

**NEGOTIATED AGREEMENT**

**between**

**THE BOARD OF EDUCATION  
OF HARFORD COUNTY**

**and**

**THE HARFORD COUNTY  
EDUCATION ASSOCIATION  
(EDUCATION SUPPORT PROFESSIONALS)**

**July 1, 2024 – June 30, 2026**

**(Revised: July 1, 2024)**

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. Errors in the publication of this agreement do not supersede the contents of the Negotiated Agreement between the Board of Education of Harford County and the Harford County Education Association.

**Harford County Public Schools policy manual and administrative procedures can be found on the HCPS website under Board of Education - Policies and Procedures.**

**Harford County Public Schools ([www.hcps.org](http://www.hcps.org))**



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**ARTICLE I**  
**Preamble**

Harford County Education Association (HCEA) and the Board of Education of Harford County Public Schools (HCPS) are collaborative partners who believe in excellence for staff and students, and in valuing and respecting the role of Education Support Professionals (ESP) as contributors to a learning community. We work together to provide a high-quality education to every student through continuous improvement, effective communication, mutual respect, and meaningful involvement of ESP staff in decision-making.

The parties are committed to a professional relationship. The parties recognize and support a mutual commitment to provide the very best in educational opportunities for all students. HCPS recognizes and respects the Association's commitment to advance and advocate for the interests of its members as valued contributors to student achievement and the improvement of Harford County Public Schools.

**ARTICLE II**  
**General Provisions**

2.1 **Recognition.** In view of the certification of the Board of Education of Harford County, Maryland, hereinafter referred to as the "Board," and in accordance with Education Article, Title 6, Subtitle 5, the Harford County Education Association (HCEA), hereinafter referred to as the "Association," is officially recognized as the exclusive public school employee organization for all employees within the unit defined herein.

2.2 **Definition of Terms.**

- (a) "Bargaining Unit" - The Bargaining Unit shall include all clerical/secretaries, paraeducators, instructionally-related technicians, transportation specialists, transliterators, sign language interpreters, Braille technicians, Inclusion helpers, behavioral specialists, and related personnel who are .5 FTE or higher; except those employees who are excluded by the nature of their job responsibilities as it relates to the negotiations process.
- (b) "Employee" - Unless otherwise indicated, this term shall refer to members of the bargaining unit. Eligibility for membership in the bargaining unit shall be defined in §6-501 of the Annotated Code of Maryland, Education Article.
- (c) "Superintendent"- As it appears in this agreement, shall refer to the Superintendent of the Harford County Public Schools.
- (d) "Temporary employees" - Temporary employees are employed for a brief period of time for a specific assignment and are not unit members. Temporary employees are not covered by this agreement. At the time the assignment is determined to be permanent, the employee will be eligible for representation. The assignment will not exceed nine (9) months.

2.3 **Renegotiations.** The items of this agreement not requiring fiscal support, when duly ratified by the Association and the Board, shall be valid and binding on July 1, 2024. 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.

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

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.

- 2.4 **Dates for Negotiations.** Negotiations for a succeeding year shall begin no later than December 1 and conclude by February 15, unless mutually agreed by both parties to continue negotiations.
- 2.5 **Impasse Procedure.** The impasse process shall be conducted pursuant to Title 6, Subtitle 4 and 5, et seq., of the Education Article of the Annotated Code of Maryland.
- 2.6 **Duration of Agreement.** This agreement shall take effect on July 1, 2024 through June 30, 2026. The Board and the Association agree that all negotiable items have been discussed during negotiations leading to this agreement and, therefore, agree that negotiations will not be reopened on any item, whether contained herein or not, during the life of this agreement except by mutual consent.
- 2.7 **Modification of Agreement.** This agreement may not be modified in whole or part except by an instrument in writing duly executed by both parties.

### **ARTICLE III 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 IV HCEA – Board Relations**

- 4.1 **Printing Agreement.** The Board of Education will make this agreement available on-line for all HCEA employees who may print the agreement at their work location. HCEA may provide printed copies of the agreement to its membership at its own cost.
- 4.2 **Association Communication.** The Association may utilize the inter-school courier service and the Harford County Public Schools' e-mail system for the distribution of its newsletter and for membership materials. Other materials which have been approved by the Superintendent may also be distributed.

**4.3 Dues Deduction Authorization.** The Association will submit authorization forms for each employee who wishes to participate in payroll deductions for the combined HCEA, MSEA, and NEA dues. Cancellation of membership shall be signed, **dated** and sent in writing by letter or from the employee via U.S. Mail or HCPS email account to the Association President. The Association shall notify the Board each year by September 30 of employees whose authorization for dues deduction has been revoked.

Payroll deductions shall begin with the first pay in November and continue through the last pay in June (seventeen (17) pays). In case of resignation within a school year, the **remaining balance, for all Association dues, for the current year**, will be deducted from the final check.

**4.4 Use of School Facilities.** The Association may use school facilities of the Harford County Public Schools for legitimate Association business, provided it does not interfere with the normal, orderly conduct of the schools and may be held without cost, by using existing request procedures.

**4.5 Association Participation.** The Board and the Association agree not to interfere with the right of an employee to join and participate in the Association or not join the Association without reprisals.

**4.6 Visitation.** Association representatives who are not employees of the Harford County Public Schools may enter facilities for such things as the delivery of items or short conferences. They will first report to the appropriate administrator or designee; and, if in **their** judgment their continued presence will not be contrary to the best interest of the school, they may remain.

**4.7 Bulletin Boards.** The principal or other appropriate supervisor will designate a bulletin board or portion thereof for the display of appropriate and legitimate Association materials.

**4.8 Exclusivity.** The provisions of Sections 4.2 and 4.3 shall not be made available to any other organization seeking to represent unit members.

**4.9 Board Meetings.** The Board of Education meeting agenda **will be posted to the HCPS website** prior to the meeting. A copy of approved Board minutes will be **posted to the HCPS website for member review**.

**4.10 Employee Lists.** On or before September 30 of each year the Association will be provided the name and work location of each employee eligible for representation by the Association.

**4.11 Notices and Information.** The Board shall provide the Association, upon request, with pertinent information developed by the school system which is reasonably necessary to represent employees in negotiations and grievances. The Association will be provided copies of Board policies and advertised vacancies which affect the Bargaining Unit. The Association agrees to send to the Board any Association newsletters and any other county-wide distribution sent through the HCPS communication system.

**4.12 Association Leave.** The Association may draw upon a bank of up to fifty (50) days maximum per fiscal year for **requested Association Leave** for use by one or more members designated by the president of the Association provided the unit member has given not less than three (3) days advance notice to the appropriate administrator and the Assistant Superintendent of Human Resources or designee. The unit member's absence will be with no loss of pay

provided the Association reimburses the Board the cost of a substitute. No one member shall be granted more than five (5) Association leave days per year, **unless they are a member of the HCEA leadership team**. Association days used on in-service days and for negotiations will not count toward the five (5) days per year of Association leave.

- 4.13 **Informational Packets.** Each school year, HCEA shall provide the Board with informational packets for distribution to all new employees in the HCEA bargaining unit.
- 4.14 **Labor Management Meetings.** If requested by HCEA; HCPS and HCEA may meet on a monthly basis, or more frequently if both parties agree, to address concerns, issues, policies, and procedures. The contents of such meetings shall not be related to the negotiation process. The meeting shall not include the Superintendent or any other executive staff. Each party may bring up to three (3) representatives to each monthly meeting.
- 4.15 **Protection of Union Activity.** There will be no retaliatory, arbitrary, or capricious actions of any kind taken against an educator as a result of their proper exercise of authority and responsibility in performing assigned duties as an educator, membership in the Association, acting as a representative, participation in any of its legal activities, participating in an administrative appeal, or participation in the grievance procedure provided in this agreement.
- 4.16 **Employee Processing Access.** The Association will create a welcome video to be added to the new employee processing portal.

If the school system hosts a system-wide new employee orientation for instruction support staff. When it is scheduled, a duly authorized Association representative will be provided a 30-minute period to present Association membership information including the purposes and activities of the Association. Mid-year hires will be invited to the system-wide orientation the following year.

- 4.17 **Professional Development Day.** The Board and the Association recognize the importance of professional development opportunities to enhance knowledge and skills, promote collaboration and flexibility, and to lead to better instruction and improved student learning. Therefore, educators may request supervisor approval to participate in professional development opportunities without loss of pay. Requests may be denied based on the needs of the system.

