

**NEGOTIATED AGREEMENT**

**between**

**THE BOARD OF EDUCATION OF HARFORD COUNTY**

**and**

**THE ASSOCIATION OF PUBLIC SCHOOL  
ADMINISTRATORS AND SUPERVISORS OF  
HARFORD COUNTY**

**July 1, 2025 - June 30, 2028**

**(Revised: July 1, 2025)**

The Board of Education of Harford County does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

HCPS' non-discrimination policy can be located at [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) on the HCPS website under Board of Education Policies and Procedures.

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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 operating budgets for the school system.



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**ARTICLE I**  
**General Provisions**

- 1.1 **Recognition.** In view of the certification by the Board of Education of Harford County, Maryland, hereinafter referred to as the “Board,” the Association of Public School Administrators and Supervisors of Harford County, hereinafter referred to as the “Association,” is recognized as the exclusive representative of the administrators and supervisors unit of the school system in accordance with Education Article, Title 6, Subtitle 4, of the Annotated code of Maryland.
- 1.2 **Definition of Terms.**
- a) The term “Member,” as it appears in this agreement, shall include all members of the unit represented by the Association.
  - 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 the Association and the Board will be valid and binding on July 1, **2025**. 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 follow procedures provided by the Education Article, Title 6, Subtitle 4, of the Annotated Code of Maryland.
- 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 applications shall continue in full force and effect.
- 1.6 Negotiations for a succeeding year shall begin no later than the week following the Thanksgiving holiday and conclude prior to the winter holiday, unless mutually agreed by both parties.
- 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 4, 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 Association 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 4, Section 6-408(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 first strike 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 4, of the Annotated Code of Maryland, shall apply.

- 1.8 This agreement shall take effect on July 1, **2025**, and shall remain in full force and effect through June 30, **2028**, with **one fiscal and one limited** reopener for **both 2026-2027 and 2027-2028**.

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 not whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this agreement.

**Both sides agree to negotiate the requirements of the BluePrint career ladder after the legislative session ends and any requirements have been identified.**

## **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 Association – Board Relations**

- 3.1 **Upon ratification, the negotiated agreement shall be posted to the HCPS website.**
- 3.2 The Association may use school facilities for meetings at reasonable times when such facilities are not otherwise in use. The Association will contact the appropriate administrator to schedule the use of school facilities.
- 3.3 The Association may use the interschool courier, central office mailboxes and electronic communication devices for association business with the approval of the Superintendent.

- 3.4 Payroll Deduction Authorization dues may be paid via the payroll deduction method. Each Association member desiring this service shall submit an authorization card, bearing his or her original signature, to the Director of Finance by September 1 of each year. The card shall be as follows:

Name	Social Security No.
Address	Position

I hereby authorize the Board of Education of Harford County to deduct professional dues for the Association of Public School Administrators and Supervisors of Harford County.

Date	Signature
------	-----------

These deductions shall continue unless the Director of Finance is notified in writing by a member that he or she wishes the deductions to terminate.

Payroll deduction shall begin with the first pay in October and the total will be deducted over five (5) pay periods. Upon resignation, dues deduction terminates.

- 3.5 The Board recognizes the rights of the employees covered by this agreement to organize, join and actively support the Association for the purposes of engaging in negotiations of wages, hours and other working conditions. The Board further recognizes the right of administrative and supervisory personnel to represent members in grievance procedures and other disputes and agrees not to discriminate against such employees with regard to terms and conditions of employment. Active participation in the Association shall neither be encouraged or discouraged by the Board.
- 3.6 Human Resources will provide a letter from the Association informing new Administrative & Supervisory employees that APSASHC is the Exclusive representative of such employees.
- 3.7 The Association may appoint up to three (3) representatives to be part of any committee or group established to change or revise evaluation systems of administrators or of employee groups supervised by an Association member(s). Those representatives shall be approved by the Superintendent or designee.
- 3.8 **Association Leave. Upon written request by the President to the Director of Staff and Labor Relations, administrative leave with pay may be granted to one or more members to attend Association conferences, conventions, training, or employee representation. Leave under this provision shall not exceed ten (10) days in any one (1) fiscal year and shall not be unreasonably denied. Upon written request of the President to the Assistant Superintendent for Human Resources, additional days may be granted for members to attend special events.**

**ARTICLE IV  
Grievance Procedure**

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

4.2 **Settlement of Employee Grievances.** The Association and the Board recognize their responsibility for the prompt and orderly disposition of grievances that arise out of the interpretation, application, or alleged breach of any of the provisions of 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 the Association so long as the adjustment is not inconsistent with the terms of this agreement.

4.3 **Procedural Steps.** Any grievance that a member has not adjusted informally shall be presented in the following steps:

Step 1 – Between the grievant, a representative of his or her choice, and the appropriate director and/or designated representative(s).

Step 2 – Between the grievant, and his or her Association representative, and the appropriate Assistant Superintendent and/or designated representative(s).

Step 3 – Between the grievant and his or her Association representative(s), and the Superintendent and/or designated representative(s).

4.4 **Grievance Presentation.** All grievances shall be presented in writing at Step I within ten (10) school days from the date of their occurrences, signed by the grievant. The Administrator's answer at each Step shall be given in writing within ten (10) school days after the Step meeting which shall be held within ten (10) school days following receipt of the appeal. Unless a grievance is appealed to the next Step within **ten (10)** school days after the Administrator's answer, it shall be deemed settled in accordance with the Administrator's answer, which shall be considered acceptable to the grievant and the Association.

4.5 **Arbitration.**

(1) **Appeal Procedure.** 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 Association serving written notice on the Board within fifteen (15) calendar days after the Superintendent's answer at Step 3 of the said grievance procedure. If the Association 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 Association and the Board are unable to agree upon the selection of an arbitrator within seven (7) calendar days after the Association'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 Association 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 Association 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 Association 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 Board and the Association. 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 Association, and the Board.
  - (4) **Arbitration Expenses.** The Association and the Board shall each bear its own expenses in these arbitration proceedings, except that the party who receives the unfavorable ruling of the arbitrator shall pay the full fee and all other expenses of the arbitrator in connection with the grievance submitted to arbitration.
- 4.6 If the Association 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 Superintendent within ten (10) days from the date of its occurrence. The processing of such grievances shall begin at Step 3.
  - 4.7 By mutual agreement of the grievant and the superior, the time limits stated herein may be compromised to allow the collection of pertinent information and in the interest of prudent resolution of the grievance.
  - 4.8 No reprisals of any kind will be taken by the Board, the school administration, or Association against any member or official because of his or her participation in this grievance procedure.
  - 4.9 Should the investigation or processing of a grievance require that a member or an Association representative be released from his or her regular assignment, he or she shall be released without loss of pay or benefits.

## **ARTICLE V**

### **Assignments and Transfers**

- 5.1 Each member shall be given written notification of his or her salary status, position, and tentative assignment for the forthcoming school year by July 1, annually.
- 5.2 **Administrative Transfer.** After a member is assigned to a position for a school year in accordance with Section 5.1 and a transfer to a position with a lower responsibility factor or a reduction in responsibility factor in the present position is necessary due to circumstances such as a reduction in enrollment which results in a reduction of teaching staff, closing of a school, redistricting, or the opening of a new school, the member's salary will not be reduced during that year. Consideration will be given to placing the member in a comparable vacant position.
- 5.3 **Reduction in Force.** When a member is transferred or reassigned to another position due to a reduction in force, the member will maintain their current salary through the end of the

school year. If the effective date of the transfer or reassignment is July 1, the member will maintain the pre reduction in force salary for one fiscal year.

When a member serves in a 12-month position through the end of a school year (June 30) and then, due to a reduction in force, is transferred or reassigned to a 10-month position for the following school year, the effective date of the transfer or reassignment shall be the first duty day of the 10-month assignment. Unused annual leave will not be carried over to the 10-month assignment. Reimbursement for unused annual leave will be provided only in circumstances where the person was not provided the opportunity to use his or her annual leave.

A reduction in force will be conducted in accordance with the Reduction in Force Procedures for Administrative and Supervisory Personnel which are published in the Administrative Handbook.

- 5.4 **Involuntary Transfer.** Involuntary transfers may be made by the Superintendent as the needs of the school system require. Involuntary transfers will be made only after the Superintendent and/or his/her designee has conferred with the member. A member's area of competence and length of service invested in the school system will be considered when a member is reassigned through the involuntary transfer process.

## **ARTICLE VI Promotion**

- 6.1 **Announcement of Vacancies.** Administrator vacancies to be filled will be advertised.
- 6.2 All applicants will receive consideration but in the case of equal qualifications, the first preference will be given to professional workers in Harford County.
- 6.3 **Application.** Candidates are to complete and submit a formal application form with a transcript of all college studies to the Human Resources Department.
- 6.4 **Preliminary Screening.** Applications and supporting data; i.e., transcripts, professional experience and references, will be reviewed, and the most promising candidates will be scheduled for interview. Candidates who are eliminated in the preliminary screenings will be so notified.
- 6.5 **Interview and Selection Committee.** The Superintendent will appoint an Interview and Selection Committee to interview the remaining candidates and to make recommendations to him/her.
- 6.6 **Referral to Superintendent.** The Superintendent may accept the recommendations of the Interview and Selection Committee or reject all candidates as deemed best for the school system. The Superintendent's recommendation(s) for promotion will be submitted to the Board of Education.
- 6.7 **Promotions and Transfers.** An administrator temporarily filling a vacancy at a higher grade by written appointment of the Superintendent for more than ten (10) consecutive workdays shall be named "acting" and receive prorated compensation for that position retroactive to the first day of the assignment.
- 6.8 An administrator who is assigned to an "acting" position on a lower pay scale shall be provided the protection afforded under Article 5.3.

**ARTICLE VII**  
**Annual Leave and Holiday**

7.1 **Customary Holidays.**

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  
President's Day  
Good Friday  
Memorial Day  
**Juneteenth**

When any of the aforementioned holidays, excluding Christmas Eve and Independence Day, occur on a Saturday, the day off shall be granted on Friday before the holiday. When any of the aforementioned holidays, excluding Christmas Eve and Independence Day, occur on a Sunday, the holiday shall be observed on the following Monday. If schools are in session on any of the above listed holidays and employees are required to work, then an alternate day of holiday leave will be granted prior to the close of the fiscal year.

**The Christmas Eve holiday shall be granted as indicated in the approved HCPS calendar.**

Members of the Superintendent's staff and twelve-month principals and assistant principals receive twenty (20) days of annual leave. Members who have completed ten (10) years of service to the Harford County Public Schools as an administrator or supervisor shall be granted two additional days of annual leave. They receive two days of holiday at Christmas and Easter in addition to the customary holidays of the season. When administrators or supervisors cannot use authorized holiday(s) because of duty requirements, they will be permitted with prior approval, the use of said day(s) at another time during the year or accumulate these day(s) as annual leave.

Administrative and supervisory personnel shall have the option of using a part of their annual leave while school is in session, providing the request is made well in advance and is approved by the Superintendent or designee.

