7-1-1989

Harford County Board of Education and American Federation of State, County and Municipal Employees (1989)

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Harford County Board of Education and American Federation of State, County and Municipal Employees (1989)

Location
Harford Co., MD

Effective Date
7-1-1989

Expiration Date
6-30-1992

Number of Workers
Unknown

Employer
Board of Education of Harford County

Union
American Federation of State, County and Municipal Employees

Union Local
Harford Co., MD

NAICS
61

Sector
Local government

Item ID
6178-008b183f015_04

Keywords
collective labor agreements, collective bargaining agreements, labor contracts, labor unions, United States Department of Labor, Bureau of Labor Statistics

Comments
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Harford County Board of Education and American Federation of State, County and Municipal Employees (1989)

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NEGOTIATED AGREEMENT

between

THE BOARD OF EDUCATION OF HARFORD COUNTY

and

THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

1989-90 through 1991-92
NEGOTIATED AGREEMENT

between

THE BOARD OF EDUCATION
OF HARFORD COUNTY

and

THE AMERICAN FEDERATION OF
STATE, COUNTY AND
MUNICIPAL EMPLOYEES

1989-90 through 1991-92

NOTE: All items in this Negotiated Agreement requiring fiscal support will be subject to the decisions of the Fiscal Authorities and the Board of Education's final actions on the 1990-91 and 1991-92 operating budgets for the school system.
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ARTICLE I
General Provisions

1.1 Recognition. In view of the certification of the Board of Education of Harford County, Maryland, hereinafter referred to as the "Board," the American Federation of State, County and Municipal Employees (AFSCME) is officially recognized as the exclusive public school employee organization for Unit II - Custodial, Maintenance, Bus Drivers, Bus Attendants, Food Service Personnel, and related personnel for the purpose of representing employees as to all matters relating to salaries, wages, hours and other working conditions in accordance with Education Article, Title 6, Subtitle 5, of the Annotated Code of Maryland.

1.2 Definition of Terms.

(a) The term "Member" or "Employee," as it appears in this agreement, shall include all members of the unit represented by AFSCME.

(b) The term "Superintendent," as it appears in this agreement, shall refer to the Superintendent of Schools for the Board of Education of Harford County, Maryland.

1.3 The items of this agreement not requiring fiscal support, when duly ratified by AFSCME and the Board, shall be valid and binding on July 1, 1989. The items which require fiscal support shall be valid and binding to the extent that sufficient funds are guaranteed and/or made available by the Harford County fiscal authorities to fully implement said items.

1.4 If categories which contain requests for funds to support items in this agreement are reduced by the County Council, further negotiations on these items shall begin after the action by the County Council and conclude not later than June 15.

1.5 If any provision of this agreement or any application of the agreement to any party to this agreement shall be found contrary to law, then such provisions or application shall not be deemed valid and subsisting except to the extent permitted by law; but all other provisions or application shall continue in full force and effect. The parties may mutually agree to renegotiate the provision if they deem it feasible.

1.6 Negotiations for a succeeding agreement shall begin on the fourth duty day in November and conclude on the fourth duty day following December 15.
1.7 Impasse Procedure. If, at the designated time for the conclusion of formal negotiations, agreement has not been reached, or at the request of either party, the provisions for handling an impasse as provided by Education Article, Title 6, Subtitle 5, of the Annotated Code of Maryland, shall apply. The impasse procedure shall be postponed upon mutual consent of both parties.

In the event that the State Superintendent of Schools determines that an impasse is reached, the Union and the Board may, by mutual consent, request the assistance and advice of the State Board of Education. In the absence of such mutual consent, at the request of either party, a panel shall be named to aid in the resolution of differences. The panel shall be named as provided in Education Article, Title 6, Subtitle 5, Section 6-510(d), of the Annotated Code of Maryland. In the event that the two initial panel members cannot agree upon a third party, the third member of the panel shall be determined by:

(1) Requesting a list of nine arbitrators from the American Arbitration Association. (A list of five arbitrators may be requested in the event that there is mutual agreement to do so.)

(2) Drawing lots to determine which of the two initial panel members shall strike first a name from the list.

(3) Alternately striking names from the list until one name remains, such person to be the third panel member.

All other provisions for handling an impasse as provided by Education Article, Title 6, Subtitle 5, of the Annotated Code of Maryland, shall apply.

1.8 This agreement shall take effect on July 1, 1989, and shall remain in full force and effect through June 30, 1992, and incorporates the entire understanding of the parties on all matters which were the subject of negotiations. During the term of this agreement, neither party will be required to negotiate with respect to any matter whether or not covered by this agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this agreement.
ARTICLE II
Board's Rights

Subject to the terms and conditions of this agreement and to the authority of the State Board of Education under Education Article, of the Annotated Code of Maryland, it shall be the exclusive function of the Superintendent of Schools and the Board to determine the mission of the county public education system; set the standards of service to be offered; maintain the efficiency of operations; determine the methods, means and personnel by which such operations are to be conducted; and to take whatever action and issue rules, policies, and regulations necessary to carry out the mission of the county public education system for which they are responsible and which is entrusted to them.

ARTICLE III
AFSCME - Board Relations

3.1 Every member shall be given a copy of the negotiated agreement. The cost of publishing the tentative agreement prior to ratification shall be shared equally by both parties. The cost of publishing the finally ratified negotiated agreement shall be borne by the Board.

3.2 AFSCME may use the interschool courier and central office mailboxes for legitimate union business upon approval of the Superintendent.

3.3 Payroll Deduction. AFSCME dues may be paid via the payroll deduction method. Each union member desiring this service shall submit an authorization card, bearing his or her original signature, to the Director of Finance. The card shall include: Name, Social Security Number, Address and Position and School Assignment, Date and Signature.

These deductions shall continue for each subsequent fiscal year unless the Director of Finance is notified in writing by June 1 for the following deduction year. Requests for cancellation of dues deduction will be accepted throughout the year; however, the cancellation will not become effective until July 1. Dues deduction will automatically be discontinued with the termination of employment.

3.4 Non-Discrimination. The provisions of this Agreement shall be applied to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin or political affiliation. To that end it is hereby agreed that should any section of this agreement be held to be violative by a court of competent jurisdiction of
employees' rights under the non-discrimination laws such section (s) shall be null and void. A person may appeal this section through Step 3 of the grievance procedure and then through the appropriate governmental agencies and the courts.