Unit members may attend the statewide curricular professional development conferences, the Maryland State Education Association Convention/Representative Assembly, and self-directed professional development scheduled on the annual MSEA conference day. HCPS may require reasonable notice and documentation of attendance.

- 4.18 **Job Descriptions.** Job descriptions shall be maintained by the Board for all bargaining unit positions.
- 4.19 **Duly authorized representatives of the Association and their respective affiliates may enter the school during the duty day for a meeting with an individual employee as long as it will not disrupt the operation of the school. Association representatives shall follow all proper sign-in procedures.**

For any other access to the school building, Association representatives shall contact the

principal or designee to notify them of the time and date of the visit with at least two business days' notice *when possible*. If the proposed time and date create a conflict the Association representative and the principal or designee will select a new date and time that is mutually agreeable.

4.20 **Union Notices.** The Association may place notices, circulars, or similar materials pertaining to legitimate Association business which clearly identify the individuals and/or organization responsible for the information contained therein, in the distribution boxes provided for employees.

4.21 **Courier Access.** The Association may utilize the inter-school courier service and the Harford County Public Schools' email system for the distribution of its newsletter and for membership material.

## ARTICLE V Association Representation

When meeting with an employee for the purpose of discipline, suspension, demotion, or discharge, the employee may request that an Association representative be present. The employee shall be given up to two (2) business days to arrange for representation.

Discipline shall be defined as a penalty imposed upon a member and entered into the personnel record outside the normal evaluation process.

## ARTICLE VI Employment Conditions

### 6.1 **Ten (10) Month Employees – Duty Year**

- (a) The duty year shall be the same as identified in the school calendar for other instructional personnel not to exceed 190 days.
- (b) Ten-month clerical employees are employed to work for a total of 192 duty days per work year. As a general rule, the beginning date in any one fiscal year will be on or before the first day scheduled for new **certificated staff** and the ending date no earlier than the last scheduled duty day for **certificated staff**, no later than June 30 of any fiscal year. The specific beginning and ending date is established by the principal, provided the duty days are within the fiscal year. Ten-month clerical personnel are not required to work when schools are closed for instructional personnel unless mutually agreed by the principal and secretary to be part of the scheduled work year.
- (c) The number of duty days for inclusion helpers shall be the same as specified in the school calendar for students, plus an additional four (4) in-service days as long as their assigned student is enrolled in school. If an inclusion helper's assigned student withdraws from school, reasonable efforts will be made to reassign the inclusion helper.
- (d) Working beyond the duty year. Ten-month unit members will be compensated at their true hourly rate.

6.2 **Twelve (12) Month Employees – 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 HCEA employees will not work on the days(s) beyond 260. The extra non-work day(s) will not count as a duty day or holiday. The extra non-work days(s) in the school calendar will be determined by the Superintendent of Schools. The hours for these extra non-work days will not count toward overtime calculations during the work period in which they occur.

- 6.3 Duty Day.** Paraeducators, inclusion helpers, and technicians will be scheduled for a 7 ½ hour work day which includes a 30-minute duty free paid lunch period. Secretarial and clerical personnel will be scheduled for an eight (8) hour work day which includes a 30-minute unpaid duty free lunch period.

Inclusion helpers will be scheduled to work their normal duty day as assigned. When the student assigned to an inclusion helper is absent from school, the inclusion helper will work their normal work day and will be assigned other duties. **Employee duty-day expectations will be communicated to employees at the beginning of each school year or upon any change during the school year.**

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

During the sixth month of service of the probationary employee, the principal or supervisor, under whom the individual works, will recommend that the person be granted permanent status or that the probationary period be extended for a period of up to sixty (60) work days, or that the person be terminated. **A principal or supervisor who recommends an extension of the probationary period shall do so in writing with the expectations for improvement in the extended probationary period.**

During the probationary period, an employee may only use actually earned sick leave and annual leave.

- 6.5 Announcement of Vacancies.** All positions within the unit which offer promotional and transfer opportunities will be posted for at least one week prior to the close of the application deadline.

Current employees may express an interest in any position for which they qualify in accordance with the promotional procedure (Section 6.6). When a position vacancy exists, those persons who have expressed an interest through the appropriate written transfer request or application process and meet the minimum qualifications pursuant to records on file in the Human Resources Office will be contacted and given first consideration for the position.

All clerical vacancies within the unit will be posted. Current employees may express an interest **in** any clerical position (e.g., promotion, demotion, transfer) for which they qualify through submission of an online application.

A minimum of two internal candidates will be interviewed for any promotional opportunity.

When a position vacancy is announced, all applicants must be qualified for the position as of the date of the announcement and must follow the procedures and timeline indicated on the posting.

Full-time employees shall receive first consideration for vacant positions; then qualified part-

time employees will be given consideration for full-time assignments.

- 6.6 Promotions.** Qualifications, work performance, and experience will be considered in all promotions. Applications will be accepted for promotional opportunities from current employees. The applicant who is deemed to be the best qualified for the position will receive the appointment.

The same process would also apply for those who desire a demotion and/or those who desire to change job categories.

If all applicants are equally qualified, then length of continuous service will be given preference. In all cases, the Superintendent will make the final decision as to who will receive the appointment.

When an employee is promoted to a position related to **their** current position, **they** will be placed on the step and grade in the appropriate classification which will provide a salary increase equal to or greater than a **nine percent (9%)** increase in **their** former pay classification **(based on the position and grade hourly rate)**.

- 6.7 Administrative Transfer.** When it is necessary for reasons not personal to the employee to select an employee for transfer when a transfer has not been requested, qualifications, work performance, experience, and length of **continuous** service shall be considered. When an administrative transfer is necessary and there is a volunteer deemed acceptable to be transferred, then the volunteer will be considered.

- 6.8 Involuntary Transfer.** If, as a solution to a problem (different from those listed in “Administrative Transfer”) an employee is to be transferred to another school, such a transfer may not be affected until after a meeting between the employee involved and the appropriate administrator(s). At this time, the employee shall be notified of the reason(s) for transfer and shall be given the opportunity to respond. In the event that an employee objects to the transfer, **they** shall, upon request, have a meeting with the Superintendent or designee. The employee, at **their** option, may have a person of **their** choice accompany **them** at the meeting.

- 6.9 Reduction in Force.** **Should the Board find a reduction in the number of employees to be considered, it shall notify the Association, in writing, of such possibility as soon as known.**

**The Board shall meet with the Association to discuss the specifics of the reduction.**

Qualifications, work performance and length of service will be considered in a reduction in force. When all other factors are equal, length of continuous service in Harford County will be the determining factor. The employees who are separated shall be placed on a priority recall list for a period of two (2) years and shall be recalled in reverse order of their separation when appropriate positions become available.

An employee on the priority recall list shall be notified in writing of any vacancy which occurs in **their** field of employment and shall indicate in writing within ten (10) days of the receipt of the letter **their** acceptance or rejection of the position.

**In no case shall a new Employee be employed by the Board while there are laid off Bargaining Unit Members who are qualified for a vacant or newly created position.**

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

A reduction in force will be conducted in accordance with the Reduction in Force Procedures Supporting Services Personnel. These procedures will remain in effect for the duration of this Agreement.

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

- 6.10 Just cause.** Any discipline of an employee by a supervisor shall be conducted in private, except when immediate action is required by the supervisor in an emergency situation. An employee may be **reduced in compensation or rank with a resulting reduction in compensation**, disciplined, suspended, or terminated for just cause only. For this section the grievance procedure will apply only through Step 3. Following the Step 3 meeting, the Superintendent will make the determination. This section will not be subject to the grievance procedure beyond Step 3; however, it will be subject to the administrative appeal procedure as contained in Section 4-205 (c) of the Annotated Code of Maryland, Education Article.

No non-probationary employee shall be **reduced in compensation or rank with a resulting reduction in compensation**, disciplined, suspended or discharged without being informed of the reason in writing, which will include the allegations and relevant facts, and afforded the opportunity to give an oral response to the Superintendent or **their** designee.

- 6.11 Notification of Resignation.** Unit members who plan to resign should send a letter of resignation to the Division of Human Resources copied to the principal or department head not less than two (2) weeks prior to the last day of duty.

- 6.12 Tuberculosis Screening.** All Employees of the Harford County Public Schools must meet the requirements for medical screening for tuberculosis as established by the Department of Health. An appropriate tuberculosis test will be made available to all employees free of charge.