For usual annual leave needs, a maximum of twenty-five or thirty-four (25/34) (as defined in Article VII, 7.4 Accumulated Annual Leave) annual leave days may be accumulated. When administrators and supervisors, due to duty requirements, cannot use the two (2) days of holiday granted for Christmas or the two (2) days of holiday granted for Easter, any of these days not used may be accumulated as annual leave. Under extenuating circumstances, with the permission of the Superintendent, an administrator and supervisor may accumulate more than twenty-five or thirty-four (25/34) days of annual leave. However, at the time of retirement, no more than fifty-six (56) days of earned annual leave will be compensated.

Annual leave is calculated on the basis of the fiscal year. Those problems not covered by the above annual leave policies will be given consideration on an individual basis by the Superintendent.

Annual leave must be planned to give the best practical continuous coverage of the schools and the departments of the Central Office. Principals, assistant principals, and workers in pupil services will **submit** their requests to their **identified supervisor**. Instructional supervisors **and** Administrative personnel connected with the Central Office will also send their requests to **their identified supervisor**.

Annual leave requests are made **through the appropriate leave tracking system**. A response indicating approval or disapproval is returned to each person **through the online system**.

Administrators and supervisors shall be given a written notice of available annual leave days as of July 1, no later than August 15 of each year.

7.2 **Annual Leave.** All eligible twelve-month unit members earn annual leave at a rate of twenty (20) days per year. Unit members who have completed ten (10) years of service to the Harford County Public Schools as an administrator or supervisor shall be granted two additional days of annual leave. Administrative and supervisory personnel shall have the option of using a part of their annual leave while school is in session, provided the request is made in advance and approved by their immediate supervisor. Annual leave should be planned to give the best practical continuous coverage of the schools and departments. All unit members will be provided a written notice of accumulated annual leave days as of July 1, no later than August 15 of each year.

7.3 **Summer School Attendance.** When administrators or supervisors need to attend summer school to renew their professional certificates, time will be granted according to the following schedule.

<u>Summer School Attendance</u>	<u>Vacation Time Allotted</u>
Three weeks	Two weeks
Six weeks	One week
Eight weeks	No vacation

In cases where the person is attending summer school in a local college in the mornings and will be present working at his or her post, for all of every afternoon, he or she may make individual arrangements with the Assistant Superintendent of Human Resources concerning the resultant annual leave time. In all such cases, the biweekly attendance sheet is to be noted concerning the hours worked each day of the summer school period.

When administrators and supervisors wish to attend summer school for reasons other than certificate renewal, they may accumulate annual leave time in advance. Annual leave time can be accumulated for this purpose and for the below listed purposes only at the rate of ten (10) days a year, up to a total of twenty (20) days.

Administrators and supervisors employed on a twelve-month basis who request approval to teach at colleges or universities; or travel to the west coast or outside the United States when a part of the time involved conflicts with the scheduled work periods, will be granted consideration on an individual basis. The above summer school policy will be the basis for considering any such request.

7.4 **Accumulated Annual Leave.** Accumulated annual leave in excess of the maximum permitted must be used as of July 1 of each year.

\*Unit members who have completed less than ten (10) years of service as an administrator or

supervisor with the Harford County Public Schools may accumulate no greater than twenty-five (25) days by July 1 of each year.

\*Unit members who have completed more than ten (10) years of service as an administrator or supervisor with the Harford County Public Schools may accumulate no greater than thirty-four (34) days by July 1 of each year.

When a unit member, due to duty requirements and school system demands, is unable to reduce accumulated annual leave to the maximum permitted by July 1, the employee may convert up to ten (10) annual leave days to sick leave days per year. A lifetime maximum of annual leave days may be converted to sick leave based on the following tiered structure based on years of service in administration.

10-15 Years of Service – 50 days  
16-25 Years of Service – 75 days  
26 or More Years of Service – 100 days

The Board and APSASHC agree to review and analyze data regarding the usage and accumulation of annual leave at least once during the term of this agreement.

- 7.5 **Annual Leave Death Benefit.** Payment for current and accumulated days of annual leave will be made to the beneficiary of any administrator or supervisor whose death occurs during active service or while on an approved leave of absence.
- 7.6 **Annual Leave at Retirement.** All administrative and supervisory personnel who enter regular retirement from the Harford County Public Schools shall receive payment for current and accumulated days of annual leave at their current daily salary rate. However, at the time of retirement, no more than two (2) times the yearly designated maximum accrual of annual leave will be compensated up to fifty-six (56) days.
- 7.7 In the event ten-month unit members are required to work on a day when schools are closed due to inclement weather, he or she will be granted an alternative day off as mutually agreed by the principal and assistant principal.

## **ARTICLE VIII**

### **Staffing – Assistant Principals**

Staffing will be established by the Board of Education and this information will be shared with the Association.

School Principals and supervisors who wish to provide input into any potential appointment of a subordinate administrator may provide the request in writing to the appropriate Executive Director by **December 1** of each year. For situations in which subordinate administrators are appointed outside of the normal appointment calendar (May-early June), the Executive Directors will welcome additional written input from the Principal or Supervisor specific to that appointment. Input shall be limited to the specific leadership characteristics he/she believes is needed in the specific school/department. Specific names of potential candidates shall not be included in the input. The final decision on assignments will be made by the Superintendent in accordance with Maryland Annotated Code Section 6-201.

## ARTICLE IX Salary

**Teachers' Salary.** The Administrative and Supervisory (A&S) scale is grounded in and tied to the teachers' scale. The A&S scale will be adjusted to reflect percentage increases applied to the teachers' scale times 125%. Grade 1 of the 12 month salary schedule will be tied directly to the Teacher's scale at the Master's plus 30 at Step O. Grades 2-8 will be adjusted to maintain the integrity of the 3 x 1 salary schedule.

Administrators who receive a proficient or higher rating on their performance evaluation will be eligible to receive a step increment on the salary schedule. If an administrator does not receive a performance evaluation he/she will be deemed to be rated proficient.

Any principal responsible for a school with an enrollment that falls five (5) percent or more above the established policy for school size will receive a \$3,000 stipend. This adjustment will be reviewed annually based on September 30 enrollment figures. The stipend will be disseminated annually as a one time only payment within 30 days of the validation of the official enrollment count.

High School Assistant Principals who perform supervisory duties beyond the normal work day, will receive a **\$3,457** annual stipend.

Middle School Assistant Principals who perform supervisory duties related to middle school sports will receive an annual stipend equal to one-third (1/3) of the High School stipend.

These stipends will be disbursed in three (3) equal payments that are aligned with each sport's season extra duty pay and subject to any negotiated COLA for all subsequent school years.

The Superintendent of Schools, if he/she deems it appropriate, may increase an individual's salary.

Teachers receiving appointments to administrative or supervisory assignments shall have three years without salary penalty in order to qualify for a certificate to cover a new assignment providing a certificate is required and it is not in direct conflict with state requirements.

Administrators who earn 30 additional credits beyond a Master's Plus 30 will receive a \$3,000 salary differential added to the appropriate step of the appropriate salary schedule. The additional 30 credits must be approved through a process established by the Board. Administrators who earn a Doctorate shall receive an additional salary differential of \$500.

All salary adjustments are contingent upon funding.

**Duty Year.** Twelve-month employees will work a standard duty year of 260 days including approved holidays. In fiscal years that have more than 260 days, twelve-month APSASHC employees will not work on the day(s) beyond 260. These extra day(s) will not count as a duty day or holiday. The specific dates assigned as work day(s) in the school calendar will be determined by the Superintendent of Schools.

Ten-month administrative employees shall work twenty days beyond the number of days required of teachers. The days must be worked within the current fiscal year and shall be agreed upon by the supervisor or principal and the ten-month administrative employee.

**ARTICLE X**  
**Attendance at Professional Conferences**

When administrative and supervisory personnel receive approval to attend professional conferences, the Board will reimburse them for the expenses associated with registration, travel, lodging and meals as approved and as funding permits.

**ARTICLE XI**  
**Travel Reimbursement**

Travel reimbursement for administrators and supervisors will be provided as follows:

The administrator or supervisor will be assigned a primary office. All travel between home and the primary office will not be reimbursed.

Required travel in the scope of the assignments which has been approved will be reimbursed.

In determining the amount of reimbursable travel for any given day, the round-trip distance from home to the primary office will be deducted.

All requests for travel reimbursement by unit members will be considered on an individual basis. The Superintendent's determination regarding these requests will be final.

Vouchers for approved travel will be submitted on a monthly basis. The travel reimbursement rate shall be the rate established by the Internal Revenue Service.

**ARTICLE XII**  
**Temporary Absences and Leaves**

12.1 **Deduction for Absences.** Deduction for absences for twelve-month members shall be made on the basis of 1/260th for each day of absence.

12.2 **Personal Business.** Employees shall receive a total of three (3) work days per year with no loss in salary that may be used for personal business. Employees employed on or after February 1 shall receive one (1) work day of personal business leave. Unused personal business leave days may be accumulated up to no greater than five (5) days. On July 1 of each year any personal business days in excess of five (5) will be converted to sick leave days.

Personal business leave may be requested, with at least three (3) work days advance notice, through the appropriate supervisor who shall not require a reason for the leave. If, however, an unforeseen circumstance requires the employee's absence which could not be requested three days in advance, the reason for the absence shall be stated and the supervisor may, at his/her discretion, approve the absence as a day of personal business leave. Personal business leave may be denied when, in the judgment of the supervisor, the employee's absence would impair the educational process.

Personal business leave shall not be taken immediately before or immediately after a holiday or weekday when school is closed, or on an inservice day for teachers or at the beginning (first five scheduled workdays) or the end of the school year (last five scheduled workdays). Exceptions to the foregoing restrictions on days to be used for personal business leave may be made by the appropriate designee of the Superintendent for circumstances which require the member's absence on these days. Personal business leave may be denied when, in the

judgment of the Superintendent or designee, the member's absence would impair the educational process.

Personal Business leave not connected with any holiday will be granted upon the approval of the appropriate director or Assistant Superintendent.

- 12.3 **Illness of a Family Member.** Illness of a member of the member's household or the member's parent. A member may use up to seven (7) days of earned sick leave per year for illness of a member's household or the member's parent.
- 12.4 Members will not be paid for absence immediately prior to, or following, a school holiday unless such personal business constitutes an extreme emergency.
- 12.5 The three (3) days allowed for personal business leave shall be in addition to sick leave days and shall be permitted to be accumulated as sick leave.
- 12.6 **Religious Holidays.** A member shall have three (3) days of leave for observance of recognized special holidays which he or she believes to be mandated by his or her religion provided that the leave he or she seeks would be given a positive recommendation by the proper religious authorities. The Director or Assistant Superintendent may contact the proper religious authority for their recommendations. The three (3) days allowed for religious holidays shall be in addition to sick days and other emergency days and shall not be cumulative.
- 12.7 **Family Bereavement.** All members shall be granted seven (7) calendar days of leave for **immediate** family bereavement. The member will be paid for any of the seven (7) calendar days of leave which are duty days. Immediate family shall include spouse, child, **stepchild**, parent (**natural, foster, or in-law**), brother, sister, grandparent, **grandchild**, a person who reared the member or anyone who lives regularly in the household of the member.

**Leave shall begin the day after the death, except when the service, funeral, or other appropriate ceremony is scheduled beyond the seven (7) days following the death. In the latter circumstances, up to two (2) days of allowable bereavement leave may be saved to be used within six-months of the relative's death to attend the service funeral, or other ceremony.**

All employees shall be granted two (2) calendar days of leave for non-immediate family bereavement. The employee will be paid for any of the two (2) calendar days of leave which are duty days. Non-immediate family shall include: step-parent, step-brother, step-sister, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.