3.5 Health and Safety. Employees are obligated to report conditions that they observe that would adversely affect the health and safety of students or employees of Harford County Public Schools to the appropriate supervisor so that appropriate measures can be instituted by the supervisor.

3.6 Union Participation. The Board and the Union agree not to interfere with the right of an employee to join and participate in the Union or not to join or participate in the Union.

3.7 Bulletin Boards. The principal or other appropriate supervisor will designate a bulletin board or an adequate portion thereof for the display of appropriate and legitimate union circulars.

3.8 Visitation. Union representatives who are not employees of Harford County Public Schools may enter the school for such things as the delivery of items or short conferences. They will first report to the principal or his or her designee and, if in his or her judgement their continued presence will not be contrary to the best interests of the school, they may remain.

3.9 One employee designated by the Union will be granted a one-year leave of absence without pay upon request.

3.10 Union Meetings. The Union shall have the right to use facilities of the Harford County Public Schools for meetings, without cost, by using existing request procedures.

3.11 The provisions of 3.2 and 3.3 shall not be made available to any other organization seeking to represent unit members.

3.12 Up to five (5) Union members will be released with pay to attend AFSCME’s annual convention. AFSCME will reimburse the school system for the costs of substitutes.
ARTICLE IV
Employment Conditions

4.1 Various Work Periods. There are school year, 10-month, 11-month and 12-month positions. In addition, there are some part-time and/or temporary positions.

4.2 Probationary Periods. All new employees are on probation for the first six months of employment. During the probationary period, an employee may be released at any time.

During the sixth month of service of the probationary employee the principal or supervisor under whom the individual works will recommend that the person be granted permanent status or that the person be terminated. If an employee is absent due to illness or other cause, the probationary period may be extended for a period up to sixty (60) work days.

4.3 Announcement of Vacancies. Announcements regarding entry level positions; e.g., Custodian I; General Worker; Bus Driver; Bus Attendant will be made only as deemed appropriate.

Positions which offer promotional opportunities for unit members will be announced. When a position is announced, all unit members who wish to be considered for the position must be qualified for the position as of the date of the announcement and must apply in writing within the specified time limit stated on the announcement. Only those who apply in writing will be considered.

When a position is not announced, in accordance with the voluntary transfer procedure (Section 4.5) those unit members who have on file a written request for consideration for such a position and location will be contacted and considered for the position at the time the vacancy occurs.

4.4 Promotion. Qualifications, work performance, and experience will be considered in all promotions. When all other factors are equal, length of continuous service with the Harford County Public Schools will be the determining factor.

Applications will be accepted for positions which offer promotional opportunities from present employees and from outside applicants. The qualifications, work performance and experience of all applicants will be considered, and the person who is deemed to be best qualified for the position will receive the appointment.
In a circumstance where all factors considered for a promotional opportunity are equal between a present employee and an outside applicant, then the first preference will be given to the present employee. Also, where all factors are equal between or among applicants for a promotional opportunity, then, length of continuous service with the Harford County Public Schools will be the determining factor.

4.5 Voluntary Transfer. Requests for transfer will be accepted only from non-probationary employees. The request must be in writing and must be received in the personnel office prior to April 1 of the current year.

Requests for transfer must be renewed each year to remain active.

These requests may be considered for positions which offer promotional opportunities only if the positions are not announced.

4.6 Administrative Transfer. When it is necessary due to a reduction in staff to select an employee for transfer where a transfer has not been requested, qualifications, work performance and length of service will be considered in determining which employee is to be transferred. When all other factors are equal, length of continuous service with the Harford County Public Schools will be the determining factor.

4.7 Involuntary Transfer. If, as a solution to a problem (different from those listed in "Administrative Transfer") an employee is to be transferred to another school, such a transfer may not be effected until after a meeting between the employee involved and the appropriate administrator(s). At this time, the employee shall be notified of the reason(s) for transfer and shall be given the opportunity to respond. In the event that an employee objects to the transfer, he or she shall, upon request, have a meeting with the Superintendent or designee. The employee, at his or her option, may have a person of his or her choice accompany him or her at the meeting.

4.8 Reduction in Force. Qualifications, work performance and length of service will be considered in a reduction in force. When all other factors are equal, length of continuous service in the Harford County Public Schools will be the determining factor. The employees who are separated shall be placed on a priority recall list for a period of two (2) years and shall be recalled in reverse order of their separation when appropriate positions become available.
An employee on the priority recall list shall be notified in writing of any vacancy which occurs in his or her field of employment and shall indicate in writing within ten (10) days of the receipt of the letter his or her acceptance or rejection of the position.

Leaves of absence will not be regarded as a break in the continuity of service although leave time will not count as active service.

A reduction in force will be conducted in accordance with the Reduction in Force Procedure for Supporting Services Personnel.

This section will not be subject to the grievance procedure; however, it will be subject to the administrative appeal procedure.

4.9 Disciplinary Action. An employee may be dismissed or suspended without pay for misconduct, incompetency, insubordination, willful neglect of duty, repeated unauthorized absences, unsatisfactory work performance, or any other good and sufficient reason.

The Superintendent and/or designated representative(s) will meet with the employee, if desired by the employee. The employee shall be provided the opportunity to be heard and may have a representative of his or her choice present at the meeting. The supervisor who took the action or made the recommendation and/or designated representatives will be present at the meeting. Following the Step 3 meeting, the Superintendent will make the determination.

This section will not be subject to the grievance procedure; however, it will be subject to the administrative appeal procedure.

4.10 Demotion. An employee will be demoted in step and/or grade based only upon unsatisfactory work performance. This section will not be subject to the grievance procedure; however, it will be subject to the administrative appeal procedure.

4.11 Notice of Leaving. It is expected that permanent status employees will give a minimum of two weeks' notice in writing when they intend to leave.

4.12 Tuberculosis Check. All employees of the Harford County Public Schools must meet the requirements for medical screening for tuberculosis as established by the Department of Health. An appropriate tuberculosis test will be made available to all employees free of charge.
4.13 **Evaluation.** Employees will be evaluated on an annual basis, or more frequently if deemed necessary and informed of the quality of their work.