- 6.13 Employee Evaluation.** Employees will be evaluated on an annual basis, or more frequently if deemed necessary, and informed of the quality of their work. All evaluations are the responsibility of the immediate administrative supervisor and shall be comprehensive. Employees will receive a copy of their evaluation at least five (5) duty days before the end of their work year. The employee has a right to review and to comment in writing regarding all evidence on file to support any evaluation of the employee's performance. An employee who disagrees with the evaluation may submit a written addendum or rebuttal to the evaluation. The evaluation and the addendum, if any, will be placed in the employee's personnel file.

The employee shall be requested to sign the evaluation. Signing the evaluation does not mean that the employee agrees or disagrees with the assessment.

If an employee desires a performance assessment with **their** immediate supervisor, **they** may request the assessment in writing. In the case of an unsatisfactory performance, the immediate supervisor will note areas that are unsatisfactory and make recommendations for improvement. Employees who receive an unsatisfactory performance evaluation will not be eligible for a step increase. If the employee achieves a satisfactory rating on a subsequent out-of-sequence evaluation, **they** will receive the step increment effective of the date of achieving the satisfactory evaluation. Judgment of performance by an evaluator shall not be subject to the

grievance procedure. An employee who disagrees with the unsatisfactory evaluation may file an administrative appeal under Section 4-205 (c) of the Annotated Code of Maryland, Education Article. If an employee's unsatisfactory evaluation is overturned as a result of a Section 4-205 (c) appeal the employee shall be granted a step increase retroactive to the beginning of the contract year.

- 6.14 **Personnel Files.** Employees shall be able, upon request, with an appropriate member of the Division of Human Resources, to review the non-confidential contents of **their** personnel file contained in the Division of Human Resources. This review shall not include confidential material such as letters of reference, academic credentials, and other similar documents pertaining to original employment. If a unit member wishes to be accompanied by another person or representative of the Association during such review, an appointment must be made by contacting the Division of Human Resources.

Complaints which the appropriate supervisor determines to have merit will be included in the personnel file of the employee and shall be brought to the attention of the employee so that he or she may respond to them.

The employee shall have the right to submit a written answer to such allegations. The employee shall be given the opportunity to acknowledge that **they have** read such materials by affixing **their** signature on the original with the understanding that such signature merely signifies that **they have** read the material to be filed and does not necessarily indicate agreement with its contents. The employee shall have the right to submit a written answer to such allegations. Unsubstantiated allegations will not be filed in the employee's personnel file.

- 6.15 **Duty-Free Lunch Period.** The duty-free lunch period for employees who are located in a school, e.g., clerical personnel, paraeducators, technicians, transliterators, sign language interpreters, inclusion helpers, and Braille technicians shall extend for at least thirty (30) minutes; but when the pupils have a regular lunch period of less than thirty (30) minutes, the duty-free period shall coincide with such regular period of less than thirty (30) minutes. In general, employees who are located in a school are expected to remain at school during the lunch period. For good reason, permission may be granted **to leave** the premises during the lunch period. The principal may limit the number of employees who may leave the building during lunch at any one time.

- 6.16 **Personal Rights.** The personal life of an employee is of appropriate concern to the Board only as it affects an improper relationship between the employee and the school system.

- 6.17 **Break.** An employee who works in a school will be provided a break of 15 minutes in the morning and in the afternoon. The breaks will be scheduled by the supervisor after consulting with the employee. Breaks should not occur during the last thirty (30) minutes of the duty day on a regular basis. If it is necessary to recall a person during a break, the person will be provided a break at another time. **The principal has the discretion to release the employee early to compensate for a break that was missed that day. If an employee regularly misses their break, they are to report the concern to the building administration.**

- 6.18 **Paraeducator and Technician Substitutes.** When a **certificated staff member** is absent from **their** assigned classes for one-half day or more, reasonable effort shall be made to employ a substitute. In an event a paraeducator is assigned to work as a substitute for a **certificated staff member**, the paraeducator will receive a daily stipend of \$30.00 if the paraeducator works **1.00** through **4.0** hours as a substitute, and a daily stipend of \$60 if the paraeducator works **4.0**

hours or more. Instructionally related technicians who are assigned to work as a substitute for a **certificated staff member** will also receive this stipend.

- 6.19 **Out of Title Work.** Employees who are temporarily required to perform duties of a higher pay grade or classification shall be compensated at a rate relative to **their** current status and in line with the higher grade classification. Requests for temporary classifications must be submitted to the Human Resources office for approval. Assignments must be for a minimum of ten (10) days with pay retroactive to the first day upon reaching the tenth (10th) day in the temporary assignment.
- 6.20 **Health and Safety.** The Harford County Public Schools has the responsibility to provide safe school facilities and to maintain them in a safe and adequate manner. Employees are obligated to report any condition affecting health and safety of pupils or employees of the Harford County Public Schools to the principal of the school or to the individual responsible for the building or facility where such condition is observed so that appropriate action can be instituted by the principal or other appropriate individual within a reasonable time.
- 6.21 **Planning. During early dismissal days, instruction support employees shall have 50 minutes for cooperative/collaborative planning time, when other professional development is not offered.**
- 6.22 **Staff Meetings. When unit members are required to attend faculty meetings, they will be compensated for any time worked outside the duty day.**
- 6.23 **Conference with employee. When a student has been referred to the principal or designee for disciplinary action, the principal or designee shall communicate the outcome with the employee. Communicate means a notification by any means, e.g., telephone, electronic mail, or an in-person conference, where the views of the employee may be considered.**
- 6.24 **Substitute coverage. The district shall make reasonable and appropriate attempts to secure a substitute for any Education Support Professional whose absence would require a long-term substitute.**
- 6.25 **Paraprofessionals assigned to a regional program or Harford Academy will receive a \$2,500 assignment stipend that will be paid throughout the contract year.**
- 6.26 **Maintenance of Classroom Control and Discipline. In the absence of, or in conference with, a certificated employee, when in the professional judgement of the employee, a student is, by their behavior, seriously disrupting the instructional program to the detriment of other students, the employee may refer the student to administration.**

## **ARTICLE VII Grievance Procedure**

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

Board and Association agree to attempt to settle all grievances at the lowest possible level. 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 the agreement. The employee shall discuss **their** grievance with **their** immediate supervisor and if the problem cannot be resolved at this level, the grievance shall be processed in the following steps:

### 7.3 **Steps.**

#### Step 1.

An employee shall present **their** grievance to the principal or appropriate supervisor within ten (10) working days from the date of its occurrence. The grievance shall be in writing and signed by the grievant.

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

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

#### Step 2.

If the answer to the grievance at Step 1 is not satisfactory to the employee, **they** may appeal the grievance in writing to the Assistant Superintendent of Human Resources and/or designated representative(s) within five (5) working days after the principal's or the appropriate supervisor's answer. The Assistant Superintendent of Human Resources and/or designated representative(s) will meet with the grievant and a representative of **their** choice, if desired, within ten (10) working days from receipt of the appeal.

The Assistant Superintendent of Human Resources and/or designated representative(s) will answer the grievance in writing within ten (10) working days after the Step 2 meeting.

#### Step 3.

If the answer to the grievance at Step 2 is not satisfactory to the employee, **they** may appeal the grievance, in writing, to the Superintendent of Schools within five (5) working days after the Assistant Superintendent of Human Resources and/or designated representative(s)' answer. The Superintendent and/or designated representative(s) will meet with the grievant and a representative of **their** choice, if desired, within ten working days from receipt of the appeal.

The Superintendent of Schools will answer the grievance in writing within ten (10) working days after the Step 3 meeting.

### 7.4 **Arbitration.**

(1) Any grievance concerning the interpretation, application or alleged breach of any provision of this agreement that has been properly processed through the grievance procedure as set forth above and has not been settled, may be appealed to arbitration by the Association serving written notice on the Superintendent 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 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 **their** 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 Association and the Board. The recommendation in writing of the arbitrator within **their** 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 they shall share equally the fee and other expenses of the arbitrator in connection with the grievance submitted to arbitration.

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

Unless a grievance is appealed by the grievant in writing within five (5) working days after the Administrator's answer, it shall be deemed settled in accordance with the Administrator's answer.

7.6 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 Assistant Superintendent of Human Resources within ten (10) days from the date of its occurrence. The processing of such grievance shall begin at Step 2.

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

7.8 No reprisals of any kind will be taken by the Board, the school administration, Association against any employee or official because of **their** participation in this grievance procedure.