**One of the days of absence must be the day of the funeral or interment.**

- 12.8 **Jury Duty.** A member who serves on jury duty will continue to receive his or her regular salary.
- 12.9 **Legal Summons.** A member may be absent in response to a legal summons without loss of salary provided that he or she is summoned as a witness or, if charged, he or she is found not guilty of an offense involving gross misconduct. This provision does not preclude appropriate Board action in the event that there is an alleged violation of an announced policy of the Board.

## ARTICLE XIII

### Sick Leave

- 13.1 **Sick Leave.** Sick leave shall be defined as personal illness of the unit member. Unit members shall be granted sick leave at a rate of one (1) day per month during the first two (2) years of service with the Harford County public schools. Beginning in the third year of service in Harford County, sick leave shall be granted at a rate of one and a quarter (1.25) days per month of regular employment, the annual total of which shall be available at the beginning of the school year.

Accumulation of unused sick leave shall be unlimited with unused personal business leave as of June 30, added to accumulated sick leave. Unit members shall be given a written notice of available sick leave days as of September 1, no later than October of each year.

The Board shall, upon the recommendation of the Superintendent, reserve the right to give special salary consideration beyond accumulated sick leave to members who face serious financial hardship. In each instance the decision of the Board shall be based on the circumstances of the particular case.

For an absence that does not qualify under the Family/Medical Leave Act (FMLA), a unit member is permitted to use up to seven (7) work days of earned sick leave per year for illness of a member's household or the member's parent. Such absence will be deducted from the member's sick leave.

- 13.2 **Payment for Unused Days of Sick Leave.** Members who enter retirement from the Harford County Public Schools after ten (10) years of service in those schools shall receive payment for unused sick leave up to a maximum of 250 days (maximum of 300 days for members with thirty (30) or more years of service in Harford County Public Schools) at a rate of 25% of the daily rate of pay. 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.
- 13.3 **Unused Sick Leave: Death Benefit.** A death benefit based upon the number of unused days of sick leave will be paid to the beneficiary of any member if death occurs during active service or while on approved leave of absence. Such payment would be at the current daily rate of the salary of the person.

## ARTICLE XIV

### Extended Leave of Absence

- 14.1 The Board of Education may grant leaves of absence for 1) personal illness; 2) maternity (including adoption); 3) study; 4) military service; and 5) illness of a member of the immediate family. Leaves for the first four of these reasons protect the member's right to apply for a disability retirement, to continue to qualify for the death benefit in the retirement system, to be reemployed by the local school system in an appropriate position as soon as a vacancy occurs after the request for reinstatement, and to unused accumulated sick leave provided he or she applies for reappointment prior to the termination of his or her leave.

Leaves of absence are without pay and are generally granted for no more than one (1) year.

- 14.2 In Harford County, the requirement to be eligible for a leave of absence is that the member must have completed two (2) full years of service with the Board.

- 14.3 Since the Maryland Retirement Systems do not recognize a leave for illness in the immediate family, such a leave provides for reemployment by the local school system and to unused accumulated sick leave provided he or she applies for reappointment prior to the termination of his or her leave.
- 14.4 An eligible member finding it necessary to request a leave of absence should make written application to the Superintendent stating the reason, date he or she wishes it to become effective, and the number of months desired.
- 14.5 **Leave of Absence for Maternity.** A leave of absence for maternity or disability due to maternity is a qualifying absence under the federal Family/Medical Leave Act (FMLA). For an employee requesting leave for maternity or disability due to maternity, who qualifies under FMLA, the Board's procedures for FMLA shall apply. If the leave of absence due to disability extends beyond the FMLA period of twelve weeks, an employee may use additional accrued paid leave to cover the absence.

An employee who does not qualify under FMLA may use any accrued paid leave for absence due to maternity or disability due to maternity.

A member has the option of requesting a leave of absence for maternity prior to or at the conclusion of her disability. However, if a member 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.

A member who is absent for disability due to maternity or on a leave of absence for maternity will be reemployed in an appropriate position as soon as a vacancy occurs after the request for reinstatement.

Parental Leave. Eligible employee may seek twelve (12) continuous workweeks of unpaid FMLA in a 12-month period for the birth of a son or daughter and bonding with the newborn child, or the placement of a son or daughter with the employee for adoption or foster care, and bonding with the newly placed child. Eligible spouses who work for HCPS are each entitled to twelve (12) workweeks of unpaid leave in a 12-month period for the aforementioned FMLA-qualifying reasons. Employees granted such leave shall return to their same position providing the employee returns by the end of the FMLA approved absence.

Family and Medical Leave Act procedures regarding adoption can be found in the HCPS Employee Handbook.

## **ARTICLE XV**

### **Sabbatical Leaves**

- 15.1 A member holding a professional **license** with seven (7) or more consecutive years of satisfactory, active service in Harford County Public Schools may be granted a sabbatical leave of absence for the purpose of furthering professional growth by means of graduate study or other means approved by the Superintendent. Previous leaves of absence will be considered as not causing the member to lose years of service credit prior to that leave. Leave time itself, in all cases, will not be regarded as active service insofar as determining the seven (7) year sabbatical leave eligibility requirement.
- 15.2 Sabbatical leave may be granted for study or research (and travel if in conjunction with the study or research) that will be of service to the individual and to the schools and pupils of Harford County.

- 15.3 Sabbatical leave may be granted for not less than one (1) full semester or more than one (1) full year.
- 15.4 Sabbatical leave may be granted to up to two (2) members, if requested.
- 15.5 Any member to whom a sabbatical leave is granted shall be required, as a condition of accepting the leave, to return to the service of the Harford County Public Schools for at least two (2) years immediately following the expiration of the leave. Should the member not return to the services of Harford County, he or she will be required to refund the salary granted for sabbatical leave.
- 15.6 Applications for sabbatical leave must be filed with the Superintendent by April 1, prior to the school year for which it is requested with a proposed plan of study or research to which the time spent on leave will be devoted. After approval, any change of plan must be requested in writing and approved in advance.
- 15.7 The applicant for sabbatical leave for study shall complete at least twenty-four (24) semester units of upper division or graduate work during the sabbatical year. It will generally be expected that not less than twelve (12) semester units shall be completed during each semester. If travel or extensive research is involved, a lesser total number of semester hours may be considered if approved by the college advisor. Transcripts or other evidence of completion shall be submitted to the Superintendent's Office within thirty (30) days of the member's return to duty.
- 15.8 A sabbatical leave for travel will only be considered when the travel is in conjunction with an organized program of study or research. Application for leave shall include, in general terms, an itinerary of the proposed objectives of the study or research of which the travel is a part. Upon completion of the leave and within thirty (30) days of the member's return to duty, a detailed itinerary and written report, of not less than 1,500 words, shall be submitted to the Superintendent's office, setting forth the member's reactions to the travel and a statement of the benefit to the schools, and the pupils of Harford County. A description of travel will not satisfy this requirement.
- 15.9 **Compensation While on Sabbatical Leave.** Compensation while on sabbatical leave shall be one-half (1/2) salary in accordance with the provision of the Harford County salary schedule in effect during the period of the leave.
- 15.10 In the event a member on sabbatical leave receives extra monies through any type of grant, the combined amount of those monies and the sabbatical leave allowance shall not exceed the amount of money this member would have received as a staff member for the school year in which the sabbatical leave has been granted. In cases where the combined monies exceed the regular salary, as outlined above, the sabbatical leave salary will be reduced accordingly.
- 15.11 Members receiving the support of a sabbatical leave will not be eligible to receive the usual payment for partial reimbursement for graduate studies.
- 15.12 Salary for sabbatical leave will be paid to the member while on leave of absence in the same manner as if the member were on duty in Harford County, upon the furnishing by the member of a surety bond indemnifying the Board against loss in the event that the member fails to render at least two (2) years' service after return from his or her leave of absence. Such bond shall be exonerated in the event that failure of such member to return and render two (2) years' service is caused by death or physical or mental disability of the member.

- 15.13 **Effect of Sabbatical Leave on Salary Increments, Retirement and Sick Leave Accumulation.** The member's normal percentage rate of deduction for retirement purposes shall be applied to the actual salary received. The sabbatical leave year is counted as a full year of service for retirement purposes. Such leaves shall be counted as a year of service and experience on the salary schedule. There will be no sick leave accumulation for time spent on sabbatical leave.
- 15.14 **Provision for Health Insurance.** When a member is placed on a Board approved sabbatical leave of absence, he or she may continue to participate in the group program of health insurance and life insurance on the same basis as that of a full-time member.
- 15.15 **Return to Service.** At the expiration of the sabbatical leave of absence, the member shall be assigned to a position of equal status but no guarantee can be given that it will be the same position he or she occupied at the time the leave was granted.
- 15.16 **Accident and Illness on Sabbatical Leave.** Interruption of a program of study or travel while on sabbatical leave, caused by serious illness or accident, evidence of which is satisfactory to the Superintendent and the Board shall not be held against a member with regard to the fulfillment of the conditions regarding study or travel under which the leave is granted, nor affect the amount of compensation to be paid the member while on leave, provided, however, that the Superintendent has been promptly notified of such accident or illness. In the case of such accident or illness while on sabbatical leave, notification shall be made by registered letter, within thirty (30) days of the time of the accident or of the onset of the illness.

## ARTICLE XVI

### Reimbursement for Tuition, Conferences, and Professional Dues

- 16.1 **Tuition Reimbursement.** Unit members in the Harford County Public Schools who hold Standard Professional Certificates for current assignments will receive partial reimbursement for tuition costs for approved graduate credits which are appropriate for the Advanced Professional **License** and which are taken prior to receipt of the Master's degree, provided that such partial reimbursement shall be made for no more than the thirty-six (36) semester hours of graduate credit required by the State to qualify for the Advanced Professional **License**.
- 16.2 The reimbursement for tuition costs described above will also apply to six (6) approved graduate credits presented for each renewal of the Advanced Professional **License**. The total six (6) semester hours required to renew the certificate must be completed before the educator will be eligible for renewal reimbursement. All course work submitted for reimbursement must be on the graduate level and must carry a grade "C" or better.
- 16.3 Graduate coursework shall be reimbursed for the actual cost of tuition up to a maximum of \$300 per semester hour. Undergraduate coursework, when applicable toward obtaining or renewing a professional **license**, will be reimbursed for the actual cost of tuition up to a maximum of \$75 per semester hour of credit. Employees will be reimbursed for no more than twelve (12) semester hours of credit completed per fiscal year.

"Costs" are defined as actual out-of-pocket expenses for tuition which has been paid. They are the net expenses after all financial assistance such as scholarships, grants, and V.A. benefits, have been deducted.

- 16.4 These payments will not be made to a unit member who has allowed his or her **license** to lapse and is currently employed on a **conditional** basis.
- 16.5 Partial reimbursement for tuition costs will also apply to course work taken beyond the **master's** degree in a preapproved doctoral program not to exceed forty-five (45) semester hours of graduate credit. All course work submitted for reimbursement must be on the graduate level and must carry a grade of "B" or "A".
- 16.6 **Professional Dues.** Members will be reimbursed up to \$400.00 annually for professional dues paid to organizations for such professional affiliation as approved by the Superintendent.