4.14 **Personnel Files.** An employee shall be able upon appointment and with or without an associate or Union representative, to review the contents of the evaluation file and the personnel file concerning themselves. This review shall not include confidential material such as reference letters, credentials, or basic data received in the course of initial employment.

Complaints of a serious nature which shall be included in the personnel file or the workplace file of the employee shall be brought to the attention of the employee so that he or she may respond to them.

An employee may upon request attach a signed and dated addendum to these documents to which he or she has access.

4.15 **Smoking.** The Board of Education and the Union are aware of the medical evidence that indicates that smoking is harmful to the health of both smokers and non-smokers. In light of these circumstances, the parties agree to strive for the eventual elimination of smoking in all buildings of the school system and further agree that in the interim of this agreement, smoking will be limited to certain designated areas in the school and other buildings of the school system.

**ARTICLE V**

**Grievance Procedure**

5.1 **Grievance.** A grievance is an alleged violation, misinterpretation, or misapplication of the terms of the negotiated agreement between the Board and AFSCME.

5.2 **Settlement of Employee Grievances.** AFSCME 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 this 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 AFSCME so long as the adjustment is not inconsistent with the terms of the agreement. The employee shall discuss his or her grievance with his or her immediate supervisor and if the
problem cannot be resolved at this level, the grievance shall be processed in the following steps:

5.3 Procedural Steps.

Step 1.
An employee who works in a school shall present his or her grievance to the principal within ten (10) working days from the date of its occurrence. The grievance shall be in writing and signed by the grievant.

An employee whose work station is not in a school shall present his or her grievance to the appropriate supervisor within ten (10) working days from the date of its occurrence. The grievance shall be in writing and signed by the grievant.

The principal and/or designated representative(s) or the appropriate supervisor and/or designated representative(s) will meet with the grievant and a representative of his or her choice, if desired, within ten (10) working days following the receipt of the grievance.

The principal or appropriate supervisor will answer the grievance in writing within ten (10) working days after the Step 1 meeting.

Step 2.
If the answer to the grievance at Step 1 is not satisfactory to the employee, he or she may appeal the grievance, in writing, to the Director of Supporting Services within ten (10) working days after the principal’s or the appropriate supervisor’s answer. The Director of Supporting Services and/or designated representative(s) will meet with the grievant and a representative of his or her choice, if desired, within ten (10) working days from receipt of the appeal.

The Director of Supporting Services will answer the grievance in writing within ten (10) working days after the Step 2 meeting.

Step 3.
If the answer to the grievance at Step 2 is not satisfactory to the employee, he or she may appeal the grievance, in writing, to the Superintendent of Schools within ten (10) working days after the Director of Supporting Services’ answer. The Superintendent and/or designated representative(s) will meet with the grievant and a representative of his or her choice, if desired, within ten (10) working days from receipt of the appeal.
The Superintendent of Schools will answer the grievance in writing within ten (10) working days after the Step 3 meeting.

5.4 Arbitration.

(1) Any grievance concerning the interpretation, application or alleged breach of any provision of this agreement that has been properly processed through the grievance procedure as set forth above and has not been settled, may be appealed to arbitration by the Union serving written notice on the Superintendent within fifteen (15) calendar days after the answer at Step 3 of the said grievance procedure. If the Union fails to serve such notice of its intention to arbitrate within this time limitation, it shall be deemed to have waived the arbitration and the grievance shall be considered settled. No individual employee shall have the right to invoke this arbitration procedure.

(2) Selection of Arbitrator. If the Union and the Board are unable to agree upon the selection of an arbitrator within seven (7) calendar days after AFSCME’s notice of appeal to arbitration, they shall jointly request the American Arbitration Association to furnish a list of not less than five (5) arbitrators, one of whom may be designated by the parties to act as arbitrator of the grievance. If no agreement can be reached as to the arbitrator within seven (7) calendar days after receipt of the said list, the Union and the Board shall jointly petition the American Arbitration Association to furnish a second list of not less than five (5) additional arbitrators, one of whom shall be designated by them within seven (7) calendar days after receipt of said list, to act as arbitrator of the grievance. Selection shall be made by the Union and the Board representatives alternately striking any name from the list until only one name remains. The final name remaining shall be the arbitrator of the grievance.

(3) Jurisdiction of Arbitrator. The jurisdiction and authority of the arbitrator of the grievance and his or her opinion and recommendation shall be confined to the express provision or provisions of this agreement at issue between the Union and the Board. The arbitrator shall have no authority to add to, alter, amend, or modify any provision of this agreement, or to make any recommendation which will in any way deprive the Board of any of the powers delegated to it by law. The arbitrator shall not hear or decide more than one grievance without the mutual consent of the Union and the Board. The recommendation in writing of the arbitrator within his or her jurisdiction and authority as specified in this agreement
shall be final and binding on the aggrieved employee or employees, the Union, and the Board.

(4) Arbitration Expenses. The Union and the Board shall each bear its own expenses in these arbitration proceedings, except that they shall share equally the fee and other expenses of the arbitrator in connection with the grievance submitted to arbitration.

5.5 Unless a grievance is submitted in writing and signed by the grievant within ten (10) working days from the date of its occurrence, it shall be deemed waived.

Unless a grievance is appealed by the grievant in writing within ten (10) working days after the Administrator's answer, it shall be deemed settled in accordance with the Administrator's answer. If the Administrator does not answer the grievance in the time specified, the grievant may submit his or her grievance to the next level.

5.6 If the Union claims a class grievance, defined as a general violation, misapplication, or misinterpretation of the agreement that directly affects three (3) or more unit members, the grievance may then be submitted directly to the Director of Supporting Services within ten (10) days from the date of its occurrence. The processing of such grievance shall begin at Step 2.

5.7 By mutual agreement of the grievant and the superior, the time limits stated herein may be compromised to allow for the collection of pertinent information and in the interest of prudent resolution of the grievance.

5.8 No reprisals of any kind will be taken by the Board, the school administration, or Union against any employee or official because of his or her participation in this grievance procedure.

5.9 Should the investigation or processing of a grievance require that an employee or a Union representative be released from his or her regular assignment, he or she shall be released without loss of pay or benefits and the employee will not be required to use any leave he or she may have.