- 7.9 Should the investigation or processing of a grievance require that an employee or an Association representative be released from **their** regular assignment, **they** shall be released without loss of pay or benefits and the employee will not be required to use any leave **they** may have.
- 7.10 The Association shall have the right to file grievances on its own behalf only with respect to issues that are specific to the Association's rights. These are limited to the following: matters arising under Sections 2.3, 2.4, and 2.5 regarding renegotiations and the impasse procedure; and matters arising under Article IV governing HCEA-Board Relations.

## ARTICLE VIII Wages

- 8.1 **Pay Rates.** Unit members must have been on an active status for a minimum of six (6) months to be eligible for an experience step increment.
- 8.2 **Payroll Distribution. All bargaining unit employees** will be paid on a bi-weekly basis. **Ten-month employees will be paid on a 22-equal pay schedule.**
- 8.3 **Deduction for Time without Pay.** When an employee is absent from work and such absence is of a "without pay" nature, the deduction shall be based upon the employee's daily rate of pay.
- 8.4 **Overtime Pay.** An employee who receives prior approval to work overtime will be compensated at time and one-half for work performed beyond forty (40) hours per work week. Annual leave, sick leave and personal leave days do not count toward the forty (40) hour work week. Overtime must be authorized by the appropriate administrator.
- 8.5 **Credit for Military Service.** Provided that the individual has received an honorable or general discharge, salary credit for military service may be granted up to a maximum of two years for new employees hired into the school system after July 1, 2015.
- 8.6 The Board and the Association agree to the following salary:

**First year – 2024-2025:**

- Eligible employees will receive a Step
- **Me too COLA which currently equates to a 1.5% COLA on all scales on July 1, 2024, and an additional 1.0% COLA mid-year, except Inclusion Helpers who will receive a 7.0% COLA applied to their scales effective July 1, 2024.**

**Second year – 2025-2026:**

- Eligible employees will receive a Step
- A "Me Too" COLA on all scales **and two language reopeners**

**\*Note for Salary Schedules: Paraprofessionals with their CDA will be placed on the AA salary lane.**

**ARTICLE IX**  
**Holidays**

9.1 **Official Holidays.** The following holidays have been approved by the Board of Education for employees:

Independence Day  
Labor Day  
Primary Election Day  
General Election Day  
Thanksgiving Day  
Thanksgiving Friday  
Christmas Eve  
Christmas Day  
New Year's Day  
Martin Luther King, Jr.'s Birthday  
President's Day  
Good Friday  
Memorial Day  
**Juneteenth**

When any of the aforementioned holidays, excluding Christmas Eve, occur on a Saturday, the day off shall be granted on Friday before the holiday. When the holiday, excluding Christmas Eve, occurs on Sunday, the holiday shall be observed on the following Monday.

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

9.2 **School Holidays. Twelve-Month Employees Only** - To be entitled to receive pay for a holiday, an employee must work or be on authorized leave on the work day immediately preceding the holiday and the work day immediately following the holiday.

- (a) All employees who are scheduled to work on the above specified holidays, will be granted an alternate day off in lieu of the holiday worked. The alternate day off must be taken within the same pay period in which the official holiday occurs.
- (b) Should the primary and/or general election days be deleted from the above-listed holidays, the Board shall assign alternative holidays to eligible unit members.

9.3 Twelve-month employees are scheduled to work on days when schools may be closed for various school holidays, such as the winter and spring recess as indicated on the approved school calendar. Employees who are absent on these days must be on approved annual, personal business, or sick leave or incur a per diem loss in salary for each day of unauthorized absence. Ten-month clerical employees are not required to report to work on school holidays unless mutually agreed by the principal and employee that the holiday is part of the scheduled work year.

9.4 All other ten-month employees follow the same school schedule as **certificated staff** as indicated on the approved school calendar and are not required to report to their assigned worksite during approved school holidays.

## ARTICLE X Leave Provisions

10.1 **Annual Leave.** Annual leave must be planned to give the best practical continuous coverage of the schools and central offices. Eligible employees shall have the option of using a part of their accrued annual leave while school is in session, provided the request is submitted as far in advance as possible and approved by the principal or department head. An employee is not required to give a reason for an annual leave request, however, approval of annual leave requests are conditional upon the needs of the school **system and** must be approved by the principal or department head.

Twelve-month employees earn annual leave as follows:

- An employee who qualifies for annual leave with five (5) years or less of continuous service earns annual leave at a rate of one (1) day per month.
- An employee who qualifies for annual leave with more than five (5) years of continuous service earns annual leave at a rate of one and one-quarter (1.25) days per qualifying month.
- An employee who qualifies for annual leave with more than ten (10) years of continuous service earns annual leave at a rate of one and one-half (1.5) days per qualifying month.
- An employee who qualifies for annual leave with more than fifteen (15) years of continuous service earns annual leave at a rate of 1.67 days per qualifying month for a total of twenty (20) days per year.
- A maximum of twenty-five (25) days of accrued annual leave may be carried over to the next fiscal year. Accounting for annual leave is based upon the fiscal year. The date of initial employment and the date of termination of employment will determine the amount of annual leave earned on a pro-rata basis for that month.
- Ten-month clerical, paraeducators, technicians, and **inclusion helpers** do not qualify for annual leave.

10.2 **Sick Leave.** An employee will receive sick leave at the rate of one and one-quarter (1.25) days per qualifying month for personal illness. Unused sick leave may be carried over from year to year. The total amount of sick leave that may be accumulated is unlimited.

Persons entering employment and persons leaving employment shall receive sick leave on a “pro-rata” basis if they are on active status ten (10) days prior to the middle of the month or ten (10) days prior to the end of the month. Temporary employees are not eligible for sick leave. The annual total of sick leave shall be available at the beginning of the school year.

To receive sick leave the Board is entitled to receive satisfactory proof of illness **where deemed appropriate.** Under normal circumstances, certification of illness from a medical professional will not be necessary for absences of three or fewer consecutive days’ duration. **In cases where concerns regarding the legitimacy of the claim of illness requiring absence from work, such as cases involving patterns of suspicious absence from work or days of historically**

**disproportionately high sick leave requests exist, certification of illness from a medical professional may be required.**

**Employees can use up to sixty-four hours of accrued sick leave for an absence due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member, which includes related legal services or proceedings.**

10.3 **Sick Leave Bank.** The Association will manage the sick leave bank. The rules for the Sick Leave Bank will be established by a four (4) member Rules Committee, two (2) members appointed by the President of the HCEA, and two (2) members appointed by the Superintendent. It shall be the purpose of this committee to recommend such rules as the committee considers appropriate for the operation of the Sick Leave Bank. These recommended rules must be approved by the President of the HCEA and the Superintendent before said rules take effect. The committee will meet at least once per year.

10.4 **Personal Business Leave.** Unit members shall receive a total of three (3) work days per year with no loss in salary that may be used for personal business. Unit members employed on or after February 1 shall receive one (1) work day of personal business leave. 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 principal or department head who shall not require a reason for the leave. If, however, an unforeseen circumstance requires the member's absence which could not be approved three days in advance, the reason for the absence shall be stated and the principal or department head may, at **their** discretion, approve the absence as a day of personal business leave. Personal business leave may be denied when, in the judgment of the principal or supervisor, the member'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 on the master calendar, or on an in-service day for **staff**, or at the beginning (first five scheduled work days) or the end of the school year (last five scheduled work days). If, however, a circumstance requires the member's absence on one or more of the foregoing days, the member may request use of personal business leave through the principal. The principal or supervisor may, at **their** discretion, approve the absence as a day of personal business leave. In normal circumstances a member shall not use more than **five (5)** consecutive personal business days at one time.

Exceptions to the foregoing restrictions on days to be used for personal business leave may be made by the **appropriate Executive Director** for circumstances which require the member's absence on these days.

10.5 **Illness of a Member of the Employee's Household or the Employee's Parent.** For an absence that does not qualify under the Family and Medical Leave Act (FMLA), an employee is permitted to use up to seven (7) work days of earned sick leave per year for illness of a member of the member's household or the member's parent. If the absence qualifies under the Family and Medical Leave Act, then the Board's FMLA procedures shall apply.

10.6 **Bereavement Leave.** An employee will be permitted up to seven (7) consecutive days of absence without loss of salary upon the death of a child, stepchild, parent, (natural, foster, or in-law), grandchild, grandparent, brother, sister, husband, wife, a person who reared the employee, or anyone who lives regularly in the household of the employee.