## **ARTICLE XVII**

### **Certification**

- 17.1 **Educators have the option to remain on a Professional License or advance to the Advanced Professional License. The requirements for an APL are stipulated in COMAR 13A.12.02.02. It is the educator's responsibility to make a written request to the Human Resources Office when all requirements for the APL are complete.**

The Advance Professional License is renewed in Harford County by the presentation of **ninety (90) professional development points** of additional study during each five-year period.

- 17.2 **Planned Program of Study beyond Master's Degree. There is no increase in salary associated with the completion of the Planned Program of Study beyond the master's degree. However, this requirement must be met to receive the master's plus 60 stipend.** The purpose of the increments is to encourage unit members to continue in their studies in order that their work may continue to increase in effectiveness.

- 17.3 The completion of college or university programs which yield an appropriate second Master's degree or advanced certificates will be accepted as meeting the requirement of thirty (30) semester hours of approved work beyond the Master's degree provided that no duplication of courses is involved. Unit members who are involved in a doctoral program but do not complete an organized unit of work which yields a certificate from a college or university may submit their college-directed program for approval. It will be necessary to have a statement from the unit member's advisor or other college official stating that the courses involved constitute a part of a definite program leading to the Doctor's degree.

- 17.4 Unit members who are not involved in a college-directed program but who wish to take further preparation beyond the Master's degree and to qualify for the salary increments for thirty (30) semester hours beyond the Master's degree may have their programs approved by the following procedures.

**17.5 General Statement.**

1. The program must be planned to fulfill some acceptable professional objective and be related to the unit member's present or prospective assignment.
2. A minimum of fifteen (15) credits must be earned at colleges which confer advanced degrees. A maximum of fifteen (15) credits which are not duplicates of former work may be earned in undergraduate courses at accredited community colleges. Of these fifteen (15) credits, six may be earned through state-approved inservice workshops.

3. The plan itself must receive prior approval from the immediate supervisor and the Assistant Superintendent for Human Resources **or designee**.
4. All course work included must be taken after the awarding of the Master's degree.
5. **Personalized learning courses where credits earned are based on logging hours for work previously completed will not be accepted.**
6. **All approvals are based on semester hour credit. Completed coursework will be adjusted to reflect semester hour equivalency and must be equal to 30 post-master's degree credits to be eligible for the salary increase.**
7. The planned program must be regarded as being flexible enough to allow for reasonable substitutions in courses or subjects to be taken.
8. The planned program will have to be subject to review in light of new information and new developments.
9. Unit members are asked to use the prepared form available from the Human Resources Department in submitting their plans of study for approval.

## **ARTICLE XVIII**

### **Insurance**

- 18.1 **Insurance.** The Board will provide for group life insurance and for group accidental death and dismemberment insurance in an amount that will match the individual's salary rounded to the nearest \$1,000 based upon the salary schedule. This amount will not be changed during the year. An individual may purchase a matching amount of insurance in both categories at full cost (100%) to the individual. Voluntary Supplemental Life Insurance will be offered at full cost (100%) to the individual.
- 18.2 **Health Insurance Programs.** The Board will make available for the duration of the Agreement the following health insurance programs to eligible employees who enroll in the programs:
- The HMO plan in effect as of July 1, 2010 at a 95% / 5% premium split
  - The PPN plan in effect as of July 1, 2010 (PPO Core) at a 90% / 10% premium split
  - A Triple Health Option plan at an 85% / 15% premium split

Effective July 1 through June 30, the Board will similarly make available for the duration of the agreement to eligible employees who elect to enroll therein the choice of either the standard dental insurance plan, the preferred provider dental plan. The benefit period maximum for dental services shall be \$1500. See Appendix A for summary of benefits.

The Board will make a voluntary vision plan available for the duration of the Agreement to eligible employees who elect to enroll. The voluntary vision plan benefit will be offered at full cost (100%) to the individual member.

**Employees may not be covered by two Board provided insurance programs. Employee and eligible family members whose spouse or children are also employees of the school system may only select one insurance program for coverage. The employee and their spouse or children may select separate coverage, but they may not select duplicate**

**coverage. (e.g., An employee and spouse, who is also an employee, may select family coverage, or they may select two individual plans, they may not select both.)** If one employee's eligibility for participation is terminated for any reason, the other employee family member shall continue to be eligible for coverage **through their own eligibility**.

**Flexible Spending Account Plan.** The Board will make available for the duration of the Agreement the opportunity for employees, who are eligible for health insurance, to participate in a Flexible Spending Account Plan. Employees enrolled in this Plan will be allowed to contribute up to the maximum allowable by law for the payment of non-covered medical expenses and the maximum allowable by law for dependent care costs on a pre-tax basis.

**Employee Assistance Plan.** The Board shall make available to eligible employees and their eligible family members, at no cost, an Employee Assistance Plan (EAP). Employee participation in and/or referral to the EAP shall be voluntary and confidential, except as to any disclosures required by applicable state law. All personal treatment records generated as a result of an eligible individual's utilization of the EAP shall be maintained by the service provider and shall not be shared with the Board unless otherwise authorized by the eligible employee or the covered dependent, or by operation of applicable law. The contact person for the EAP services to be made available under this Agreement shall not be employed by the Board of Education.

18.3 The Board's rate of contribution applicable to the coverage made available under shall be 90% of the total premium for all dental insurance plans.

18.4 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 Worker's Compensation policy.

Employees who are injured on the job and who qualify for weekly disability payments through Workers' Compensation. **Will receive their salary, less the amount of the disability payments for up to 20 duty days.** After the **twentieth** day of absence, one-third of sick leave will be deducted for each day compensated by Workers' Compensation to maintain an employee's full salary.

18.5 All members must meet the requirements for medical screening for tuberculosis as established by the Harford County Health Department. An appropriate skin test as provided by the school system will be made available to members free of charge.

18.6 The Board of Education and the Association recognize the benefits of a wellness and employee assistance program. Both parties agree to work together to promote employee wellness and implement an employee assistance program.

18.7 **Benefits Advisory Committee.** The Board agrees to establish a Benefits Advisory Committee to provide stakeholder input into maintaining quality and affordable benefits. It is understood that the recommendations of the committee do not constitute negotiations and are only advisory.

The focus of this committee shall be to:

- a) Make recommendations on cost containment strategies.
- b) Study, discuss, and recommend possible plan design changes.
- c) Develop strategies to educate employees regarding benefit plans.

The Benefits Advisory Committee will meet at least six (6) times per year. The committee will report to the Board on its work in public session on an annual basis.

The composition of the committee will include up to three (3) representatives appointed by and representing the Board, one (1) representative from the Association appointed by President who is an active full-time employee and enrolled in the HCPS health plan or the President may appoint himself/herself, one (1) representative from each of the four (4) other employee groups appointed by their President or the President may appoint himself/herself, and one (1) person representing the retired employee's association.

The Association representative appointed to the committee shall be released from school duties for meetings of the committee without loss of salary whenever it is jointly decided to hold such meetings during the school day.

Operational ground rules for the Benefits Advisory Committee will be established by the members of the committee.

- 18.8 **The Board will offer all unit members the ability to enroll in a voluntary pet insurance plan. The pet insurance benefit will be offered at full cost (100%) to the individual member.**
- 18.9 **Additional Benefits.** The Board may provide additional benefits to employees for which participation is voluntary.

#### **ARTICLE XIX Evaluation**

- 19.1 Members will receive a formal evaluation each year.
- 19.2 The direct supervisor of a member shall hold the formal evaluation conference. Within a reasonable time after the conference, a written statement of evaluation will be prepared for review by the member. Any material presented at the conference which was not previously known to the member shall be reviewed with the member by the supervisor before it may be entered into the written evaluation.
- 19.3 In the event that the member feels his/her evaluation is incomplete or unjust, he/she may provide an addendum giving his/her point of view. The evaluation is, however, to be signed by the member. This signature does not indicate approval. A copy of this evaluation and addendum shall be placed in the evaluation file in the Human Resources Department and a copy shall be given to the member.
- 19.4 Complaints of a serious nature which shall be included in the personnel file of the member shall be brought to the attention of the member so that he/she may respond to them. Following the completion of an investigation, complaints of a serious nature which will be maintained by the direct supervisor in his/her file shall be brought to the attention of the member so that he/she may respond to them.

#### **ARTICLE XX Professional Rights and Privileges**

- 20.1 Provisions in Article XXI—Professional Rights and Privileges is not subject to the grievance procedures and therefore not subject to binding arbitration. Instead, members may appeal alleged violations of these provisions through the normal disciplinary appeal process.

- 20.2 A member shall be able, upon appointment and with or without an associate, to review the contents of the evaluation file and the personnel file concerning them. This review shall not include confidential materials such as reference letters or basic data received in the course of initial employment.
- 20.3 Material of a negative nature shall not be placed in a member's file without his/her knowledge. Except for evaluation forms, material of a negative nature may be removed from the member's file upon the member's request and subject to the approval of the Superintendent or his/her designee.
- 20.4 When a meeting with a member is being called for the purpose of suspension, or dismissal, the member shall be advised of his/her right to representation prior to the beginning of any such conference or meeting and be given no more than 10 business days to arrange for representation. In all other discipline matters a member may bring a representative.
- 20.5 No member shall be disciplined without due process.
- 20.6 An administrator placed on administrative leave will be informed in writing of the general topics related to any allegation(s) made against them resulting in the decision to place them on administrative leave at the time the leave begins, unless said allegations are criminal in nature.

**ARTICLE XXI**  
**Health and Safety**

- 21.1 **The Harford County Public Schools has the responsibility to provide safe school facilities and to maintain them in a safe and adequate manner. Any condition affecting the health and/or safety of pupils or employees of the Harford County Public Schools shall be reported to Central Office so that appropriate action can be instituted within a reasonable time.**
- 21.2 **Members shall not knowingly be required to search for explosives, deadly weapons, and/or other weapons, without mandatory training relative to property procedures and safety protocols.**

Signatures of the negotiators who confirm the agreement reached on the above items and who recommend this total agreement for ratification by the Board of Education and the Association of Public School Administrators and Supervisors of Harford County:

Representatives of the Association of Public School Administrators and Supervisors of Harford County:

/s/ Thomas Dolina, Esquire – Chief Negotiator  
/s/ Joseph Collins  
/s/ Drew Hoagland  
/s/ Karen Jankowiak  
/s/ Erin Mock  
/s/ Melissa Williams

Representatives of the Board of Education of Harford County:

/s/ C. Mae Alfree, Ed.D. – Chief Negotiator  
/s/ Peter Carpenter, Ed.D.  
/s/ Bernard Hennigan  
/s/ Deborah Judd  
/s/ Heather Kutcher  
/s/ Dyann Mack, Ed.D.  
/s/ Micheal O'Brien  
/s/ Benjamin Richardson


**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE HARFORD COUNTY BOARD OF EDUCATION**  
**AND**  
**THE ASSOCIATION OF PUBLIC SCHOOL ADMINISTRATORS AND**  
**SUPERVISORS OF HARFORD COUNTY**

This Memorandum of Understanding (MOU) constitutes an agreement between Harford County Board of Education (Board) and Association of Public School Administrators and Supervisors of Harford County (APSASHC).