ARTICLE VI
Wages

6.2 Pay Rates. Custodial and maintenance employees are paid on a salary schedule that provides for an annual one-step increment until the employee reaches Step 8 of the grade to which the position is assigned. Bus drivers and bus attendants are paid on a salary schedule that provides for an annual one-step increment until the employee reaches Step 10 of the salary schedule to which the position is assigned. The employee must have been on active pay status for six months prior to July 1 in order to qualify for a one-step increment.

6.3 Payroll Distribution. Checks are distributed bi-weekly on Friday. Checks are delivered to the schools and are made available to employees during the regular school office hours.

6.4 Overtime Pay. An employee who receives prior approval to work overtime on a pay basis will be compensated at time and one-half for work performed beyond the established 40-hour week. Overtime on a pay basis must be authorized by the appropriate administrator.

An employee will not be required to work overtime against his or her expressed desires provided the supervisor determines that the full requirements of the overtime work can be met by another fully qualified employee at the work location who is willing to do the work.

6.5 Emergency Duty. When a custodial or maintenance employee is called in to perform non-anticipated extra work and the work is not immediately prior to or an extension of his or her normal workday, he or she shall be compensated for the hours worked.

Such compensation shall be for a minimum of three (3) hours in the event the employee works less than this amount of time. However, actual time worked will be considered for the computation of overtime.

6.6 Deduction for Time Without Pay. When an employee is absent from work and such absence is of a "without pay" nature, the deduction shall be based upon the employee's daily rate of pay.
ARTICLE VII
Holidays

7.1 Official Holidays. The following holidays have been approved by the Board of Education for custodial and maintenance employees:

- Independence Day
- Labor Day
- Primary Election Day
- General Election Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year’s Day
- Martin Luther King, Jr.’s Birthday
- Washington’s Birthday
- Good Friday
- Memorial Day

When any of the aforementioned holidays, excluding Christmas Eve, occurs on a Saturday, the day off shall be granted on Friday before the holiday. When the holiday, excluding Christmas Eve, occurs on Sunday, the holiday shall be observed on the following Monday. The Christmas Eve holiday shall be granted only when Christmas Eve is a scheduled work day. However, in years when the Christmas Eve holiday is not granted, employees will be granted another day for the Christmas Eve holiday that with prior approval may be used at another time during the Christmas holiday.

To be entitled to receive pay for a holiday, an employee must work or be on authorized leave on the work day immediately preceding the holiday and the work day immediately following the holiday.

On the above specified holidays, work schedules will be arranged so that sufficient personnel will be on duty in order to provide necessary services including but not limited to maintenance and operation of heating equipment, building security, and emergency circumstances.

All employees who are scheduled to work on the above specified holidays, will be granted an alternate day off in lieu of the holiday worked. The alternate day off must be taken within the same pay period in which the official holiday occurs. When an employee is not granted an alternate
day off, then the employee shall be paid 2 1/2 times of his or her hourly rate for the hours worked on the holiday, provided such hours are in excess of forty hours for the week.

Employees who are required to check facilities on weekends or holidays, upon request, will be granted compensatory time for the time the employee was on the premises.

7.2 School Holidays. Custodial and maintenance employees are expected to work on days when schools are closed for teachers' convention, Christmas recess, and spring vacation if they are on active duty assignment status during these days. Persons absent on those days shall be considered on a without pay status unless they are on approved annual leave or sick leave.

ARTICLE VIII
Leave Provisions

8.1 Annual Leave. Annual leave with pay is granted to employees who are employed on a 12-month basis. Accounting is based upon the fiscal year. Bus drivers, bus attendants, and food service personnel do not qualify for annual leave.

Persons entering employment and persons leaving employment shall receive annual leave on a "pro-rata" basis if they are on an active status ten (10) days prior to the middle of the month or ten (10) days prior to the end of the month. With the permission of the principal or department head, a maximum of ten (10) days of annual leave time not taken within the fiscal year may be carried over from one year to another. Unused sick leave is not to be considered as additional annual leave. Neither unused sick leave nor unused annual leave will be paid for as an addition to regular salary or as a severance pay for an individual leaving service. An employee who qualifies for annual leave with five (5) years or less of continuous service, earns annual leave at the rate of one (1) day per qualifying month. An employee who qualifies for annual leave with more than five (5) years of continuous service, earns annual leave at the rate of one and one-quarter (1.25) days per qualifying month. An employee who qualifies for annual leave with more than fifteen (15) years of continuous service, earns annual leave at the rate of one and one-half (1.5) days per qualifying month.

Pay for all vacations shall be based on the rate of pay of the employee at the time of vacation, including shift differential.
8.2 Sick Leave. An employee will receive sick leave at the rate of one and one-quarter (1.25) days per qualifying month for personal illness. Unused sick leave may be carried over from year to year. The total amount of sick leave that may be accumulated is unlimited.

Persons entering employment and persons leaving employment shall receive sick leave on a "pro-rata" basis if they are on active status ten (10) days prior to the middle of the month or ten (10) days prior to the end of the month. Temporary employees are not eligible for sick leave.

Neither unused sick leave nor unused annual leave will be paid for in addition to regular salary or as a severance pay for individuals leaving service.

8.3 The Board shall reserve the right to give special salary consideration beyond accumulated sick leave to employees who face serious medical hardship. In each instance the decision of the Board shall be based on the circumstances of the particular case.

8.4 Payment for Unused Days of Sick Leave. Employees who enter retirement from the Harford County Public Schools after ten (10) years of service in those schools shall receive payment for unused days of sick leave up to a maximum of 150 days at the rate of 20% of the daily rate of pay for employees who retire at the end of the 1988-89 school year (effective July 1, 1989); at the rate of 22% of the daily rate of pay for employees who retire at the end of the 1989-90 school year (effective July 1, 1990)*; and at the rate of 25% of the daily rate of pay for employees who retire at the end of the 1990-91 school year (effective July 1, 1991)* and thereafter. Full time employees shall be paid the above listed percentage or $18, whichever is higher. All such days must have been accumulated while in service in Harford County. Sick leave shall be accumulated annually at the rate of the difference between sick leave provided and sick leave used.

*This proposal requires fiscal support and will be subject to the decisions of the Fiscal Authorities and the Board of Education's final actions on the 1990-91 and 1991-92 operating budgets for the school system.