**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 the 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.**

An employee will be permitted up to two (2) days of absence at any one time without the loss of salary upon the death of a **stepbrother, stepsister, stepparent**, brother-in-law, sister-in-law, son-in-law or daughter-in-law. One of the days of absence must be the day of the funeral or **internment**.

In unusual circumstances there may be flexibility in the use of days upon the agreement between the employee and the Human Resources Office. Should an employee be required to travel for a funeral or other bereavement-related matters, other available leave may be used to extend the time allotted above.

- 10.7 **Jury Duty.** An employee who serves on jury duty will continue to receive **their** regular salary. The employee will provide, from the court, written confirmation of **their** days of service.
- 10.8 **Legal Summons.** An employee who is not otherwise on leave may be absent in response to a legal summons to appear as a witness without loss of salary, provided the employee is not a party (e.g., plaintiff, defendant, third party defendant or third party plaintiff).
- 10.9 **Leaves of Absence.** An employee must have completed one full year of service with Harford County Public Schools to be eligible for a leave of absence. A leave of absence protects the employee's right to apply for disability retirement and to be reemployed by the school system. Leaves of absence may be granted for one (1) year.

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

1. Leave of Absence for Illness.
2. Leave of Absence for Maternity.
3. Leave of Absence for Active Military Duty.
4. Leave of Absence for Study.
5. Leave of Absence for Illness in the Immediate Family.

An employee finding it necessary to request a leave of absence should make a written request to the Superintendent, stating the reason, date to become effective, and if for less than one (1) year, the number of months of leave desired.

An employee returning from an approved leave will be reassigned when an appropriate vacancy occurs for which the employee qualifies provided the employee has notified the Division of Human Resources in writing at least thirty (30) days prior to the expiration of the leave. Persons returning from personal illness leave will provide proper certification from **their** doctor that **they are** able to return to work and perform the functions of the assignment. The Board shall retain the right to require additional validation and/or a second medical opinion as deemed necessary at the Board's cost.

If a reduction in force has occurred in the field of employment of the person on leave, the person on leave will be placed on the reduction in force priority recall list according to **their** length of continuous service in Harford County.

- 10.10 **Inclement Weather.** Ten-month clerical and instructional employees are not required to report to work when schools are closed prior to the regular opening time or beginning of the regular work day. The day or days **may** be made up in order to comply with the minimum number of school days required by state law **or to comply with other contractual language**. In the event of delayed openings, and/or early closings due to inclement weather, ten-month clerical and instructional employees will work on the same schedule as ten-month **certificated staff**.

On days when schools are closed or opened on a delayed basis, twelve-month clerical employees will report to work at their regularly scheduled time in accordance with established inclement weather procedures, unless they have requested and received approval to use annual or personal leave. If schools and offices are closed, unit members will not be required to report to work unless they have been designated as “essential personnel.” When schools are closed early due to inclement weather, twelve-month clerical employees will be released at the direction of the Superintendent (or designee), unless they have requested and received approval to use annual or personal leave.

- 10.11 **Leave of Absence for Maternity/Paternity Leave.** Parental Leave: Eligible employees may seek 12 continuous workweeks of unpaid FMLA in a 12-month period for the birth of a son or daughter and bonding with the **newly placed** 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 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 HCPS Employee Handbook.

- 10.12 **Religious Holidays.** An employee shall have three (3) days of leave for observance of recognized special holidays which **they** believe to be mandated by **their** religion, provided that the leave **they** seek would be given a positive recommendation by the proper authorities. The principal may contact the proper religious authority for their recommendation. The three (3) days allowed for religious holiday shall be in addition to sick days and other emergency days and shall not be accumulative.

- 10.13 **Assault Leave - \*§6-111.**

- (a) An employee of a county board who is absent due to physical disability that results from an assault while in the scope of board employment shall be kept on full pay status instead of sick leave during the period of absence.
- (b) Each county board shall establish rules and regulations for the entitlement and use of assault leave, including a requirement that an employee provide:
- (1) A signed statement that justifies the use of assault leave; and
  - (2) If medical attention is required, a certificate from a licensed physician that states the nature and duration of the disability.

\*This is informational reference only and is not subject to the grievance process.

**Harford County Public Schools policy manual and administrative procedures can be found on the HCPS website under Board of Education - Policies and Procedures. Harford County Public Schools ([www.hcps.org](http://www.hcps.org))**

- 10.14 **Deduction for Absences.** Deductions for absences may be requested in one (1) hour increments when coverage for that time is not required or when coverage has been arranged and is not a disruption in the school.

## **ARTICLE XI**

### **Disposition of Unused Leave Upon Retirement, Resignation, or Death**

- 11.1 **Payment for Unused Days of Annual Leave.** All employees who enter regular retirement from Harford County Public Schools with a minimum of ten (10) years of continuous service shall receive payment for earned and accumulated days of annual leave at their current daily salary.
- 11.2 **Payment for Unused Days of Sick Leave.** Employees who enter retirement from the Harford County Public Schools after ten (10) years of service with HCPS shall receive payment for unused days of sick leave up to a maximum of 200 days at the rate of 25% of the daily rate of pay.\* Full time employees shall be paid the above listed percentage or \$18, whichever is higher. All such days must have been accumulated while in service in Harford County. Sick leave shall be accumulated annually at the rate of the difference between sick leave provided and sick leave used.
- 11.3 **Payment for 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 an employee who has served ten (10) years with the school system and whose death occurs while the employee is on active duty or on an approved leave of absence. The payment for the unused sick leave will be up to a maximum of 200 days at the rate of 25% of the daily rate of pay or \$18 for a full day, whichever is higher.
- 11.4 **Payment for Unused Annual Leave Death Benefit.** Payment for current and accumulated days of annual leave will be made to the beneficiary of an employee whose death occurs while the employee is employed by the HCPS. Such payment would be at the current daily rate of pay of that employee.

## **ARTICLE XII**

### **Insurance**

- 12.1 **Group Hospitalization, Dental Plan and Life Insurance.** The Board of Education shares in the cost of a group hospitalization plan, a dental plan, and a life insurance program for employees who work twenty (20) or more hours a week. Voluntary Supplemental Life Insurance will be offered at full cost (100%) to the individual.
- 12.2 **Group Life Insurance.** The Board will provide group life insurance and group accidental

death and dismemberment to eligible employees in an amount of \$8000 or an amount that will match the individual's salary rounded to the nearest \$1000, whichever is higher. This amount will not be changed during the contract year. An employee may purchase an additional amount of supplemental life, spousal, and dependent insurance at full (100%) cost to the employee. The Board will make payment for a full twelve (12) month period commencing July 1 and ending June 30.

- 12.3 **Benefits Advisory Committee.** The Board agrees to establish a Benefits Advisory Committee to provide 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. A copy of the report will be forwarded to the HCEA President for possible negotiations.

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 the President who is a current employee and enrolled in the HCPS health plan or the President may appoint **themselves**, one (1) representative from each of the four (4) other employee groups appointed by their President or the President may appoint **themselves**, 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.

- 12.4 **Health Care Insurance.** Employees may not be covered by two Board provided insurance programs. Employees 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.**

- 12.5 **The Board's Rate of Contribution.** The Board's rate of contribution applicable to the coverage made available for all life and dental insurance plans shall be 90% of the total premium. The Board's contributions to all health and dental plans for employees hired or transferred into part-time positions of less than 25 hours a week will be 50% of the Board's contribution for full-time employees identified in this article.

- 12.6 **Workers' Compensation.** All benefits provided under Maryland law for employees injured during and as a result of their work, including death, injury, hospitalization, medical and weekly

disability payments, and lump sum awards, are available through a standard Workers' Compensation policy.

Employees who are injured on the job and who qualify for weekly disability payments through Workers' Compensation will receive their regular salary, less the amount of the disability payments for up to twenty (20) duty days. Employees may then use their accumulated sick leave in order to maintain their full salaries. After the 20th day of absence, one-third of **one day of** sick leave will be deducted for each day compensated by Workers' Compensation to maintain an employee's full salary.

- 12.7 **Flexible Spending Account and Employee Assistance Plans.** The Board will make available for the duration of the Agreement the opportunity for employees, to elect to participate in a Flexible Spending Account Plan (FSA). Employees enrolled in this Plan will be allowed to contribute up to the maximum amount allowable by law for the payment of non-covered medical expenses and the maximum amount allowable by law for dependent care costs on a pre-tax basis.