The Board and the Union agree that Harford County Public Schools will extend the current Two-Thousand Dollars (\$2,000) in additional salary to the current unit members who previously achieved and have maintained their National Board Certification (NBC) for the FY26 fiscal year. The salary payments will be paid throughout the entire fiscal year with the remainder of the standard twenty-six (26) equal payroll installments.

This MOU will expire on June 30, 2026.

For APSASHC:

  
\_\_\_\_\_  
Melissa Williams (Jul 10, 2025 14:51 EDT) 07/10/2025

For the Board:

  
\_\_\_\_\_  
C. Mae Alfree, Ed.D. (Jul 10, 2025 14:53 EDT) 07/10/2025

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE HARFORD COUNTY BOARD OF EDUCATION  
AND  
THE ASSOCIATION OF PUBLIC SCHOOL ADMINISTRATORS  
AND SUPERVISORS OF HARFORD COUNTY**

This Memorandum of Understanding (MOU) constitutes an agreement between the Harford County Board of Education (Board) and Association of Public School Administrators and Supervisors of Harford County (APSASHC).

**The Board and APSASHC agree to the following evaluation process and conditions for the 2025-2026 school year:**

**HCPS Principal Evaluation  
2025-2026**

The principal evaluation model is comprised of two elements, Professional Practice and Student Growth. Professional Practice is weighted as 80% of the overall rating. Student Growth is weighted as 20% of the overall rating.

<b>Professional Practice (80% of Overall Rating)</b>		
<b>Level of Performance</b>	<b>Point Value</b>	<b>Range</b>
Ineffective	0	$P < 0.4$
Effective Developing	1	$0.4 \leq P < 1.2$
Effective	2	$1.2 \leq P < 2$
Highly Effective	3	$2 \leq P \leq 2.4$

$P = S1(0.25) + S2(0.25) + S5(0.3)$

*P = The Professional Practice Rating*  
*S1 and S2 = Any two new standards selected by the principal (each worth 25%)*  
*S5 = Standard 5 in Professional Practice (required standard worth 30%)*

Example 1:  
 A principal receives rating of Effective on standards 1 and 2 and a rating of Highly Effective on standard 5. The calculation for this rating would be as follows:  

$$P = 2(0.25) + 2(0.25) + 3(0.3) = 1.9$$
 Using the range above, the principal's overall Professional Practice rating would be **Effective**.

Example 2:  
 A principal receives a rating of Highly Effective on Standard 1, Effective on Standard 2, and Effective Developing on Standard 5. The calculation for this rating would be as follows:  

$$P = 3(0.25) + 2(0.25) + 1(0.3) = 1.55$$
 Using the range above, the principal's overall Professional Practice rating would be **Effective**.

Student Growth SLO (20% of Overall Rating)		
Level of Performance	Point Value	Range
Ineffective	0	$S < 65\%$
Effective Developing	1	$65\% \leq S < 80\%$
Effective	2	$80\% \leq S < 90\%$
Highly Effective	3	$90\% \leq S$

For the 2025-2026 school year, only one Student Growth Measure will be required. This measure will be worth 20% of the overall evaluation rating.

**Example of Student Growth Measure:**  
*80% of 65 kindergarten students (52/65) in my school who have at least an 80% attendance rate will read at a level D or higher by the end of the school year as measured by Fountas and Pinnell.*

Tiers for Performance:

*Tier 1: Able to identify 0 – 13 letters and corresponding sounds (Below Proficient) = students will exhibit at least one year’s growth (identify all 52 upper and lower case letters with at least 26 corresponding sounds – specifically all short vowel sounds and hard sounds for /c/ and /g/ as measured by KLA.*

*Tier 2: Able to identify 14 – 26 letters and corresponding sounds (Proficient) = students will exhibit at least one year’s growth Level D as measured by F & P.*

*Tier 3: Level A/B (Advanced)=students will exhibit at least one year’s growth Level E/F.*

Rating	Example Notes
<b>HE</b>	90% of 80% = 72% (or higher) of the 65 students would make the expected growth. In this example, $(0.72 * 65 \text{ students} = 46.8)$ , rounded up to the nearest student would mean that at least 47 students must make the expected growth for the principal to receive a rating of Highly Effective.
<b>EF</b>	80% of 80% = 64% (or higher) of the 65 students would make the expected growth. In this example $(0.64 * 65 \text{ students} = 41.6)$ , rounded up to the nearest student would mean that at least 42 students must make the expected growth for the principal to receive a rating of Effective.
<b>ED</b>	65% of 80% = 52% (or higher) of the 65 students would make the expected growth. In this example, $(0.52 * 65 \text{ students} = 33.8)$ , rounded up to the nearest student would mean that at least 34 students must make the expected growth for the principal to receive a rating of Effective Developing.
<b>I</b>	In this example, if less than 34 students make the expected growth the principal would receive a rating of Ineffective.

Overall Rating of the HCPS Principal Evaluation Model		
Level of Performance	Point Value	Range
Ineffective	0	$R < 0.8$
Effective Developing	1	$0.8 \leq R < 1.8$
Effective	2	$1.8 \leq R < 2.8$
Highly Effective	3	$2.8 \leq R \leq 3$

The principal's overall evaluation rating is calculated as 80% of the Professional Practice rating and 20% of the Student Growth Measure rating.

$$R = P(0.8) + S(0.2)$$

*R = The overall rating comprised of the Professional Practice and the Student Growth Measure ratings.*  
*P = The rating for Professional Practice*  
*S = The rating for the Student Growth Measure*

Example 1:  
 A principal receives a Professional Practice rating of Effective and a Student Growth Measure rating of Highly Effective. The calculation would be as follows:

$$R = 2(0.8) + 3(0.2) = 2.2$$

Using the range above, the principal's overall rating would be **Effective**.


Example 2:  
 A principal receives a Professional Practice rating of Effective Developing and a Student Growth Measure of Effective. The calculation would be as follows:

$$R = 1(0.8) + 2(0.2) = 1.2$$

Using the range above, the principal's overall rating would be **Effective Developing**.

This agreement will be in effect until June 30, 2026.

For APSASHC:

  
 \_\_\_\_\_  
 Melissa Williams (Jul 10, 2025 14:50 EDT) 07/10/2025

For the Board:

  
 \_\_\_\_\_  
 C. Mae Alfree, Ed.D. (Jul 10, 2025 14:52 EDT) 07/10/2025

**Harford County Public Schools**  
**Salary Schedule for Administrative & Supervisory Personnel - 12 Month Employees**  
**FY26 - Effective July 1, 2025**

<b>STEP</b>	<b>GRADE 1</b>	<b>GRADE 2</b>	<b>GRADE 3</b>	<b>GRADE 4</b>	<b>GRADE 5</b>	<b>GRADE 6</b>	<b>GRADE 7</b>	<b>GRADE 8</b>
<b>1</b>	\$122,346	\$126,017	\$129,797	\$133,691	\$137,702	\$141,833	\$146,088	\$150,471
<b>2</b>	\$123,569	\$127,277	\$131,095	\$135,028	\$139,079	\$143,251	\$147,549	\$151,976
<b>3</b>	\$124,806	\$128,550	\$132,406	\$136,378	\$140,470	\$144,684	\$149,024	\$153,495
<b>4</b>	\$126,054	\$129,836	\$133,730	\$137,742	\$141,875	\$146,131	\$150,514	\$155,030
<b>5</b>	\$127,315	\$131,133	\$135,067	\$139,119	\$143,293	\$147,592	\$152,020	\$156,580
<b>6</b>	\$128,587	\$132,445	\$136,419	\$140,511	\$144,726	\$149,068	\$153,540	\$158,146
<b>7</b>	\$129,873	\$133,769	\$137,782	\$141,916	\$146,173	\$150,559	\$155,075	\$159,727
<b>8</b>	\$131,172	\$135,107	\$139,160	\$143,335	\$147,635	\$152,065	\$156,626	\$161,325
<b>9</b>	\$132,484	\$136,458	\$140,552	\$144,768	\$149,111	\$153,585	\$158,192	\$162,938
<b>10</b>	\$133,809	\$137,823	\$141,958	\$146,216	\$150,602	\$155,121	\$159,774	\$164,567
<b>11</b>	\$135,146	\$139,201	\$143,377	\$147,678	\$152,109	\$156,672	\$161,372	\$166,213
<b>12</b>	\$136,497	\$140,593	\$144,811	\$149,155	\$153,630	\$158,239	\$162,986	\$167,875
<b>13</b>	\$137,863	\$141,999	\$146,259	\$150,647	\$155,166	\$159,821	\$164,616	\$169,554
<b>14</b>	\$139,242	\$143,419	\$147,722	\$152,153	\$156,718	\$161,419	\$166,262	\$171,250
<b>15</b>	\$140,634	\$144,853	\$149,198	\$153,675	\$158,285	\$163,033	\$167,925	\$172,963
<b>16</b>	\$142,040	\$146,302	\$150,691	\$155,212	\$159,868	\$164,663	\$169,603	\$174,692
<b>17</b>	\$143,460	\$147,765	\$152,198	\$156,763	\$161,467	\$166,311	\$171,300	\$176,439
<b>18</b>	\$144,896	\$149,243	\$153,719	\$158,331	\$163,081	\$167,973	\$173,013	\$178,203
<b>19</b>	\$146,344	\$150,734	\$155,256	\$159,914	\$164,712	\$169,653	\$174,743	\$179,985
<b>20</b>	\$147,807	\$152,242	\$156,810	\$161,513	\$166,359	\$171,350	\$176,490	\$181,785

Original



# **Harford County Board of Education Medical Benefits Options**

Effective for Plan Year July 1, 2025 – June 30, 2026

## Benefit Plan Resources

For the most current information, please consult the providers' websites or contact Member Services:

Important Resources	Member Services Telephone Number	Web or Claims Mailing Address	
CareFirst BlueCross BlueShield Medical Claims	866-263-9477	<a href="http://carefirst.com">carefirst.com</a>	Mailroom Administrator PO Box 14115 Lexington, KY 40512
Mental and Behavioral Health	800-245-7013	<a href="http://carefirst.com/mentalhealth">carefirst.com/mentalhealth</a>	
CVS Caremark and Mail Order Pharmacy	800-241-3371	<a href="http://carefirst.com/rx">carefirst.com/rx</a>	
CareFirst Dental and Vision	Vision: 800-783-5602 Dental: 866-891-2802	<a href="http://carefirst.com">carefirst.com</a>	Mailroom Administrator PO Box 14115 Lexington, KY 40512
Flexible Benefit Administrators, Inc. (FBA)	800-437-3539	<a href="http://flex-admin.com">flex-admin.com</a> <a href="https://fba.wealthcareportal.com">https://fba.wealthcareportal.com</a>	
Acentra Health	866-795-5701	<a href="http://EAPHelplink.com">EAPHelplink.com</a> ; company code-HCPS	
State Retirement Agency	800-492-5909	<a href="http://sra.maryland.gov">sra.maryland.gov</a>	
Lincoln Financial Tax Deferred Compensation Plan (457b) (403b)	800-234-3500 Press "0"	<a href="http://hcps.org/departments/humanresources/benefits/retirement.aspx">hcps.org/departments/humanresources/benefits/retirement.aspx</a> <a href="http://lincolnfinancial.com">lincolnfinancial.com</a>	
Harford County Public Schools Benefits Office	410-588-5275	<a href="http://www.hcps.org/departments/HumanResources/benefits@hcps.org">www.hcps.org/departments/HumanResources/benefits@hcps.org</a>	
Employee Incentives		<a href="https://hcps365.sharepoint.com/sites/HumanResources/Staffing/RecruitmentandRetention/default.aspx">https://hcps365.sharepoint.com/sites/HumanResources/Staffing/RecruitmentandRetention/default.aspx</a>	