8.5 Emergency Leaves. An employee shall be permitted to take a maximum of three (3) days for the following purposes during any one fiscal year:
1. Serious illness in the employee's household.
2. Funeral other than immediate family.
4. Transaction of urgent business. The three days of urgent business leave not connected with any holiday shall be granted upon prior written notice. Any connected with a holiday will require the approval of the appropriate supervisor.

Urgent business is defined as a circumstance or obligation which is beyond that required in the usual course of living and which has to be done. Social and avocational obligations, holiday and vacation circumstances are not urgent business. The time off from work for urgent business is justified when factors beyond the employee's usual control require that the time of the action be during working hours.

An employee will not be granted emergency leave immediately prior to or following a holiday unless the circumstances constitute an extreme emergency.

The three (3) days allowed for emergency leave shall be in addition to sick leave days and shall be permitted to be accumulated as sick leave.

8.6 Death in Immediate Family. Employees are granted six (6) consecutive calendar days of absence for death in the immediate family without loss of salary, annual leave or sick leave. Immediate family shall include child, parent, brother, sister, husband, wife, father-in-law, mother-in-law, a person who reared the employee, or anyone who lives regularly in the household of the employee.

8.7 Jury Duty. An employee who serves on jury duty will continue to receive his or her regular salary. The employee will provide from the court written confirmation of his or her days of service.

8.8 Legal Summons. An employee may be absent in response to a legal summons without loss of salary, provided the summons is due to no gross misconduct on the part of the employee.

8.9 Leaves of Absence. An employee must have completed one full year of service with Harford County Public Schools to be eligible for a leave of absence. A leave of absence protects the employee's right to apply
for disability retirement and to be re-employed by the school system. Leaves of absence may be granted for one (1) year.

The following leaves of absence may be granted to eligible employees:

1. Leave of absence for illness.
2. Leave of absence for maternity.
3. Leave of absence for active military duty.
4. Leave of absence for study.
5. Leave of absence for illness in immediate family.

An employee finding it necessary to request a leave of absence should make written request to the Superintendent stating the reason, date to become effective, and, if for less than one year, the number of months of leave desired.

The Board of Education will reassign a person returning from leave when an appropriate vacancy occurs provided that the person has not been absent longer than his or her leave of absence and is able to perform the requirements of his or her position. The Board of Education shall be the judge as to the employee's fitness to perform.

8.10 Inclement Weather. Employees are expected to be working on days when schools are closed for inclement weather if they are on active assignment status during such time. Persons absent on these days shall be considered on a without pay status, unless on approved annual leave or sick leave.

8.11 Leave of Absence for Maternity. Sick leave is granted for disability due to maternity. An employee using sick leave for disability due to maternity must return to work as soon as she is physically able or an employee who has completed one full year of service may request a leave of absence to protect employment and retirement benefits.

The need for and the time involved for absence due to disability for maternity shall be based upon the particular medical circumstances of the employee and the requirements of her employment. An employee may be required to submit a doctor's certificate establishing the medical need for absence and the time involved in the absence. The employee may also be required to submit a doctor's certificate stating that the employee is able to perform her regular duties.
If an employee has completed one full year of service, the employee has the option of requesting a leave of absence for maternity prior to or at the conclusion of her disability. However, if an employee elects to request a leave of absence prior to her disability, she will not be granted sick leave during the leave of absence. Her unused sick leave will be held in abeyance until such time as she returns to active service.

An employee who is on a leave of absence for maternity will be re-employed in an appropriate position as soon as a vacancy occurs after the request for reinstatement.

**ARTICLE IX**

**Insurance**

9.1 The Board of Education shares in the cost of a group hospitalization plan, a dental plan, and a life insurance program for employees who work twenty (20) or more hours a week.

The Board will provide for group life insurance and for group accidental death and dismemberment insurance in an amount of $8,000 or an amount that will match the individual's salary rounded to the nearest $1,000 based upon the salary schedule, whichever is higher. This amount will not be changed during the year. An employee may purchase a matching amount of insurance in both categories at full cost (100%) to the employee. The Board will make payment of life and accidental death and dismemberment premiums for each employee who so requests, to provide coverage for the full twelve-month period commencing October 1, 1989, and ending September 30, 1990.

9.2 Effective July 1, 1989, through June 30, 1990, the Board will make available the following health insurance program or equivalent to eligible employees who enroll in the program:

- Blue Cross Hospital Insurance - 365 days
- Maternity - 10 days
- Blue Shield Medical - Surgical Insurance, Plan C
- Major Medical, $100 deductible, $250,000 maximum
- Diagnostic, Plan 4 - no maximum
- Student Endorsement age 19 - 23

The health insurance referred to above shall include coverage available under the above-referenced Blue Cross-Blue Shield plans.
Dental Plan
Maryland Dental Plan (Blue Shield of Maryland, Inc.) or equivalent
Level I and II
Removal of Impacted Teeth
Preformed Stainless Steel Crowns
Dental Surgery
Deductible: $25 per year for individual; total of $50 per year for family
Maximum: $1,000 per person per contract year

The Board of Education will make available the above coverage of Blue Cross, Blue Shield, Diagnostic, Major Medical; or of an HMO program approved by the Board to eligible employees and eligible members of their families.

The Board will not provide coverage of two insurance programs; e.g., Blue Cross/Blue Shield and an HMO program; or two different HMO programs for any employees or eligible members of their families. This applies to all employees and eligible members of their families whose spouses are also employees of the school system.

The Board also provides a dental plan for eligible employees. Health insurance and dental insurance coverage is for the full twelve-month period commencing July 1 and ending June 30.

9.3 The Board's rate of contribution to the coverage indicated in 9.1 and 9.2 is 90%.

9.4 Workers' Compensation. All benefits provided under Maryland law for employees injured during and as a result of their work, including death, injury, hospitalization, medical and weekly disability payments, and lump sum awards, are available through a standard Workers' Compensation policy.

An employee who is injured on the job and who qualifies for weekly disability payments through Workers' Compensation will receive his or her regular salary less the amount of the disability payment for the first 20 duty days. From the 21st duty day through the 120th duty day of absence related to the same injury, one-third day of accrued sick leave will be deducted for each day compensated by Workers' Compensation to maintain the employee's full salary. At the end of the 120th duty day, the
employee will receive only the Workers' Compensation benefit. When an employee exhausts his or her accrued sick leave or at the end of the 120th day, the employee will be placed on a leave of absence pending a determination regarding the employee's capability of performing his or her job. If it is determined the employee is able to perform the duties of his or her assignment, the employee will be returned to his or her job. The employee may elect to receive only Workers' Compensation benefits and not use any of his or her accrued sick leave.