The Board shall make available to eligible employees and their eligible family members, at no cost, an Employee Assistance Plan (EAP). The EAP made available to employees shall include the following components:

General Counseling	Stress
Relationship Issues	Anxiety
Parenting Issues	Financial Issues
Grief and Loss	Childcare Issues
Addiction	Caring for an Elderly Parent

In the event the Board wishes to add or delete services or to reduce the level of services provided to employees during the term of this Agreement, the Board shall notify the Association of its desire to negotiate such changes. Employee participation in and/or referral to the EAP shall be voluntary and confidential, except as to any disclosures required by applicable law. All personal treatment records generated as a result of an eligible individual's utilization of the EAP Plan 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.

- 12.8 The Board may provide additional benefits to employees for which participation is voluntary. The additional benefits must be mutually agreed upon by the Board and the Association.

### **ARTICLE XIII Reimbursement**

- 13.1 **Reimbursement for Travel.** Harford County Public Schools will reimburse employees for approved transportation at the rate established by the Internal Revenue Service. All requests for transportation reimbursement must be submitted to the Assistant Superintendent for Administrative Services for prior approval before payment can be authorized.

- 13.2 **Reimbursement for Job-Related Courses or Training Programs.** Harford County Public Schools will reimburse employees for the actual cost of tuition for job-related courses or training programs up to \$175.00 per credit. The number of credits to be reimbursed per year will not exceed a total of twelve (12) credits. The total number of credits for any employee that will be reimbursed by the school system will not exceed a total of sixty (60) credits.

In order to qualify for reimbursement, all courses and/or training programs must be approved by the immediate supervisor and the appropriate assistant superintendent prior to enrollment in the course or training program.

In order to be reimbursed, the employee must pass the course or training program with a “C” or better when letter grades are issued or submit official proof of successfully completing the course or training program where grades are not issued.

- 13.3 **Reimbursement for Paraprofessional Assessment.** Harford County Public Schools will reimburse the full cost of the ParaPro Assessment for all paraeducators who are not otherwise eligible to achieve “highly qualified” status, if the employee meets the Maryland qualifying score on the ParaPro Assessment.

#### **ARTICLE XIV Faculty Advisory Committee**

- 14.1 **Faculty Advisory Committee.** A Faculty Advisory Committee composed of teachers and/or employees shall be established in each school.
- 14.2 **The committee will consist of not less than three (3) members or more than fifteen (15) members.**
- 14.3 **Members of the committee shall be elected in each school by the teachers and staff during the month of September and shall serve through June 30. In case of resignation, transfer, or other reason an elected member cannot serve, a special election shall be conducted to choose a successor.**
- 14.4 **The purpose of the Faculty Advisory Committee will be to advise the principal with reference to procedures for the operation of the school.**

**The principal shall meet with the Faculty Advisory Committee at mutually agreeable times upon the call of either the Faculty Advisory Committee or the principal, but not later than ten (10) school days from the date of request. The principal shall respond to the committee within ten (10) school days after a meeting between the parties. The principal shall consider the advice of the committee and may submit topics to that committee for their study and advice.**

- 14.5 **Advisory Instructional Council.** The Superintendent will appoint an Instructional Council whose composition will include teacher and employee representation.

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 Harford County Education Association:

Representatives of the Harford County Education Association:

/s/ Chrystie Crawford-Smick, Chief Negotiator  
/s/ Abigail Bennett  
/s/ Kathy Glover  
/s/ Donna Hope  
/s/ Cynthia Poper  
/s/ Kindra Stevens

Representatives of the Board of Education of Harford County:

/s/ C. Mae Alfree, Ed.D., Chief Negotiator  
/s/ Colin Carr  
/s/ Jeanna Gentile  
/s/ Erica Harris  
/s/ Daniel Reimers  
/s/ Benjamin Richardson  
/s/ Colleen Sasdelli  
/s/ Thomas Smith  
/s/ Jay Staab  
/s/ Karl Wickman, Ed.D.

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**THE HARFORD COUNTY BOARD OF EDUCATION**

**AND**

**THE HARFORD COUNTY EDUCATION ASSOCIATION**

**(EDUCATION SUPPORT PROFESSIONALS)**

This Memorandum of Understanding constitutes an agreement between the Harford County Board of Education and the Harford County Education Association – Education Support Professionals (HCEA-ESP).

Should the Board of Education implement a 4-day work week for the summer of 2024, the following conditions will be applied for the HCEA-ESP:

- Effective no later than Monday, June 17, 2024, and ending Friday, August 16, 2024, Harford County Public Schools will be in operation Monday through Thursday from 7:00 AM to 5:00 PM; employees will work a 4-day work schedule. However, the on-going Oracle project may require various staff in Human Resources, Business Services, and other identified staff to continue meeting with consultants Monday-Friday, as necessary.
- Staff will work a 10-hour work day schedule from 7:00 AM to 5:00 PM. When operations permit, the administrator or supervisor may authorize flexibility in scheduling when extenuating circumstances arise. If an employee feels they were not granted reasonable flexibility; the employee may request a review of the decision by the appropriate Executive Director, Assistant Superintendent and/or Chief of Administration.
- Each shift includes a 60-minute duty-free lunch.
- Each shift includes two 15-minute breaks – one break to be taken in the morning and one break to be taken in the afternoon, which if operationally possible, may be combined with the 60-minute midday duty free lunch.

Employees will consult with their supervisor to establish a shift, as well as a lunch and break schedule that ensures appropriate coverage within the department/building.

Procedural information will be provided and shared with administrators, supervisors, and staff.

**HCEA-ESP Representative(s)**



Signature

03/08/24

Date

**Board Representative(s)**



C. Mae Alfree, Ed.D. (Mar 8, 2024 12:34 EST)

Signature

03/08/24

Date

**MEMORANDUM OF UNDERSTANDING**

**between**

**HARFORD COUNTY PUBLIC SCHOOLS**

**and**

**HARFORD COUNTY EDUCATION ASSOCIATION**

**(EDUCATION SUPPORT PROFESSIONALS)**

This Memorandum of Understanding (MOU) constitutes an agreement between Harford County Board of Education (Board) and the Harford County Education Association - Education Support Professionals (Association).

The Growing Exceptional Teachers More (GET More) Program is a program that provides tuition reimbursement assistance incentives and other work-related benefits to current Harford County Public Schools (HCPS) employees who are represented by Harford County Education Association - Educational Support Professionals (HCEA-ESP). The purpose of providing these benefits is to support program participants as they complete a teacher certification program in a high needs area of teacher education, with the ultimate goal of receiving their teacher certification and returning to work as a public school teacher right here in Harford County Public Schools.

**Identified Critical Shortage Areas:** Participants will need to obtain their teacher certification in one of the following teacher “critical shortage areas” identified by the Maryland State Department of Education (MSDE) and HCPS to include:

- English
- Mathematics
- Professional and Technical Education Science
- **\*\*Special Education\*\***
- Technology Education
- World Language
- Other - candidates interested in another area of certification should contact Human Resources before applying.

**\*\*Individuals who get certified in special education and are offered employment as a special education teacher for HCPS will receive a step increase on the salary schedule and placed on step B at the time of hire.\*\***

**Program Guidelines & Priorities:**

\*An HCEA-ESP employee with at least one year experience who enrolls in a teacher certification program may be entitled to receive the equivalent of the negotiated tuition reimbursement rate for certificated instructional staff. Graduate or undergraduate course work taken for the purpose of earning teacher certification will be reimbursed at the actual cost of the tuition up to a maximum of \$300 per semester credit hour. Advanced approval into the GET More program is required by the

Human Resources Department. *(selected teacher certification program must be from a regionally accredited institution)*

\*In order to be approved for the additional per credit hour reimbursement, the employee must complete all of the following requirements:

- A. Be approved in advance for a qualified teacher certification program from a regionally accredited educational institution in a critical need area by the Supervisor of Talent Management. **Please provide proof of enrollment or acceptance into selected program with completed application.**
- B. Submit required documentation for reimbursement (official transcripts, itemized receipts, and tuition reimbursement form).
- C. Pass the course with a grade of “C” or better. If “Pass” or “Satisfactory” grade is given, provide verification from the college/university that the grade is comparable to “C” or better.
- D. Commit to completing student internship requirements in a Harford County Public School.

