

# memo

ANNE ARUNDEL COUNTY Public Schools

To: Unit IV Employees

From: William H. Scott *W. Scott*  
Director of Staff Relations

Subject: Changes to the Negotiated Agreement

cc:

Date:

July 1, 1984

Filing Code:

Instructions:

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*Read and  
Initial*

The attached changes to the Negotiated Agreement between the Board of Education of Anne Arundel County and the Secretaries and Aides Association of Anne Arundel County are printed on prepast paper. The changes should be cut and pasted in your current negotiated agreement which is in effect through June 30, 1986.

Changes should be made to Agreements which are located in the back of the Board's Policies and Regulations Manual.

The following changes were agreed to during negotiations and are printed on pre-pasted paper. Please cut and paste in your agreement in the appropriate place.

On page 8 - cut and paste over old 4.5 Emergency Closing



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4.5 Emergency Closings

When schools are closed because of inclement weather, the following Unit IV members shall not report to work:

- instructional aides, permanent substitutes
- 10-month school clerical, technical and secretarial.

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. On the days when schools are scheduled to be in session according to the school calendar, these twelve-month school personnel shall report to work even though schools may be closed for pupils.

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.

On page 22 - cut and paste over paragraph 1 & 2 of 14.1 Blue Cross/Blue Shield



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14.1 Hospital-Medical Insurance

The Board shall pay 80% of the premium cost of a Board sponsored Blue Cross/Blue Shield hospital-medical insurance plan or its equivalent on an individual, husband-wife, parent-child, or family basis for Unit IV members who elect to enroll during the annual enrollment period or within 30 days after the effective date of their employment. The Board shall also accept enrollment during the year from a Unit IV 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 or an equivalent plan paid by the employee shall be by payroll deduction. The Board's group plan shall consist of the following benefits:

- 365 days Blue Cross hospital care
- Hospital maternity care in compliance with Section 701(K) of the Civil Rights Act of 1964
- Blue Shield Plan C with pre- and post-natal care
- Special diagnostic endorsement number 4 (no maximum)
- Sudden and Serious endorsement
- Student endorsement
- Maryland Dental Plan, including endorsements I and II with Rider A.

Part-time Unit IV members shall have the option to purchase insurance benefits which are on payroll deduction, with a contribution by the Board prorated to their amount of service, provided the carrier will issue policies on this basis.

On page 23 - cut and paste over old 15.1 Annual Salaries



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15.1 Annual Salaries

The annual salaries for Unit IV members are specified in attached Appendicies.

The salaries shall be increased by 6% above the 1983-84 scales effective July 1, 1984. An adjustment of six cents (6¢) per hour for Central Office Unit IV employees shall become effective July 1, 1984. An adjustment of twenty-three cents (23¢) per hour for all Unit IV employees shall become effective July 1, 1984.

Effective July 1, 1985 the 1984-85 salary scales shall be increased by 6% for 1985-86.

Scales in the appendicies are computed as follows:

Central Office	1820 hours/1040 hours
School 12-month	1626 hours/1020 hours
School 10-month	1372 hours/844 hours
Instructional Aides & Permanent Substitutes	1235 hours/618 hours

No Unit IV member employed in 1983-84 and continuing in the same position for 1984-85 shall have the annual salary decreased as a consequence of the implementation of the salary scale.

Credits earned by instructional aides and permanent substitutes in Board-approved workshops may be utilized toward completion of the requirement for Instructional Aide Salary Scale for 30 semester hours.

APPROVED SECRETARIES AND CLERKS SALARY SCALE - CENTRAL OFFICE

1984-85

ANNUAL SALARIES

GRADE	1	2	3	4	5	6	7
1	8,427	8,772	9,136	9,482	9,828	10,174	10,520
2	8,863	9,227	9,591	9,955	10,319	10,702	11,084
3	9,628	10,028	10,447	10,847	11,248	11,666	12,085
4	10,338	10,793	11,229	11,666	12,121	12,558	13,013
5	11,157	11,630	12,121	12,594	13,086	13,559	14,050
6	12,067	12,576	13,122	13,650	14,178	14,706	15,215
7	13,086	13,668	14,232	14,815	15,397	15,980	16,562
8	13,796	14,414	15,033	15,652	16,271	16,890	17,490
9	14,469	15,124	15,761	16,416	17,072	17,709	18,364

NOTE: Scales are based on 1820 hours per year.

APPROVED SECRETARIES AND CLERKS SALARY SCALE SCHOOLS (12 MONTH EMPLOYEES)

1984-854

ANNUAL SALARIES

GRADE	1	2	3	4	5	6	7
1	7,528	7,837	8,163	8,471	8,780	9,089	9,398
2	7,919	8,244	8,569	8,894	9,219	9,561	9,902
3	8,602	8,959	9,333	9,691	10,049	10,423	10,797
4	9,236	9,642	10,032	10,423	10,829	11,219	11,626
5	9,967	10,390	10,829	11,252	11,691	12,114	12,553
6	10,780	11,236	11,723	12,195	12,667	13,138	13,593
7	11,691	12,211	12,715	13,236	13,756	14,276	14,797

APPROVED SALARY SCALE FOR INSTRUCTIONAL AIDES AND PERMANENT SUBSTITUTES  
1984-85

<u>Step</u>	<u>Without High School Diploma</u>	<u>High School Diploma</u>	<u>30 Semester Hours College Credit</u>
	<u>Approved</u>	<u>Approved</u>	<u>Approved</u>
1	7,608	7,805	8,188
2		8,126	8,534
3		8,460	8,880
4		8,781	9,225
5		9,114	9,571
6		9,435	9,917
7		9,769	10,263

The foregoing agreement for 1984-86, was reached by the undersigned on February 20, 1984 and submitted for ratification to SAAAAC and the Board:

FOR THE BOARD:

FOR SAAAAC:

William H. Scott

William H. Scott  
Chief Negotiator

Dale Templeton

Dale Templeton  
Chief Negotiator

George F. Rehorn

George F. Rehorn  
Negotiator

Caroline R. Cox

Caroline Cox  
Negotiator

Bobby C. Kudzma

Bobby Kudzma  
Negotiator

Everett Pettigrew

Everett Pettigrew  
Negotiator

Darlene Zepf

Darlene Zepf  
Negotiator

Nancy Phelps

Nancy Phelps  
Negotiator

Kathy Mason

Kathy Mason  
Negotiator

Evangelina C. Pindell

Evangelina Pindell  
Negotiator

Following mutual ratification, the parties hereunto set their hands and seals on March 7, 1984

Anne Arundel County Board of Education

Edward J. Anderson

Edward J. Anderson  
Superintendent

John C. Wobensmith

John C. Wobensmith  
President

Secretaries and Aides Association of Anne Arundel County

Dale Templeton

Dale Templeton  
Consultant

Caroline R. Cox

Caroline Cox  
President