All on-the-job injuries must be reported promptly to the employee's supervisor.

ARTICLE X
Miscellaneous

10.1 Reimbursement for Travel. Harford County Public Schools will reimburse employees for approved transportation at the rate of 25 cents per mile or the rate established by the Internal Revenue Service, whichever is higher. All requests for transportation reimbursement must be submitted to the Director of Supporting Services for prior approval before payment can be authorized.

10.2 Uniforms. Appropriate uniforms are provided for custodial, maintenance, and food service employees.

10.3 Certification. School bus drivers must maintain driver certification by completing six (6) hours of inservice safety meetings annually.

The rate per hour that drivers are reimbursed for attendance at each inservice safety meeting will be increased by the same percentage that salaries are increased for each year of this agreement.

10.4 Bus Driver Field Trip Assignments. Drivers within their geographical areas will be assigned to take field trips on a rotating basis beginning with the senior available driver.

Special education bus drivers will be assigned to take field trips which do not interfere with their daily runs in a like manner. A separate list will be maintained for special education bus drivers.
JOB CLASSIFICATIONS

A. Custodians
   Custodian I
   Custodian II
   Chief Custodian I
   Chief Custodian II

B. Maintenance and Operations
   Printer I
   Printer II
   Warehouseman I
   Warehouseman II
   Building Trades I
   Building Trades II
   Building Equipment Maintenance I
   Building Equipment Maintenance II
   Roofing, Waterproofing, Delivery I
   Roofing, Waterproofing, Delivery II
   Grounds, Equipment, Maintenance I
   Grounds, Equipment, Maintenance II
   Painter I
   Painter II
   Plumbing & Heating I
   Plumbing & Heating II
   Elec. Air Cond. & Refrigeration I
   Elec. Air Cond. & Refrigeration II
   A-V & Instr. Equipment Repairman I
   A-V & Instr. Equipment Repairman II
   Supply, Equipment & Inventory Control
   Pesticide Applicator
   Electronic Technician
   Equipment Repairman
   H.V.A.C. I
   H.V.A.C. II

C. Transportation
   School Bus Drivers
   School Bus Attendants
   Vehicle Mechanic I
   Vehicle Mechanic II
   Vehicle Mechanic Helper

21.
D. Food Service
   General Worker (6 hours)
   Cook (6 hours)
   Manager I (8 hours)
   Manager II (8 hours)
   Manager III (8 hours)

Signatures of the negotiators who confirm the agreement reached on the above items and who recommend its total agreement for ratification by the Board of Education and the American Federation of State, County and Municipal Employees:

Representatives of the American Federation of State, County and Municipal Employees
/s/ Thomas B. Kelleher
/s/ Ronald A. Garner
/s/ Melvin O. Amos
/s/ Sandra Blevins
/s/ Helen (Pat) Grue
/s/ Winston Cevis

Representatives of the Board of Education of Harford County
/s/ Richard J. Taranto
/s/ Roger C. Niles
/s/ Donald W. Judy
/s/ Lowman G. Daniels
/s/ Wallace W. Oberender
# Harford County Public Schools

**Salary Schedule for Custodial and Maintenance Personnel**

**Effective July 1, 1989**

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**NOTE:** Hourly rates, which appear in parentheses above, are rounded to the nearest one cent. Salaries for personnel who work less than a full year are prorated accordingly.

Custodial and maintenance employees on this salary schedule shall receive a $500 longevity increment after 10 years, after 15 years, and after 20 years of continuous service with the Harford County Public Schools. The longevity increment becomes effective July 1. A custodial or maintenance employee must have completed 10 years, 15 years, or 20 years of continuous service on or before October 1 in order to qualify for the longevity increment for the following year.

**Shift Differential:** Employees who work second shift will receive a twenty-cents per hour differential. Third-shift employees will receive five cents more per hour than second-shift employees.
# Proposed

## Harford County Public Schools

### Salary Schedule for Custodial and Maintenance Personnel

*Effective July 1, 1990*

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**SHIFT DIFFERENTIAL:** Employees who work second shift will receive a twenty-cents per hour differential. Third-shift employees will receive five cents more per hour than employees on other shifts.
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<td>($10.04)</td>
<td>($10.21)</td>
<td>($10.39)</td>
<td>($10.56)</td>
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</tr>
<tr>
<td>4</td>
<td>$20,641</td>
<td>$21,001</td>
<td>$21,359</td>
<td>$21,722</td>
<td>$22,085</td>
<td>$22,448</td>
<td>$22,806</td>
<td>$23,168</td>
</tr>
<tr>
<td></td>
<td>($9.92)</td>
<td>($10.10)</td>
<td>($10.27)</td>
<td>($10.44)</td>
<td>($10.62)</td>
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<td>($11.14)</td>
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<tr>
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<td>$22,806</td>
<td>$23,168</td>
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<td>($11.32)</td>
<td>($11.51)</td>
<td>($11.72)</td>
<td>($11.92)</td>
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<td>($12.33)</td>
<td>($12.53)</td>
<td>($12.73)</td>
</tr>
<tr>
<td>7</td>
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<td>$25,398</td>
<td>$25,817</td>
<td>$26,241</td>
<td>$26,662</td>
<td>$27,082</td>
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<tr>
<td></td>
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<td>$29,371</td>
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<td>9</td>
<td>$28,106</td>
<td>$28,588</td>
<td>$29,070</td>
<td>$29,553</td>
<td>$30,028</td>
<td>$30,514</td>
<td>$30,995</td>
<td>$31,477</td>
</tr>
</tbody>
</table>

**NOTE:** Hourly rates, which appear in parentheses above, are rounded to the nearest one cent. Salaries for personnel who work less than a full year are prorated accordingly.

Custodial and maintenance employees on this salary schedule shall receive a $600 longevity increment after 9 years, after 14 years, and after 19 years of continuous service with the Harford County Public Schools, effective July 1, 1991. The longevity increment becomes effective July 1. A custodial or maintenance employee must have completed 9 years, 14 years, or 19 years of continuous service on or before October 1 in order to qualify for the longevity increment for the following year.