\*Individuals accepted into the program will also be eligible to apply for up to 12 consecutive weeks of **paid** leave to complete a formal University or College student internship within a Harford County Public School unless HCPS is unable to meet placement requirements. Individuals are eligible for this paid leave opportunity only once during their employment with HCPS. Individuals approved for this special paid leave status will also continue to receive service credit that will be applied to the Maryland State Retirement System.

\*If offered a certificated teaching position within HCPS, the employee will commit to employment with HCPS for 3 years as a teacher in a critical needs area. Any individual who is offered employment and terminates employment on their own accord with HCPS prior to the conclusion of the 3-year commitment will be required to pay HCPS the difference paid in tuition reimbursement that was granted during participation in the program. HCPS has the right to deduct directly, from the employee's salary, the differential owed back to HCPS in their final compensation, if applicable.

\*The GET More Program pre-approval process is separate from the normal HCEA-ESP Tuition Reimbursement approval process. Tuition Reimbursement pre-approval must be obtained from the HR-Benefits Office prior to the start of each course/beginning of each semester.

**Questions regarding the GET More Program can be sent to [Shannon.Hagan@hcps.org](mailto:Shannon.Hagan@hcps.org).**

This agreement expires on June 30, 2025.

For HCEA



06/11/24



06/11/24

For the Board of Education

  
C. Mae Alfree, Ed.D. (Jun 11, 2024 13:33 EDT)

06/11/24

  
Benjamin Richardson (Jun 11, 2024 13:15 EDT)

06/11/24



**MEMORANDUM OF UNDERSTANDING**

**between**

**HARFORD COUNTY PUBLIC SCHOOLS**

**and**

**HARFORD COUNTY EDUCATION ASSOCIATION**

**(EDUCATION SUPPORT PROFESSIONALS)**

This Memorandum of Understanding (MOU) constitutes an agreement between Harford County Board of Education (Board) and the Harford County Education Association - Education Support Professionals (Association).

Harford County Public Schools has entered into an MOU with Coppin State University (CSU) to provide financial support to up to twenty HCPS employees who apply to join the program to become special education teachers. This benefit is beyond the negotiated tuition benefits outlined in the ESP Negotiated Agreement which provides tuition reimbursement assistance incentives and other work-related benefits to current Harford County Public Schools (HCPS) employees who are represented by Harford County Education Association - Education Support Professionals (HCEA-ESP). The purpose of providing these benefits is to support program participants as they complete a special education teacher certification program with the ultimate goal of receiving their teacher certification in special education and returning to work in a Harford County Public School.

**Program Guidelines & Priorities:**

\*Any HCEA-ESP employee with an Associate's Degree or at least 60 college credits may apply for the Special Educators Qualified to Uplift Exceptional Learners (SEQUEL) project which will be open to twenty HCPS employees and will provide full tuition and fees, books, a laptop, transportation to CSU's campus, and a \$500 to \$1,000 stipend payable each semester, as determined by the grant. The first cohort of ten employees will begin with the 2024 Fall Semester and the second semester of ten employees will begin at a later date identified within the five-year grant award period.

\*In order to be approved for consideration under this program, the employee must meet all of the following requirements:

- A. Be holding an Associate's Degree or have 60 college credits to transfer into CSU to complete their B.A. in Special Education teacher certification program.
- B. Be able to participate in a two-to-three-year program that consists of face-to-face classes on the campus of CSU. (Transportation will be provided to employees selected to the program).
- C. Pass the course with a grade of "C" or better. If "Pass" or "Satisfactory" grade is given, provide verification from the college/university that the grade is comparable to "C" or better.
- D. Commit to completing student internship requirements in a Harford County Public School.

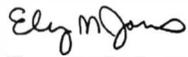
E. Sign an agreement to reimburse the amount of benefits received through tuition, fees, books, and stipends, if the employee fails to complete the program.

\*Individuals accepted into the program will also be eligible to apply for up to 12 consecutive weeks of **paid** leave to complete the formal student internship within a Harford County Public School unless HCPS is unable to meet placement requirements. Individuals are eligible for this paid leave opportunity only once during their employment with HCPS. Individuals approved for this special paid leave status will also continue to receive service credit that will be applied to the Maryland State Retirement System.

\*If offered a certificated teaching position within HCPS, the employee will commit to employment with HCPS for 3 years as a teacher in a special education position. Any individual who is offered employment and terminates employment on their own accord with HCPS prior to the conclusion of the 3-year commitment, will be required to pay HCPS the difference paid in tuition reimbursement that was granted during participation in the program. HCPS has the right to deduct, directly from the employee's salary, the differential owed back to HCPS in their final compensation, if applicable.

This agreement expires on June 30, 2029.

For HCEA



Jun 11, 2024

For the Board of Education

  
C. Mae Alfree, Ed.D. (Jun 11, 2024 14:21 EDT)

06/11/24



06/11/24

  
Benjamin Richardson (Jun 11, 2024 14:17 EDT)

06/11/24

**MEMORANDUM OF UNDERSTANDING**

**between**

**HARFORD COUNTY PUBLIC SCHOOLS**

**and**

**HARFORD COUNTY EDUCATION ASSOCIATION**

**(EDUCATION SUPPORT PROFESSIONALS)**

This Memorandum of Understanding (MOU) constitutes an agreement between Harford County Board of Education (Board) and the Harford County Education Association - Education Support Professionals (Association).

Harford County Public Schools has entered into an MOU with Towson University (TU) to provide financial support for up to fifteen HCEA Education Support Professionals, who are accepted into the program to become a certificated teacher. This benefit is beyond the negotiated tuition benefits outlined in the ESP Negotiated Agreement which provides tuition reimbursement assistance incentives and other work-related benefits to current Harford County Public Schools (HCPS) employees who are represented by Harford County Education Association - Education Support Professionals (HCEA-ESP). The purpose of providing these benefits is to support program participants as they complete a teacher certification program with the ultimate goal of receiving their teacher certification from Towson University and returning to work in a Harford County Public School.

**Program Guidelines & Priorities:**

\*Any HCEA - Education Support Professional may apply for the program which will be open to up to fifteen HCPS employees and will provide full tuition and fees beyond the benefits outlined in the HCEA-ESP Negotiated Agreement. The selected HCEA Education Support Professionals will form a cohort that will begin their first classes with the 2024 Fall Semester.

\*In order to be approved for consideration under this program the employee must meet all of the following requirements:

- A. Be able to commit to participate in a three-year teacher preparation program with Towson University.
- B. Pass each course with a grade of “C” or better. If “Pass” or “Satisfactory” grade is given, provide verification from the college/university that the grade is comparable to “C” or better.
- C. Commit to completing student internship requirements in a Harford County Public School.

\*Individuals accepted into the program will also be eligible to apply for up to 12 consecutive weeks of **paid** leave to complete the formal student internship within a Harford County Public School unless HCPS is unable to meet placement requirements. Individuals are eligible for this paid leave

opportunity only once during their employment with HCPS. Individuals approved for this special paid leave status will also continue to receive service credit that will be applied to the Maryland State Retirement System.

\*If offered a certificated teaching position within HCPS, the employee will commit to employment with HCPS for 3 years. Any individual who is offered employment and terminates employment on their own accord with HCPS prior to the conclusion of the 3-year commitment, will be required to pay HCPS the difference paid in tuition reimbursement that was granted during participation in the program. HCPS has the right to deduct, directly from the employee's salary, the differential owed back to HCPS in their final compensation, if applicable.

This agreement expires on June 30, 2027.

