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Secretaries and Assistants Assn  
Anne Arundel County - Board  
of Ed., Anne Arundel County

**PLEASE PLACE IN YOUR PRESENT  
SAAAAC NEGOTIATED AGREEMENT**

**SAAAAC  
One Year Agreement  
Effective July 1, 1992 - June 30, 1993**

X-6 (30/93)  
1,100 em'ees

**1. ARTICLE 4.5 EMERGENCY CLOSING (p. 5-6)**

**WHEN SCHOOLS ARE CLOSED FOR INCLEMENT WEATHER ALL SCHOOL-BASED UNIT IV EMPLOYEES SHALL NOT REPORT TO WORK. WHEN SCHOOLS ARE CLOSED EARLY FOR INCLEMENT WEATHER ALL SCHOOL-BASED UNIT IV EMPLOYEES SHALL LEAVE THEIR WORKSITES IN LINE WITH THEIR REGULAR DISMISSAL AS AFFECTED BY THE EARLY CLOSING.**

**WHEN SCHOOLS ARE CLOSED FOR INCLEMENT WEATHER ALL NON-SCHOOL BASED UNIT IV EMPLOYEES SHALL REPORT TO WORK WITHIN TWO (2) HOURS OF THE USUAL REPORTING TIME. WHEN SCHOOLS ARE CLOSED EARLY FOR INCLEMENT WEATHER ALL NON-SCHOOL BASED UNIT IV EMPLOYEES WILL BE DISMISSED AT THE DIRECTION OF THE SUPERINTENDENT OR THE SUPERINTENDENT'S DESIGNEE.**

When weather conditions are such that the central office is closed, announcement shall be made on the radio, and 12-month clerical, technical and secretarial employees need not report for work.

When school is delayed in opening for inclement weather, Unit IV members shall report to their job assignment sites in line with regular reporting time as affected by the time delay.

**2. ARTICLE 5.4 RIF NEW last paragraph (p. 7)**

**WHEN A UNIT IV EMPLOYEE IS DISPLACED FROM HIS/HER REGULAR POSITION BECAUSE OF PROGRAM CUTS, ALL UNIT IV EMPLOYEES, BASED ON A SENIORITY LISTING, WILL BE OFFERED AN AVAILABLE POSITION BEFORE A NEW HIRE, PROVIDED THEY ARE CAPABLE AND QUALIFIED OF PERFORMING THE WORK.**

**3. ARTICLE 6.2 VOLUNTARY TRANSFER (p. 9)**

**EXCEPT FOR EMERGENCY CASES, all new positions and vacancies in existing positions shall be posted at each work site. The posting shall include a statement of the basic qualifications for the position as well as deadlines for application.**

Unit IV members who desire a voluntary transfer must file a written request with the Division of Human Resources within the deadlines posted.

They shall be referred to the supervisor of the vacant position for consideration in the same manner as persons applying for promotion or new employment. Employees wishing transfer to a vacancy that would not be subject to posting may submit a request in writing for consideration when such a vacancy occurs. All UNSUCCESSFUL applicants will be notified, in writing, as to the reasons they were not selected.

11/24/92

4. **ARTICLE 10.3 SPECIAL USAGE** - NEW (p. 13)

**TWELVE-MONTH SCHOOL-BASED SECRETARIES** (present 10.3 and 10.4 should be renumbered 10.4 and 10.5)

**TWELVE-MONTH SCHOOL-BASED SECRETARIES MAY USE ANNUAL LEAVE IN HOURLY INCREMENTS FOR THE 1992-93 SCHOOL YEAR WITH THE APPROVAL OF THEIR IMMEDIATE SUPERVISOR. THIS NEW REVISION WILL BE INSTITUTED ON A TRIAL BASIS FOR ONE YEAR ONLY. CONTINUATION WILL BE BASED ON MANAGEABILITY AS REPORTED BY THE FINANCE DEPARTMENT.**

5. **ARTICLE 15.1 ANNUAL SALARIES** NEW first paragraph (p. 17)

