

Pregnancy: 9.6; 10-11

Posting of Vacancies: 6.2; 7

Rate of earning: Annual leave, 8.1; 9
 Sick leave, 9.1; 10

Recall: 6.4; 7

Reduction in force: 6.3; 7

Reimbursement: Meals, 11.5; 16
 Mileage, 17.6; 22

Rest Periods: 11.3; 15

Retirement Counseling: 15.7; 20

Salary: Aides, Buses, 18.8; 22
 Annual, Appendix A
 Hourly Rate, 17.1; 17, Appendix B, C
 Longevity, 17.7; 22
 Savings Bonds, 15.3; 19
 Shift Differential, 17.2; 21
 Temporary Assignment, 17.5; 22

Severance Pay: 9.7; 12

Sick Leave:	Accumulation, 9.1; 10 Illness in Family, 9.3; 10 Monthly Notification, 17.4; 21 Notification to Employer, 9.4; 10 Pay for, 9.7; 12 Pregnancy, 9.6(b); 10 Proof of illness, 9.5; 10
Severability:	20; 24
Strikes:	18.1; 23
Suspension:	19.2; 23
Temporary Assignment:	17.5; 22
Travel Reimbursement:	17.6; 22
Trip Insurance:	15.4; 19
Uniforms:	15.6; 20
Unit III Members:	Definition, 1.1(c); 1 Grievance Procedure, 3; 3-5 Recall, 6.4; 7 Reduction in force, 6.3; 7 Seniority, 6.1; 6 Vacancy notices, 6.2; 7
Union Stewards:	4.1(b); 5
Wage differential:	Hours, 17.2; 21 Lift buses, 17.8; 22
Work hours:	11; 15-16
Work Schedule:	11.2; 15
Workmens Compensation:	10.7; 13-14

Publication Number 1391/2

6178-0086185 F012 _03



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*This report is authorized by law 29 U.S.C. 2.
Your voluntary cooperation is needed to make
the results of this survey comprehensive,
accurate, and timely.*

Form Approved
O.M.B. No. 1220-0001
Approval Expires 7/31/87
1-31-90

NOVEMBER 16, 1987

DEC 04 1987

Director of Staff Relations
Anne Arundel County Public Schools
2644 Riva Road
Annapolis, MD. 21401

PREVIOUS AGREEMENT EXPIRED
JUNE 29, 1987

Respondent:

We have in our file of collective bargaining agreements a copy of your agreement(s):

Anne Arundel Cnty Md Bd of Ed Unit 111 Lu 1693 WITH STATE, COUNTY, AND MUNICIPAL EMPLOYEES
MARYLAND

Would you please send us a copy of your current agreement—with any supplements (e.g., employee-benefit plans) and wage schedules—negotiated to replace or to supplement the expired agreement. If your old agreement has been continued without change or if it is to remain in force until negotiations are concluded, a notation to this effect on this letter will be appreciated.

I should like to remind you that our agreement file is open for your use, except for material submitted with a restriction on public inspection. You may return this form and your agreement in the enclosed envelope which requires no postage.

Sincerely yours,

Janet L. Norwood

JANET L. NORWOOD
Commissioner

PLEASE RETURN THIS LETTER WITH
YOUR RESPONSE OR AGREEMENT(S).

If more than one agreement, use back of form for each document. (Please Print)

1. Approximate number of employees involved 1,375
2. Number and location of establishments covered by agreement Central office, Schools (120)
3. Product, service, or type of business Education
4. If your agreement has been extended, indicate new expiration date _____

William H. Scott, Asst. Superintendent for Adm. (301) 224-5307
 Your Name and Position Area Code/Telephone Number
Anne Arundel Co. Public Schools 2644 Riva Road Annapolis, Md 21401
 Address City/State/ZIP Code