# Medical Benefits Comparison Chart

The Benefits	BlueChoice HMO Open Access BlueChoice Providers	CareFirst BlueCross BlueShield Preferred Provider Organization	
		In-network BlueCross BlueShield PPO Providers	Out-of-network Participating and Non-participating Providers
<b>DEDUCTIBLE—CONTRACT YEAR JULY 1–JUNE 30</b>	\$150 Individual / \$300 Family aggregate (Deductible applies to all services unless otherwise noted; does not apply to Rx benefits)	\$150 Individual / \$300 Family aggregate (Deductible applies to all services unless otherwise noted; does not apply to Rx benefits)	\$350 Individual / \$700 Family aggregate (Deductible applies to all services unless otherwise noted; does not apply to Rx benefits)
<b>MEDICAL OUT-OF-POCKET MAXIMUM</b>	\$6,600 Individual/\$13,200 Family (integrated with Rx out-of-pocket maximum)	\$2,400 Individual / \$4,800 Family (combined in- and out-of-network)	
<b>LIFETIME MAXIMUM</b>	Unlimited	Unlimited	
<b>HOSPITAL</b>			
Hospital Room/Semi-Private*	100% AB	90% AB	70% AB
Skilled Nursing Facility*	100% AB (limited to 60 days/contract year)	90% AB	70% AB
Inpatient Rehabilitation*	100% AB (limited to 90 days/contract year)	90% AB	70% AB
Outpatient Surgery	100% AB	90% AB	70% AB
Emergency Care**	Emergency Room—\$75 copay (waived if admitted); Urgent Care Center—\$35 copay	Emergency Room—\$100 copay (no deductible—waived if admitted); Urgent Care Center—\$25 copay (no deductible)	Emergency Room—\$100 copay (no deductible—waived if admitted); Urgent Care Center—70% AB
<b>PHYSICIAN SERVICES</b>			
Surgeon	100% AB	90% AB	70% AB
Assistant Surgeon	100% AB	90% AB	Paid as in-network
Anesthesiologist	100% AB	90% AB	Paid as in-network
In-Hospital Medical	100% AB	90% AB	70% AB
<b>MEDICAL SERVICES</b>			
Office Visits	\$15 PCP/\$20 Specialist copay	\$20 PCP / \$25 Specialist copay (no deductible)	70% AB
Outpatient Facility	100% AB	100% AB	70% AB
Outpatient Physician	\$15 PCP/\$20 Specialist copay	\$30 copay	70% AB
Diagnostic X-rays	100% AB	90% AB	90% AB inpatient / 70% AB office
Radiation Therapy	\$20 Specialist copay	90% AB	70% AB
Chemotherapy	\$20 Specialist copay	90% AB	70% AB
Laboratory Tests	100% AB (LabCorp only)	90% AB	90% AB inpatient / 70% AB office
Allergy Testing	\$15 PCP/\$20 Specialist copay	90% AB	70% AB
Allergy Treatment/Injections	\$15 PCP/\$20 Specialist copay	90% AB	70% AB

\* Precertification required or penalties may apply.  
 \*\* Overnight stays for observation are not considered an inpatient admission.  
 AB = Allowed Benefit

This chart contains highlights only and is subject to change. The specific terms of coverage, exclusions and limitations are contained in the Summary Plan Description, the Group Benefit Guide or the Group Service Agreement. AB—Allowed Benefit. AWP—Average Wholesale Price.

## Medical Benefits Comparison Chart

	Triple Option Open Access		
	Level 1 BlueChoice Providers	Level 2 BlueCross BlueShield PPO Providers	Level 3 Participating and Non-participating Providers
	\$50 Individual / \$100 Family aggregate (Deductible applies to all services unless otherwise noted; does not apply to Rx benefits)	\$50 Individual / \$100 Family aggregate (Deductible applies to all services unless otherwise noted; does not apply to Rx benefits)	\$250 Individual / \$500 Family aggregate (Deductible applies to all services unless otherwise noted; does not apply to Rx benefits)
	\$1,200 Individual /\$2,400 Family (combined in- and out-of-network)	\$1,200 Individual /\$2,400 Family (combined in- and out-of-network)	
	Unlimited		
	100% AB	100% AB	80% AB
	100% AB	100% AB	80% AB
	100% AB	100% AB	80% AB
	100% AB	100% AB	80% AB
	Emergency Room—\$75 copay (waived if admitted); Urgent Care Center—\$20 copay	Emergency Room—\$75 copay (waived if admitted); Urgent Care Center—\$25 copay	Emergency Room—\$75 copay (waived if admitted); Urgent Care Center—80% AB
	100% AB	100% AB	80% AB
	100% AB	100% AB	Paid as Level 2
	100% AB	100% AB	Paid as Level 2
	100% AB	100% AB	80% AB
	\$15 PCP/\$20 Specialist copay	\$20 PCP/\$25 Specialist copay	80% AB
	100% AB	100% AB	80% AB
	\$15 PCP/\$20 Specialist copay	\$30 copay	80% AB
	100% AB	100% AB	Inpatient—Paid as Level 2 Office & Outpatient—80% AB
	100% AB	100% AB	80% AB
	100% AB	100% AB	80% AB
	100% AB (LabCorp only)	100% AB	Inpatient—Paid as Level 2 Office & Outpatient—80% AB
	100% AB	100% AB	80% AB
	100% AB	100% AB	80% AB

## Medical Benefits Comparison Chart

The Benefits	BlueChoice HMO Open Access BlueChoice Providers	CareFirst BlueCross BlueShield Preferred Provider Organization	
		In-network BlueCross BlueShield PPO Providers	Out-of-network Participating and Non-participating Providers
<b>MEDICAL SERVICES (CONTINUED)</b>			
Physical, Speech and Occupational Therapy (combined visits)	\$20 Specialist copay; 60 visit maximum per condition per contract year combined with speech and occupational therapy	\$25 Specialist office copay; \$30 OP Facility, \$30 OP Professional (no deductible); 100 visit maximum per contract year (occupational/speech combined in- and out-of-network)	70% AB; 100 visit maximum per contract year (occupational/speech combined in- and out-of-network)
Chiropractic Care (Spinal Manipulation)	\$20 Specialist copay; 60 visit maximum per condition per contract year	\$25 Specialist copay	70% AB
Acupuncture	Not covered	\$25 Specialist copay	70% AB
<b>PREVENTIVE CARE</b>			
Well Child Care/Immunization	100% AB (no deductible)	100% AB (no deductible)	70% AB
Routine Physical Exam	100% AB (no deductible)	100% AB (no deductible)	70% AB
Breast Cancer Screening/ Routine Mammography	100% AB (no deductible)	100% AB (no deductible)	100% AB (no deductible)
Prostate Cancer Screening	100% AB (no deductible)	100% AB (no deductible)	100% AB (no deductible)
Routine Gynecological Exam (one per contract year)	100% AB (no deductible)	100% AB (no deductible)	70% AB
Eye Exams	\$10 copay per annual visit no-referral (Davis Vision provider) (no deductible)	No Benefit	No Benefit
Eye Glasses/Lenses/Contact Lenses	Discounts available; See pages 39-41	No Benefit	No Benefit
<b>SPECIAL SERVICES</b>			
Durable Medical Equipment	100% AB	90% AB	70% AB
Home Health Care Visits*	100% AB	90% AB	70% AB
Hospice*	100% AB	90% AB	70% AB
Maternity Care (Pre/Post/ Delivery)	100% AB	100% AB	70% AB
Nursery Care (Must be enrolled within 30 days)	100% AB	90% AB	70% AB
Infertility Services	Pre-approval required Artificial Insemination—50% AB of charges (limited to 6 attempts per live birth); In Vitro Fertilization—50% AB of charges (limited to 3 attempts per live birth not to exceed a maximum lifetime limit of \$100,000)	Artificial Insemination—90% AB, pre-approval required (limited to 6 attempts per live birth); In Vitro Fertilization—90% AB, pre-approval required; (limited to 3 attempts per live birth not to exceed a maximum lifetime limit of \$100,000)	Artificial Insemination—70% AB, pre-approval required (limited to 6 attempts per live birth); In Vitro Fertilization—70% AB, pre-approval required; (limited to 3 attempts per live birth not to exceed a maximum lifetime limit of \$100,000)
Lapband Benefits	100% AB	90% AB	70% AB

AB = Allowed Benefit

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## Medical Benefits Comparison Chart

	Triple Option Open Access		
	Level 1 BlueChoice Providers	Level 2 BlueCross BlueShield PPO Providers	Level 3 Participating and Non-participating Providers
	\$20 Specialist copay; 100 visit maximum per contract year combined with speech and occupational therapy	\$25 Specialist office; \$30 OP Facility; \$30 OP Professional; 100 visit maximum per contract year (occupational/speech combined in- and out-of-network)	80% AB; 100 visit maximum per contract year (occupational/speech combined in- and out-of-network)
	\$20 Specialist copay	\$25 Specialist copay	80% AB
	\$20 Specialist copay	\$25 Specialist copay	80% AB
	100% AB (no deductible)	100% AB (no deductible)	80% AB
	100% AB (no deductible)	100% AB (no deductible)	80% AB
	100% AB (no deductible)	100% AB (no deductible)	100% AB (no deductible)
	100% AB (no deductible)	100% AB (no deductible)	100% AB (no deductible)
	100% AB (no deductible)	100% AB (no deductible)	80% AB
	\$10 copay per annual visit no-referral (Davis Vision provider) (no deductible)	\$10 copay per annual visit no-referral (Davis Vision provider) (no deductible)	
	Discounts available; See pages 39-41	Discounts available; See pages 39-41	
	100% AB	100% AB	80% AB
	100% AB	100% AB	80% AB
	100% AB	100% AB	80% AB
	100% AB	100% AB	80% AB
	100% AB	100% AB	80% AB
	Pre-approval required Artificial Insemination—100% AB of charges (limited to 6 attempts per live birth); In Vitro Fertilization—100% AB of charges (limited to 3 attempts per live birth not to exceed a maximum lifetime limit of \$100,000)	Artificial Insemination—100% AB, pre-approval required (limited to 6 attempts per live birth); In Vitro Fertilization—100% AB, pre-approval required; (limited to 3 attempts per live birth not to exceed a maximum lifetime limit of \$100,000)	Artificial Insemination—80% AB, pre-approval required (limited to 6 attempts per live birth); In Vitro Fertilization—80% AB, pre-approval required; (limited to 3 attempts per live birth not to exceed a maximum lifetime limit of \$100,000)
	100% AB	100% AB	80% AB

\* Precertification required or penalties may apply.

\*\* Mandatory generic substitution—see the CareFirst Drug Program section.