**UNIT IV MEMBERS AGREE TO RECEIVE NO SALARY INCREASE FOR THE 1992-93 FISCAL YEAR. IF THE SALARY SCALE ADJUSTMENTS IMPLEMENTED BY THE COUNTY GOVERNMENT FOR ANY OF ITS EMPLOYEES AND/OR THE BOARD OF EDUCATION FOR ANY OF ITS EMPLOYEES FOR THE NEXT FISCAL YEAR ARE GREATER THAN THE ABOVE NEGOTIATED SALARY, THEN THE BOARD OF EDUCATION AGREES TO SUBMIT A SUPPLEMENTAL BUDGET REQUEST FOR AN AMOUNT SUFFICIENT TO MAINTAIN COMPARABILITY.**

**ANNE ARUNDEL COUNTY PUBLIC SCHOOLS  
SECRETARIES AND CLERKS SALARY SCALE  
Central Office 1991-92**

(TRANSITION SCALE)

Grade		Step	1	2	3	4	5	6	7
		Entry							
3	Hourly				7.96	8.28	8.61	8.95	
	Annual				14,487	15,070	15,670	16,289	
4	Hourly				8.61	8.95	9.31	9.68	
	Annual				15,670	16,289	16,944	17,618	
5	Hourly				9.31	9.68	10.07	10.47	
	Annual				16,944	17,618	18,327	19,055	
6	Hourly				10.07	10.47	10.89	11.33	
	Annual				18,327	19,055	19,820	20,621	
7	Hourly				10.89	11.33	11.78	12.25	
	Annual				19,820	20,621	21,440	22,295	
8	Hourly				11.78	12.25	12.74	13.25	
	Annual				21,440	22,295	23,187	24,115	
9	Hourly				12.74	13.25	13.78	14.33	
	Annual				23,187	24,115	25,080	26,081	

Grade		Step	1	2	3	4	5	6	7	8	9	10
3	Hourly		8.44	8.65	8.87	9.09	9.32	9.55	9.79	10.03	10.28	10.54
	Annual		15,361	15,743	16,143	16,544	16,962	17,381	17,818	18,255	18,710	19,183
4	Hourly		8.87	9.09	9.32	9.55	9.79	10.03	10.28	10.54	10.80	11.07
	Annual		16,143	16,544	16,962	17,381	17,818	18,255	18,710	19,183	19,656	20,147
5	Hourly		9.32	9.55	9.79	10.03	10.28	10.54	10.80	11.07	11.35	11.63
	Annual		16,962	17,381	17,818	18,255	18,710	19,183	19,656	20,147	20,657	21,167
6	Hourly		9.79	10.03	10.28	10.54	10.80	11.07	11.35	11.63	11.92	12.22
	Annual		17,818	18,255	18,710	19,183	19,656	20,147	20,657	21,167	21,694	22,240
7	Hourly		10.28	10.54	10.80	11.07	11.35	11.63	11.92	12.22	12.53	12.84
	Annual		18,710	19,183	19,656	20,147	20,657	21,167	21,694	22,240	22,805	23,369
8	Hourly		10.80	11.07	11.35	11.63	11.92	12.22	12.53	12.84	13.16	13.49
	Annual		19,656	20,147	20,657	21,167	21,694	22,240	22,805	23,369	23,951	24,552
9	Hourly		11.35	11.63	11.92	12.22	12.53	12.84	13.16	13.49	13.83	14.18
	Annual		20,657	21,167	21,694	22,240	22,805	23,369	23,951	24,552	25,171	25,808
10	Hourly		11.92	12.22	12.53	12.84	13.16	13.49	13.83	14.18	14.53	14.89
	Annual		21,694	22,240	22,805	23,369	23,951	24,552	25,171	25,808	26,445	27,100
11	Hourly		12.53	12.84	13.16	13.49	13.83	14.18	14.53	14.89	15.26	15.64
	Annual		22,805	23,369	23,951	24,552	25,171	25,808	26,445	27,100	27,773	28,465
12	Hourly		13.16	13.49	13.83	14.18	14.53	14.89	15.26	15.64	16.03	16.43
	Annual		23,951	24,552	25,171	25,808	26,445	27,100	27,773	28,465	29,175	29,903
13	Hourly		13.83	14.18	14.53	14.89	15.26	15.64	16.03	16.43	16.84	17.26
	Annual		25,171	25,808	26,445	27,100	27,773	28,465	29,175	29,903	30,649	31,413

Step 4 on the SAAAAC Scale will be the entry level for new employees.