**SHIFT DIFFERENTIAL:** Employees who work second shift will receive a twenty-cents per hour differential. Third-shift employees will receive five cents more per hour than second-shift employees.
<table>
<thead>
<tr>
<th>SCHOOL BUS DRIVERS</th>
<th></th>
<th>SCHOOL BUS ATTENDANTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP</td>
<td>HOURLY RATE</td>
<td></td>
<td>STEP</td>
</tr>
<tr>
<td>1</td>
<td>$7.85</td>
<td>1</td>
<td>$6.28</td>
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<tr>
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<td>3</td>
<td>$8.11</td>
<td>3</td>
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<td>5</td>
<td>$8.37</td>
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<td>$6.56</td>
</tr>
<tr>
<td>6</td>
<td>$8.51</td>
<td>6</td>
<td>$6.64</td>
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<tr>
<td>7</td>
<td>$8.62</td>
<td>7</td>
<td>$6.74</td>
</tr>
<tr>
<td>8</td>
<td>$8.78</td>
<td>8</td>
<td>$6.79</td>
</tr>
</tbody>
</table>

School bus drivers and school bus attendants receive a $500 longevity increment after 10 years, after 15 years, and after 20 years of continuous service with the Harford County Public Schools. The longevity increment becomes effective July 1. A school bus driver or school bus attendant must have completed 10 years, 15 years, or 20 years of continuous service on or before October 1 to qualify for the longevity increment for the following year.
PROPOSED

HARFORD COUNTY PUBLIC SCHOOLS

SALARY SCHEDULE FOR SCHOOL BUS DRIVERS AND ATTENDANTS

Effective July 1, 1990

<table>
<thead>
<tr>
<th>SCHOOL BUS DRIVERS</th>
<th>SCHOOL BUS ATTENDANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP</td>
<td>HOURLY RATE</td>
</tr>
<tr>
<td>1</td>
<td>$8.46</td>
</tr>
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<td>3</td>
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<tr>
<td>5</td>
<td>$9.02</td>
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<tr>
<td>6</td>
<td>$9.17</td>
</tr>
<tr>
<td>7</td>
<td>$9.29</td>
</tr>
<tr>
<td>8</td>
<td>$9.46</td>
</tr>
</tbody>
</table>

School bus drivers and school bus attendants receive a $550 longevity increment after 9 years, after 14 years, and after 19 years of continuous service with the Harford County Public Schools, effective July 1, 1990. The longevity increment becomes effective July 1. A school bus driver or school bus attendant must have completed 9 years, 14 years, or 19 years of continuous service on or before October 1 to qualify for the longevity increment for the following year.
### Proposed

**HARFORD COUNTY PUBLIC SCHOOLS**

**SALARY SCHEDULE FOR SCHOOL BUS DRIVERS AND ATTENDANTS**

*Effective July 1, 1991*

<table>
<thead>
<tr>
<th>SCHOOL BUS DRIVERS</th>
<th>SCHOOL BUS ATTENDANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP</strong></td>
<td><strong>HOURLY RATE</strong></td>
</tr>
<tr>
<td>1</td>
<td>$9.14</td>
</tr>
<tr>
<td>2</td>
<td>$9.34</td>
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<tr>
<td>3</td>
<td>$9.44</td>
</tr>
<tr>
<td>4</td>
<td>$9.59</td>
</tr>
<tr>
<td>5</td>
<td>$9.74</td>
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<tr>
<td>6</td>
<td>$9.90</td>
</tr>
<tr>
<td>7</td>
<td>$10.03</td>
</tr>
<tr>
<td>8</td>
<td>$10.22</td>
</tr>
</tbody>
</table>

School bus drivers and school bus attendants receive a $600 longevity increment after 9 years, after 14 years, and after 19 years of continuous service with the Harford County Public Schools, effective July 1, 1991. The longevity increment becomes effective July 1. A school bus driver or school bus attendant must have completed 9 years, 14 years, or 19 years of continuous service on or before October 1 to qualify for the longevity increment for the following year.
### HARFORD COUNTY PUBLIC SCHOOLS

#### SALARY SCHEDULE FOR FOOD SERVICE EMPLOYEES

**Effective July 1, 1989**

<table>
<thead>
<tr>
<th>Step</th>
<th>General Worker 6 hours</th>
<th>Cook 6 hours</th>
<th>Manager I - 8 hours 0 - 2000 Enrollment</th>
<th>Manager II - 8 hours 2001 + Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>$8,014 ($7.03)</td>
<td>$8,584 ($7.53)</td>
<td>$14,227 ($9.12)</td>
<td>$15,163 ($9.72)</td>
</tr>
<tr>
<td>Step 2</td>
<td>$8,162 ($7.16)</td>
<td>$8,721 ($7.65)</td>
<td>$14,461 ($9.27)</td>
<td>$15,428 ($9.89)</td>
</tr>
<tr>
<td>Step 3</td>
<td>$8,299 ($7.28)</td>
<td>$8,869 ($7.78)</td>
<td>$14,695 ($9.42)</td>
<td>$15,709 ($10.07)</td>
</tr>
<tr>
<td>Step 4</td>
<td>$8,436 ($7.40)</td>
<td>$9,006 ($7.90)</td>
<td>$14,929 ($9.57)</td>
<td>$15,974 ($10.24)</td>
</tr>
<tr>
<td>Step 5</td>
<td>$8,584 ($7.53)</td>
<td>$9,154 ($8.03)</td>
<td>$15,163 ($9.72)</td>
<td>$16,240 ($10.41)</td>
</tr>
<tr>
<td>Step 6</td>
<td>$8,721 ($7.65)</td>
<td>$9,291 ($8.15)</td>
<td>$15,397 ($9.87)</td>
<td>$16,520 ($10.59)</td>
</tr>
<tr>
<td>Step 7</td>
<td>$8,869 ($7.78)</td>
<td>$9,428 ($8.27)</td>
<td>$15,631 ($10.02)</td>
<td>$16,786 ($10.76)</td>
</tr>
<tr>
<td>Step 8</td>
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<td>$9,576 ($8.40)</td>
<td>$15,865 ($10.17)</td>
<td>$17,051 ($10.93)</td>
</tr>
<tr>
<td>Step 9</td>
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<td>$9,713 ($8.52)</td>
<td>$16,084 ($10.31)</td>
<td>$17,332 ($11.11)</td>
</tr>
<tr>
<td>Step 10</td>
<td>$9,291 ($8.15)</td>
<td>$9,861 ($8.65)</td>
<td>$16,318 ($10.46)</td>
<td>$17,597 ($11.28)</td>
</tr>
</tbody>
</table>

**Note:** Hourly rates, which appear in parentheses above, are rounded to the nearest one cent. Salaries for personnel who work less than the listed number of hours are prorated accordingly.