## Medical Benefits Comparison Chart

The Benefits	BlueChoice HMO Open Access BlueChoice Providers	CareFirst BlueCross BlueShield Preferred Provider Organization	
		In-network BlueCross BlueShield PPO Providers	Out-of-network Participating and Non-participating Providers
Surgical Treatment for Morbid Obesity (Gastric Bypass & Gastric Sleeve) (prior authorization required)	100% AB at a BlueDistinction center	90% AB at a BlueDistinction center	70% AB at a BlueDistinction center
<b>SPECIAL SERVICES (CONTINUED)</b>			
Ambulance When Medically Necessary (surface, air, private, and public)	100% AB	90% AB	Paid as in-network
Hearing Exam	\$20 copay	\$25 copay	70% AB
Hearing Aids (one per hearing impaired ear every 36 months)	100% AB	90% AB (no deductible)	70% AB
<b>MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES</b>			
Inpatient Care*	100% AB	90% AB	70% AB
Outpatient Facility	100% AB	90% AB	70% AB
Office Visits	\$15 copay	\$20 copay (no deductible)	70% AB
<b>PRESCRIPTION DRUGS USING FORMULARY 2</b>			
Prescription Drug Out-of-Pocket Max.	\$6,600 Individual / \$13,200 Family (integrated with medical out-of-pocket maximum)	\$4,200 Individual / \$8,400 Family	
Retail Prescription Drug**	\$10 copay—Generic drug (Tier 1); \$20 copay—Preferred Brand (Tier 2); \$40 copay—Non-preferred Brand (Tier 3); Maintenance drugs: 90 day supply, 2 times retail copay at CVS only: \$20 copay—Generic drug (Tier 1); \$40 copay—Preferred Brand (Tier 2) \$80 copay—Non-preferred Brand (Tier 3)	\$30 copay Preferred Brand (Tier 2) \$45 copay Non-preferred Brand (Tier 3) Maintenance medication up to 90 day supply 1 times retail at CVS only: \$15 copay—Generic drug (Tier 1) \$30 copay—Preferred Brand (Tier 2) \$45 copay—Non-preferred Brand (Tier 3)	
Mail Order Drug**	CVS Caremark Mail Order—2 times retail copay—up to 90 day supply \$20 copay—Generic drug (Tier 1); \$40 copay—Preferred Brand (Tier 2); \$80 copay—Non-preferred Brand (Tier 3)	CVS Caremark Mail Order Prescription Program for maintenance medication 1 times copay—Up to 90 day supply \$15 copay—Generic drug (Tier 1) \$30 copay—Preferred Brand (Tier 2) \$45 copay—Non-preferred Brand (Tier 3)	
Oral Contraceptives**	100% AB	100% AB	
Diabetic Supplies	100% AB	100% AB	
<b>VISION</b>			
Routine Exam (limited to 1 visit/benefit period)	\$10 per visit at participating vision provider	n/a	
Eyeglasses and Contact Lenses	Discounts from participating vision centers	n/a	

AB = Allowed Benefit

This chart contains highlights only and is subject to change. The specific terms of coverage, exclusions and limitations are contained in the Summary Plan Description, the Group Benefit Guide or the Group Service Agreement. AB—Allowed Benefit. AWP—Average Wholesale Price.

## Medical Benefits Comparison Chart

Triple Option Open Access			
	Level 1 BlueChoice Providers	Level 2 BlueCross BlueShield PPO Providers	Level 3 Participating and Non-participating Providers
	100% AB at a BlueDistinction center	100% AB at a BlueDistinction center	80% AB at a BlueDistinction center
	100% AB	100% AB	Paid as Level 2
	\$20 copay	\$25 copay	80% AB
	100% AB	100% AB	80% AB
	100% AB	100% AB	80% AB
	100% AB	100% AB	80% AB
	\$15 copay	\$20 copay	80% AB
	\$5,400 Individual / \$10,800 Family		
	\$15 copay Generic drug (Tier 1) \$30 copay Preferred Brand (Tier 2) \$45 copay Non-preferred Brand (Tier 3) Maintenance medication up to 90 day supply 1 times retail at CVS only: \$15 copay—Generic drug (Tier 1) \$30 copay—Preferred Brand (Tier 2) \$45 copay—Non-preferred Brand (Tier 3)		
	CVS Caremark Mail Order Prescription Program for maintenance medication 1 times copay—Up to 90 day supply \$15 copay—Generic drug (Tier 1) \$30 copay—Preferred Brand (Tier 2) \$45 copay—Non-preferred Brand (Tier 3)		
	100% AB		
	100% AB		
	\$10 per visit at participating vision provider		
	Discounts from participating vision centers		

# CareFirst Drug Program Summary of Benefits

## Formulary 2

Plan Feature	BlueChoice HMO Open Access	Triple Option Open Access	Preferred Provider Organization	Description
<b>Deductible</b>	None	None	None	Your benefit does not have a deductible.
<b>Prescription Drug Out-of-Pocket Maximum</b>	\$6,600 Individual/ \$13,200 Family	\$5,400 Individual/ \$10,800 Family	\$4,200 Individual/ \$8,400 Family	Your benefit does not have a family deductible maximum.
<b>Preventive Drugs</b> (up to a 34-day supply)	\$0 (not subject to deductible)	\$0 (not subject to deductible)	\$0 (not subject to deductible)	A preventive drug is a prescribed medication or item on CareFirst's Preventive Drug List.*
<b>Oral Chemotherapy &amp; Diabetic Supplies</b> (up to a 34-day supply)	\$0	\$0	\$0	Diabetic supplies include needles, lancets, test strips and alcohol swabs.
<b>Generic Drugs (Tier 1)</b> (up to a 34-day supply)	\$10	\$15	\$15	Generic drugs are covered at this copay level.
<b>Preferred Brand Drugs (Tier 2)</b> (up to a 34-day supply)	\$20	\$30	\$30	All preferred brand drugs are covered at this copay level.
<b>Non-Preferred Brand Drugs (Tier 3)</b> (up to a 34-day supply)	\$40	\$45	\$45	All non-preferred brand drugs on this copay level are not on the Preferred Drug List.* Discuss using alternatives with your physician or pharmacist.
<b>Maintenance Copays</b> (up to a 90-day supply)				Maintenance medication must be purchased at a CVS pharmacy or through Mail Service for a 90-day supply.
Retail (CVS only):				
Generic	\$20	\$15	\$15	
Preferred	\$40	\$30	\$30	
Non-preferred	\$80	\$45	\$45	
Mail Order:				
Generic	\$20	\$15	\$15	
Preferred	\$40	\$30	\$30	
Non-preferred	\$80	\$45	\$45	
<b>Prior Authorization</b>	Some prescription drugs require Prior Authorization. Prior Authorization is a tool used to ensure that you will achieve the maximum clinical benefit from the use of specific targeted drugs. Your physician or pharmacist must call (800) 294-5979 to begin the prior authorization process. For the most up-to-date prior authorization list, visit the prescription drug website at <a href="http://carefirst.com/rxgroup">carefirst.com/rxgroup</a> .			
<b>Mandatory Generic Substitution</b>	If you choose a Non-preferred Brand drug (Tier 3) instead of its Generic equivalent, you will pay the highest copay plus, the difference in cost between the Non-preferred Brand drug and the Generic. If a Generic version is not available, you will only pay the copay.			

# BlueDental Plus—PPO Comprehensive Summary of Benefits

Includes access to a national provider network

	In-Network You Pay	Out-of-Network You Pay
<b>DEDUCTIBLE APPLIES TO ALL BASIC AND MAJOR SERVICES*</b>	\$25 Individual/ \$50 Family	\$50 Individual/ \$150 Family
<b>ANNUAL MAXIMUM APPLIES TO ALL BASIC AND MAJOR SERVICES*</b>	Plan pays \$1,500 maximum	
<b>PREVENTIVE &amp; DIAGNOSTIC SERVICES</b>		
<ul style="list-style-type: none"> <li>▪ Oral Exams</li> <li>▪ Prophylaxis</li> <li>▪ X-rays</li> <li>▪ Sealants</li> </ul>	No charge <sup>1</sup>	35% of Allowed Benefit; Deductible does not apply; Non-participating providers may bill for the difference between the allowed benefit and the provider's charges. <sup>1</sup>
<b>BASIC SERVICES</b>		
<ul style="list-style-type: none"> <li>▪ Fillings—includes posterior composite restorations</li> <li>▪ Periodontics (gum treatment)</li> <li>▪ Endodontics (root canals)</li> <li>▪ Denture repair/relining</li> <li>▪ Stainless steel crowns</li> <li>▪ Bridges, bridge recementation/repair</li> <li>▪ Implants—covered only as an alternative to a fixed bridge</li> <li>▪ Oral surgery</li> </ul>	20% of Allowed Benefit after deductible <sup>1</sup>	50% of Allowed Benefit after deductible; Non-participating providers may bill for the difference between the allowed benefit and the provider's charges <sup>1</sup>
<ul style="list-style-type: none"> <li>▪ Surgical removal of impacted teeth</li> </ul>	No charge after deductible <sup>1</sup>	35% of Allowed Benefit after deductible; Non-participating providers may bill for the difference between the allowed benefit and the provider's charges. <sup>1</sup>
<b>MAJOR SERVICES</b>		
<ul style="list-style-type: none"> <li>▪ Dentures</li> <li>▪ Crowns, inlays, onlays and cast restorations</li> </ul>	50% of Allowed Benefit after deductible <sup>1</sup>	70% of Allowed Benefit after deductible; Non-participating providers may bill for the difference between the allowed benefit and the provider's charges. <sup>1</sup>
<b>ORTHODONTIC SERVICES</b>		
<ul style="list-style-type: none"> <li>▪ Benefits for orthodontic services are available for dependent children up to age 19</li> </ul>	50% of Allowed Benefit <sup>1</sup>	50% of Allowed Benefit; Deductible does not apply; Non-participating providers may bill for the difference between the allowed benefit and the provider's charges. <sup>1</sup>
<b>ORTHODONTIC LIFETIME MAXIMUM</b>	Plan pays \$800 combined maximum	

<sup>1</sup> CareFirst payments are based on the CareFirst Allowed Benefit. Participating and Preferred Dentists accept 100% of the CareFirst Allowed Benefit as payment in full for covered services. Non-participating dentists may bill the member for the difference between the Allowed Benefit and their charges.

\* Deductible and Annual Maximum Combined In-network/Out-of-network.

**Summary of Exclusions:** Not all services and procedures are covered by your benefits contract. This plan summary is for comparison purposes only and does not create rights not given through the benefit plan.

CareFirst of Maryland, Inc.: CFMI/BLUEDENTAL EOC (1/15); CFMI/BLUEDENTAL DOCS (R.7/21); CFMI/BLUEDENTAL SOB (R.7/21); CFMI/51+GC (R. 1/13); CFMI/ELIG/D-V (7/09) and any amendments.