For the 1991-92 school year the longevity will be:

On completion of 7 years of continuous service a longevity increase calculated at 5% of the entry step of the salary grade to which the employee is assigned.

On completion of 12 years of continuous service a longevity increase calculated at 10% of the entry step of the salary grade to which the employee is assigned.

On completion of 17 years of continuous service a longevity increase calculated at 15% of the entry step of the salary grade to which the employee is assigned.

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

Actual salaries are calculated on an hourly basis.

Annual salaries stated above are rounded to the nearest dollar.

**REPLACE APPENDIX A and B in your present SAAAAC Agreement.  
These scales have been reprinted for easier readability.**

**ANNE ARUNDEL COUNTY PUBLIC SCHOOLS  
SECRETARIES AND CLERKS SALARY SCALE-SCHOOLS  
(12 MONTHS) 1991-92**

(TRANSITION SCALE)

Grade	Step	1	2	3	4	5	6	7
				<b>Entry</b>				
	Hourly				7.96	8.28	8.61	8.95
3	Annual				12,943	13,463	14,000	14,553
	Hourly				8.61	8.95	9.31	9.68
4	Annual				14,000	14,553	15,138	15,740
	Hourly				9.31	9.68	10.07	10.47
5	Annual				15,138	15,740	16,374	17,024
	Hourly				10.07	10.47	10.89	11.33
6	Annual				16,374	17,024	17,707	18,423
	Hourly				10.89	11.33	11.78	12.25
7	Annual				17,707	18,423	19,154	19,919
	Hourly				11.78	12.25	12.74	13.25
8	Annual				19,154	19,919	20,715	21,545
	Hourly				12.74	13.25	13.78	14.33
9	Annual				20,715	21,545	22,406	23,301

Grade	Step	1	2	3	4	5	6	7	8	9	10
		8.44	8.65	8.87	9.09	9.32	9.55	9.79	10.03	10.28	10.54
3		13,723	14,065	14,423	14,780	15,154	15,528	15,919	16,309	16,715	17,138
		8.87	9.09	9.32	9.55	9.79	10.03	10.28	10.54	10.80	11.07
4		14,423	14,780	15,154	15,528	15,919	16,309	16,715	17,138	17,561	18,000
		9.32	9.55	9.79	10.03	10.28	10.54	10.80	11.07	11.35	11.63
5		15,154	15,528	15,919	16,309	16,715	17,138	17,561	18,000	18,455	18,910
		9.79	10.03	10.28	10.54	10.80	11.07	11.35	11.63	11.92	12.22
6		15,919	16,309	16,715	17,138	17,581	18,000	18,455	18,910	19,382	19,870
		10.28	10.54	10.80	11.07	11.35	11.63	11.92	12.22	12.53	12.84
7		16,715	17,138	17,561	18,000	18,455	18,910	19,382	19,870	20,374	20,878
		10.80	11.07	11.35	11.63	11.92	12.22	12.53	12.84	13.16	13.49
8		17,561	18,000	18,455	18,910	19,382	19,870	20,374	20,878	21,398	21,935
		11.35	11.63	11.92	12.22	12.53	12.84	13.16	13.49	13.83	14.18
9		18,455	18,910	19,382	19,870	20,374	20,878	21,398	21,935	22,488	23,057
		11.92	12.22	12.53	12.84	13.16	13.49	13.83	14.18	14.53	14.89
10		19,382	19,870	20,374	20,878	21,398	21,935	22,488	23,057	23,626	24,211
		12.53	12.84	13.16	13.49	13.83	14.18	14.53	14.89	15.26	15.64
11		20,374	20,878	21,398	21,935	22,488	23,057	23,626	24,211	24,813	25,431
		13.16	13.49	13.83	14.18	14.53	14.89	15.26	15.64	16.03	16.43
12		21,398	21,935	22,488	23,057	23,626	24,211	24,813	25,431	26,065	26,715
		13.83	14.18	14.53	14.89	15.26	15.64	16.03	16.43	16.84	17.26
13		22,488	23,057	23,626	24,211	24,813	25,431	26,065	26,715	27,382	28,065

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