Food service employees receive a $500 longevity increment after 15 years and after 20 years of continuous service with the Harford County Public Schools. The longevity increment becomes effective July 1. A food service employee must have completed 15 or 20 years of continuous service on or before October 1 to qualify for the longevity increment for the following year.

**Satellite School:** The lead person in a satellite school will receive a twenty-cents per hour differential.
## HARFORD COUNTY PUBLIC SCHOOLS
### SALARY SCHEDULE FOR FOOD SERVICE EMPLOYEES

**Effective July 1, 1990**

<table>
<thead>
<tr>
<th></th>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
<th>STEP 6</th>
<th>STEP 7</th>
<th>STEP 8</th>
<th>STEP 9</th>
<th>STEP 10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Worker</strong></td>
<td>$8,639</td>
<td>$8,789</td>
<td>$8,946</td>
<td>$9,094</td>
<td>$9,254</td>
<td>$9,401</td>
<td>$9,553</td>
<td>$9,708</td>
<td>$9,861</td>
<td>$10,016</td>
</tr>
<tr>
<td>6 hours</td>
<td>($7.58)</td>
<td>($7.71)</td>
<td>($7.85)</td>
<td>($7.98)</td>
<td>($8.12)</td>
<td>($8.25)</td>
<td>($8.38)</td>
<td>($8.52)</td>
<td>($8.65)</td>
<td>($8.79)</td>
</tr>
<tr>
<td><strong>Cook</strong></td>
<td>$9,254</td>
<td>$9,401</td>
<td>$9,553</td>
<td>$9,708</td>
<td>$9,861</td>
<td>$10,016</td>
<td>$10,168</td>
<td>$10,317</td>
<td>$10,476</td>
<td>$10,630</td>
</tr>
<tr>
<td>6 hours</td>
<td>($8.12)</td>
<td>($8.25)</td>
<td>($8.38)</td>
<td>($8.52)</td>
<td>($8.65)</td>
<td>($8.79)</td>
<td>($8.92)</td>
<td>($9.05)</td>
<td>($9.19)</td>
<td>($9.32)</td>
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<tr>
<td><strong>Manager I - 8 hours</strong></td>
<td>$15,337</td>
<td>$15,589</td>
<td>$15,841</td>
<td>$16,084</td>
<td>$16,346</td>
<td>$16,583</td>
<td>$16,850</td>
<td>$17,102</td>
<td>$17,347</td>
<td>$17,591</td>
</tr>
<tr>
<td><strong>Manager II - 8 hours</strong></td>
<td>$16,346</td>
<td>$16,631</td>
<td>$16,926</td>
<td>$17,220</td>
<td>$17,518</td>
<td>$17,800</td>
<td>$18,095</td>
<td>$18,392</td>
<td>$18,684</td>
<td>$18,970</td>
</tr>
</tbody>
</table>

**NOTE:** Hourly rates, which appear in parentheses above, are rounded to the nearest one cent. Salaries for personnel who work less than the listed number of hours are prorated accordingly.

Food service employees receive a $550 longevity increment after 14 years and after 19 years of continuous service with the Harford County Public Schools, effective July 1, 1990. The longevity increment becomes effective July 1. A food service employee must have completed 14 or 19 years of continuous service on or before October 1 to qualify for the longevity increment for the following year.

**SATELLITE SCHOOL:** The lead person in a satellite school will receive a twenty-cents per hour differential.
**PROPOSED**

**HARFORD COUNTY PUBLIC SCHOOLS**

**SALARY SCHEDULE FOR FOOD SERVICE EMPLOYEES**

*Effective July 1, 1991*

<table>
<thead>
<tr>
<th></th>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
<th>STEP 6</th>
<th>STEP 7</th>
<th>STEP 8</th>
<th>STEP 9</th>
<th>STEP 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Worker 6 hours</td>
<td>$9,337</td>
<td>$9,492</td>
<td>$9,655</td>
<td>$9,822</td>
<td>$9,994</td>
<td>$10,153</td>
<td>$10,317</td>
<td>$10,485</td>
<td>$10,650</td>
<td>$10,817</td>
</tr>
<tr>
<td>Cook 6 hours</td>
<td>$9,994</td>
<td>$10,153</td>
<td>$10,317</td>
<td>$10,485</td>
<td>$10,650</td>
<td>$10,817</td>
<td>$10,981</td>
<td>$11,149</td>
<td>$11,314</td>
<td>$11,480</td>
</tr>
<tr>
<td>Manager I - 8 hours 0 - 2000 Enrollment</td>
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<td>$16,836</td>
<td>$17,097</td>
<td>$17,371</td>
<td>$17,654</td>
<td>$17,924</td>
<td>$18,190</td>
<td>$18,501</td>
<td>$18,735</td>
<td>$18,998</td>
</tr>
<tr>
<td>Manager II - 8 hours 2001 + Enrollment</td>
<td>$17,654</td>
<td>$17,961</td>
<td>$18,280</td>
<td>$18,598</td>
<td>$18,906</td>
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<td>$19,543</td>
<td>$19,863</td>
<td>$20,171</td>
<td>$20,488</td>
</tr>
</tbody>
</table>

**NOTE:** Hourly rates, which appear in parentheses above, are rounded to the nearest one cent. Salaries for personnel who work less than the listed number of hours are prorated accordingly.

Food service employees receive a $600 longevity increment after 14 years and after 19 years of continuous service with the Harford County Public Schools, effective July 1, 1991. The longevity increment becomes effective July 1. A food service employee must have completed 14 or 19 years of continuous service on or before October 1 to qualify for the longevity increment for the following year.

**SATELLITE SCHOOL:** The lead person in a satellite school will receive a twenty-cents per hour differential.