# BlueDental Plus–PPO Standard Summary of Benefits

Includes access to a national provider network

	In-Network You Pay	Out-of-Network You Pay
<b>DEDUCTIBLE APPLIES TO ALL BASIC AND MAJOR SERVICES*</b>	\$25 Individual/ \$50 Family	\$25 Individual/ \$50 Family
<b>ANNUAL MAXIMUM APPLIES TO ALL BASIC AND MAJOR SERVICES*</b>	Plan pays \$1,500 maximum	
<b>PREVENTIVE &amp; DIAGNOSTIC SERVICES (Deductible and Annual Maximum do not apply)</b>		
<ul style="list-style-type: none"> <li>■ Oral Exams</li> <li>■ Cleanings</li> <li>■ X-rays</li> <li>■ Sealants</li> </ul>	No charge <sup>1</sup>	Deductible does not apply; Non-participating providers may bill for the difference between the allowed benefit and the provider's charges. <sup>1</sup>
<b>BASIC SERVICES</b>		
<ul style="list-style-type: none"> <li>■ Fillings (includes posterior composite restorations)</li> <li>■ Endodontics (root canals)</li> <li>■ Oral surgery</li> <li>■ Stainless steel crowns</li> </ul>	No charge after deductible <sup>1</sup>	Deductible applies; Non-participating providers may bill for the difference between the allowed benefit and the provider's charges. <sup>1</sup>
<b>MAJOR SERVICES (NOT COVERED UNDER PLAN)</b>		
<ul style="list-style-type: none"> <li>■ Periodontics</li> <li>■ Crowns</li> <li>■ Inlays</li> <li>■ Onlays</li> <li>■ Cast restorations</li> <li>■ Bridges</li> <li>■ Dentures</li> </ul>	Not covered	Not covered

<sup>1</sup> CareFirst payments are based on the CareFirst Allowed Benefit. Participating and Preferred Dentists accept 100% of the CareFirst Allowed Benefit as payment in full for covered services. Non-participating dentists may bill the member for the difference between the Allowed Benefit and their charges.

\* Deductible and Annual Maximum Combined In-network/Out-of-network.

**Summary of Exclusions:** Not all services and procedures are covered by your benefits contract. This plan summary is for comparison purposes only and does not create rights not given through the benefit plan.

CareFirst of Maryland, Inc.: CFMI/BLUEDENTAL EOC (1/15); CFMI/BLUEDENTAL DOCS (R.7/21); CFMI/BLUEDENTAL SOB (R.7/21); CFMI/51+/GC (R. 1/13); CFMI/ELIG/D-V (7/09) and any amendments.

# Core BlueVision Summary of Benefits

(Included with BlueChoice and Triple Option only)

12-month benefit period

In-Network	You Pay
<b>EYE EXAMINATIONS<sup>1</sup></b>	
Routine Eye Examination with dilation (per benefit period)	\$10
<b>FRAMES<sup>1,2</sup></b>	
Priced up to \$70 retail	\$40
Priced above \$70 retail	\$40, plus 90% of the amount over \$70
<b>SPECTACLE LENSES<sup>2</sup></b>	
Single Vision	\$35
Bifocal	\$55
Trifocal	\$65
Lenticular	\$110
<b>LENS OPTIONS<sup>2,3</sup> (add to spectacle lens prices above)</b>	
Standard Progressive Lenses	\$75
Premium Progressive Lenses (Varilux®, etc.)	\$125
Polarized Lenses	\$75
High Index Lenses	\$55
Glass Lenses	\$18
Polycarbonate Lenses	\$30

In-Network	You Pay
<b>LENS OPTIONS<sup>1,2</sup> (add to spectacle lens prices above)</b>	
Blended Invisible Bifocals	\$20
Intermediate Vision Lenses	\$30
Photochromic Lenses	\$35
Scratch-Resistant Coating	\$20
Standard Anti-Reflective (AR) Coating	\$45
Ultraviolet (UV) Coating	\$15
Solid Tint	\$10
Gradient Tint	\$12
Plastic Photosensitive Lenses	\$65
<b>CONTACT LENSES<sup>1</sup></b>	
Contact Lens Evaluation and Fitting	85% of retail price
Conventional	80% of retail price
Disposable/Planned Replacement	90% of retail price
DavisVisionContacts.com Mail Order Contact Lens Replacement Online	Discounted prices
<b>LASER VISION CORRECTION<sup>1</sup></b>	
Up to 25% off allowed amount or 5% off any advertised special <sup>3</sup>	

<sup>1</sup> At certain retail locations, members receive comparable value through their everyday low price on examination, frame and contact lens purchase.

<sup>2</sup> CareFirst BlueChoice does not underwrite lenses, frames and contact lenses in this program. This portion of the Plan is not an insurance product. As of 4/1/14, some providers in Maryland and Virginia may no longer provide these discounts.

<sup>3</sup> Special lens designs, materials, powers and frames may require additional cost.

<sup>4</sup> Some providers have flat fees that are equivalent to these discounts.

#### Exclusions

The following services are excluded from coverage:

1. Diagnostic services, except as listed in What's Covered under the Evidence of Coverage.
2. Medical care or surgery. Covered services related to medical conditions of the eye may be covered under the Evidence of Coverage.
3. Prescription drugs obtained and self-administered by the mem
4. Prescription drugs obtained and self-administered by the Member for outpatient use unless the prescription drug is specifically covered under the Evidence of Coverage or a rider or endorsement purchased by your Group and attached to the Evidence of Coverage.
5. Services or supplies not specifically approved by the Vision Care Designee where required in What's Covered under the Evidence of Coverage.
6. Orthoptics, vision training and low vision aids.
7. Glasses, sunglasses or contact lenses.
8. Vision Care services for cosmetic use.
9. Services obtained from Non-Contracting Providers.

For BlueChoice Opt-Out Plus members, Vision Care benefits are not available under the Out-of-Network Evidence of Coverage.

Exclusions apply to the Routine Eye Examination portion of your vision coverage. Discounts on materials such as glasses and contacts may still apply.

Benefits issued under policy form numbers: MD/BC-OOP/VISION (R. 6/04) • DC/BC-OOP/VISION (R. 6/04) • VA/BC-OOP/VISION (R. 6/04)

# BlueVision Plus Summary of Benefits

12-month benefit period

Benefit	In-Network You Pay	Out-of-Network You Pay
<b>EYE EXAMINATIONS (once per 12-month benefit period)</b>		
Routine Eye Examination with dilation	No copay	Plan pays \$40, you pay balance
<b>FRAMES (once per 12-month benefit period)</b>		
Davis Vision Frame Collection <sup>1</sup>	No copay for over 200 frames	Not applicable
Non-Collection Frame	Plan pays up to \$200, you pay balance minus 20% discount <sup>3,4</sup>	Plan pays \$70, you pay balance
<b>SPECTACLE LENSES (once per 12-month benefit period)</b>		
Basic Single Vision	\$10 copay	Plan pays \$40, you pay balance
Basic Bifocal	\$10 copay	Plan pays \$60, you pay balance
Basic Trifocal	\$10 copay	Plan pays \$80, you pay balance
Progressive Lenses (stand/prem/ultra/ultimate)	\$0/\$0/\$140/\$175	Up to \$60 (in lieu of bifocal reimbursement)
<b>CONTACT LENSES (initial supply; once per 12-month benefit period, in lieu of eyeglasses)</b>		
Medically Necessary Contacts	No copay with prior approval	Plan pays \$250, you pay balance
Davis Vision Contact Lens Collection <sup>1</sup>	No copay	Not applicable
Other (Non-Collection) Contact Lenses	Plan pays up to \$200, you pay balance minus 15% discount <sup>3,4</sup>	Plan pays \$100, you pay balance
<b>CONTACT LENS EVALUATION, FITTING AND FOLLOW-UP CARE (once per 12-month benefit period)</b>		
Davis Vision Collection <sup>1</sup> , Standard Contact Lenses & Medically Necessary Contact Lenses	Covered	Not applicable
Specialty Contact Lenses that are non-collection, including, but not limited to, toric, multi-focal and gas permeable lenses	\$40 Copay <sup>3,4</sup>	Not applicable

## Value Add and Discounts<sup>3,4</sup> (fixed fee)

<b>LENS OPTIONS<sup>3,4</sup> (add to spectacle prices above)</b>			
Tinting of Plastic Lenses (Solid/Gradient)	\$0	Anti-Reflective (AR) Coating (Standard/Premium/Ultra/Ulimate)	\$35/\$48/\$60/\$85
Scratch-Resistant Coating	\$0	High-Index Lenses (1.67/1.74)	\$55/\$120
Polycarbonate Lenses (Children/Adults) <sup>2</sup>	\$0	Polarized Lenses	\$75
Ultraviolet Coating	\$12	Plastic Photochromic Lenses	\$65
Blue Light Coating	\$15	Scratch Protection Plan: Single Vision/Multifocal Lenses	\$20/\$40
<b>ADDITIONAL DISCOUNTED SERVICES<sup>3,4</sup></b>			
Retinal Imaging—Member Charge	\$39		
Laser Vision Correction <sup>3</sup>	Up to 25% off allowed amount or 5% off any advertised special <sup>3</sup>		

<sup>1</sup> Collection is available at most participating independent provider offices. Collection is subject to change.

<sup>2</sup> Polycarbonate lenses are covered for dependent children, monocular patients and patients with prescriptions +/- 6.00 diopters or greater.

<sup>3</sup> These discounts are not considered covered benefits under the Plan. This portion of the Plan is not an insurance product. Additional plan discounts may not be available at all provider locations in all states. Please confirm that discounts are accepted when making your appointment. Discounts are not insurance and subject to change without notice.

<sup>4</sup> Available additional discounts not applicable at Glasses.com, 1-800 Contacts, Walmart locations, Sam's Club locations, or Costco locations or where limited by law or manufacturer restrictions.

<sup>5</sup> Reena Mukamal, "20 Surprising Health Problems an Eye Exam Can Catch," American Academy of Ophthalmology, aao.org.

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- **Multi-pet policy<sup>1</sup>** – 5% for the 2<sup>nd</sup> policy and 10% for each additional policy
- **Family plans option<sup>2</sup>** – One policy and a shared deductible for up to three dogs and cats
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## You'll have **the power of choice** to customize your coverage

With our flexible plans, you can select the plan that fits your pet's needs and your finances. Here are just some of the treatments and conditions we cover:

### Essential Care coverage

Accidents and illness  
Diabetes  
Ear infections  
Pancreatitis  
Cancer  
Cruciate ligament

### Sophisticated Care coverage

Laser therapy  
Holistic care  
Acupuncture  
Hydrotherapy  
IVDD

### Optional Preventive Care coverage

Flea and tick  
Spay and neuter  
Heartworm  
Behavioral training  
Teeth cleaning

### Explore other plan benefits (where available)

**24/7 live vet chat<sup>5</sup>** – Get immediate assistance, even on weekends and holidays!

**Healthy pet incentive<sup>6</sup>**

**Automatic coverage increases annually<sup>7</sup>**

**Loss or theft coverage**

**Mortality benefits**



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2. Family plan policies are limited to dogs age 12 and under and cats age 14 and under. Multi-policy discount is not available with Family Plans.
3. When using multiple discounts, discounts cannot exceed 30%. Each discount may not be available in all states. Please contact MetLife Pet for further details.
4. Reimbursement options include: 50%, 70%, 80% and 90%. Pet age restrictions may apply.
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6. Your pet's deductible automatically decreases by \$50 each policy year, so you don't receive a claim reimbursement.
7. If a policy's annual limit is at least \$5,000 and the policyholder has at least \$1,000 of unused benefits remaining at the end of the policy year, then upon renewal, MetLife will automatically increase the annual limit by \$500 for the renewal policy at no additional cost. The automatic annual limit increase will not apply if changes are made to the renewed policy. May not be available in all states.

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