For HCEA

Ely M Jones

07/11/2024

For the Board of Education

C. Mae Alfree, Ed.D.

07/16/2024

C. Mae Alfree, Ed.D. (Jul 16, 2024 15:37 EDT)

Christie Randall Jernick

07/16/2024

B. Richardson

07/17/2024

Benjamin Richardson (Jul 17, 2024 15:27 EDT)

**Harford County Public Schools**  
**Salary Schedule for Ten Month Clerical Employees**  
**FY25 - Effective July 1, 2024 - 1.5% COLA**

STEP	GRADE 2
1	\$26,440
2	\$27,232
3	\$28,051
4	\$28,893
5	\$29,759
6	\$31,246
7	\$32,808
8	\$34,450
9	\$36,170
10	\$37,980
11	\$38,152
12	\$38,323
13	\$38,496
14	\$38,667
15	\$38,840
16	\$39,012
17	\$39,184
18	\$39,356
19	\$39,528
20	\$39,700
21	\$39,872
22	\$40,044
23	\$40,216
24	\$40,388
25	\$40,560
26	\$40,732
27	\$40,903
28	\$41,076
29	\$41,249
30	\$41,420

**Harford County Public Schools**  
**Salary Schedule for Ten Month Clerical Employees**  
**FY25 - Effective January 19, 2025 - 1.0% COLA (1/31/2025 Payroll)**

STEP	GRADE 2
1	\$26,704
2	\$27,504
3	\$28,332
4	\$29,182
5	\$30,057
6	\$31,558
7	\$33,136
8	\$34,795
9	\$36,532
10	\$38,360
11	\$38,534
12	\$38,706
13	\$38,881
14	\$39,054
15	\$39,228
16	\$39,402
17	\$39,576
18	\$39,750
19	\$39,923
20	\$40,097
21	\$40,271
22	\$40,444
23	\$40,618
24	\$40,792
25	\$40,966
26	\$41,139
27	\$41,312
28	\$41,487
29	\$41,661
30	\$41,834

**Harford County Public Schools  
Salary Schedule for Twelve Month Clerical, and  
Transportation Specialists**

**FY25 - Effective July 1, 2024 - 1.5% COLA**

STEP	GRADE 2	GRADE 6	GRADE 8	GRADE 10
1	\$35,804	\$40,961	\$45,986	\$51,851
2	\$36,877	\$42,191	\$47,363	\$53,409
3	\$37,985	\$43,456	\$48,784	\$55,011
4	\$39,126	\$44,760	\$50,248	\$56,660
5	\$40,299	\$46,103	\$51,756	\$58,359
6	\$42,312	\$48,409	\$54,344	\$61,278
7	\$44,428	\$50,828	\$57,061	\$64,341
8	\$46,651	\$53,369	\$59,913	\$67,558
9	\$48,980	\$56,039	\$62,910	\$70,937
10	\$51,432	\$58,841	\$66,056	\$74,482
11	\$51,664	\$59,013	\$66,228	\$74,655
12	\$51,896	\$59,185	\$66,399	\$74,827
13	\$52,129	\$59,357	\$66,572	\$74,998
14	\$52,362	\$59,529	\$66,744	\$75,170
15	\$52,596	\$59,700	\$66,916	\$75,343
16	\$52,828	\$59,873	\$67,087	\$75,515
17	\$53,062	\$60,044	\$67,260	\$75,687
18	\$53,294	\$60,217	\$67,433	\$75,858
19	\$53,528	\$60,388	\$67,604	\$76,032
20	\$53,760	\$60,561	\$67,776	\$76,203
21	\$53,994	\$60,733	\$67,948	\$76,375
22	\$54,226	\$60,905	\$68,120	\$76,546
23	\$54,460	\$61,077	\$68,292	\$76,718
24	\$54,692	\$61,248	\$68,464	\$76,891
25	\$54,926	\$61,420	\$68,636	\$77,063
26	\$55,158	\$61,593	\$68,808	\$77,234
27	\$55,391	\$61,765	\$68,979	\$77,406
28	\$55,624	\$61,936	\$69,153	\$77,578
29	\$55,857	\$62,109	\$69,325	\$77,751
30	\$56,090	\$62,281	\$69,496	\$77,923

**Harford County Public Schools  
Salary Schedule for Twelve Month Clerical, and  
Transportation Specialists**

**FY25 - Effective December 22, 2024 - 1.0% COLA (1/3/2025 Payroll)**

STEP	GRADE 2	GRADE 6	GRADE 8	GRADE 10
1	\$36,162	\$41,371	\$46,446	\$52,370
2	\$37,246	\$42,613	\$47,837	\$53,943
3	\$38,365	\$43,891	\$49,272	\$55,561
4	\$39,517	\$45,208	\$50,750	\$57,227
5	\$40,702	\$46,564	\$52,274	\$58,943
6	\$42,735	\$48,893	\$54,887	\$61,891
7	\$44,872	\$51,336	\$57,632	\$64,984
8	\$47,118	\$53,903	\$60,512	\$68,234
9	\$49,470	\$56,599	\$63,539	\$71,646
10	\$51,946	\$59,429	\$66,717	\$75,227
11	\$52,181	\$59,603	\$66,890	\$75,402
12	\$52,415	\$59,777	\$67,063	\$75,575
13	\$52,650	\$59,951	\$67,238	\$75,748
14	\$52,886	\$60,124	\$67,411	\$75,922
15	\$53,122	\$60,297	\$67,585	\$76,096
16	\$53,356	\$60,472	\$67,758	\$76,270
17	\$53,593	\$60,644	\$67,933	\$76,444
18	\$53,827	\$60,819	\$68,107	\$76,617
19	\$54,063	\$60,992	\$68,280	\$76,792
20	\$54,298	\$61,167	\$68,454	\$76,965
21	\$54,534	\$61,340	\$68,627	\$77,139
22	\$54,768	\$61,514	\$68,801	\$77,311
23	\$55,005	\$61,688	\$68,975	\$77,485
24	\$55,239	\$61,860	\$69,149	\$77,660
25	\$55,475	\$62,034	\$69,322	\$77,834
26	\$55,710	\$62,209	\$69,496	\$78,006
27	\$55,945	\$62,383	\$69,669	\$78,180
28	\$56,180	\$62,555	\$69,845	\$78,354
29	\$56,416	\$62,730	\$70,018	\$78,529
30	\$56,651	\$62,904	\$70,191	\$78,702

**Harford County Public Schools  
Salary Schedule for Inclusion Helpers**

**FY25 - Effective July 1, 2024\***

<b>STEP</b>	
1	\$23,396
2	\$24,095
3	\$24,818
4	\$25,563
5	\$26,328
6	\$27,118
7	\$27,931
8	\$28,789
9	\$29,645
10	\$30,525
11	\$30,746
12	\$30,966
13	\$31,185
14	\$31,405
15	\$31,626
16	\$31,845
17	\$32,065
18	\$32,285
19	\$32,506
20	\$32,725
21	\$32,944
22	\$33,165
23	\$33,385
24	\$33,604
25	\$33,825
26	\$34,044
27	\$34,265
28	\$34,485
29	\$34,704
30	\$34,924

\* Reflects 7.0% COLA

*Original*

**Harford County Public Schools  
Salary Schedule for Paraeducators**

**FY25 - Effective July 1, 2024 - 1.5% COLA**

STEP   GRADE	IA	I30	I60	I90	IAB
1	\$26,705	\$27,043	\$27,381	\$27,719	\$28,057
2	\$27,507	\$27,845	\$28,183	\$28,521	\$28,859
3	\$28,332	\$28,670	\$29,008	\$29,346	\$29,684
4	\$29,181	\$29,519	\$29,857	\$30,195	\$30,533
5	\$30,056	\$30,394	\$30,732	\$31,070	\$31,408
6	\$30,959	\$31,297	\$31,635	\$31,973	\$32,311
7	\$31,887	\$32,225	\$32,563	\$32,901	\$33,239
8	\$32,843	\$33,181	\$33,519	\$33,857	\$34,195
9	\$33,829	\$34,167	\$34,505	\$34,843	\$35,181
10	\$34,844	\$35,182	\$35,520	\$35,858	\$36,196
11	\$35,888	\$36,226	\$36,564	\$36,902	\$37,240
12	\$36,966	\$37,304	\$37,642	\$37,980	\$38,318
13	\$38,076	\$38,414	\$38,752	\$39,090	\$39,428
14	\$39,218	\$39,556	\$39,894	\$40,232	\$40,570
15	\$40,392	\$40,730	\$41,068	\$41,406	\$41,744
16	\$40,601	\$40,939	\$41,277	\$41,615	\$41,953
17	\$40,809	\$41,147	\$41,485	\$41,823	\$42,161
18	\$41,018	\$41,356	\$41,694	\$42,032	\$42,370
19	\$41,227	\$41,565	\$41,903	\$42,241	\$42,579
20	\$41,435	\$41,773	\$42,111	\$42,449	\$42,787
21	\$41,644	\$41,982	\$42,320	\$42,658	\$42,996
22	\$41,853	\$42,191	\$42,529	\$42,867	\$43,205
23	\$42,062	\$42,400	\$42,738	\$43,076	\$43,414
24	\$42,270	\$42,608	\$42,946	\$43,284	\$43,622
25	\$42,479	\$42,817	\$43,155	\$43,493	\$43,831
26	\$42,688	\$43,026	\$43,364	\$43,702	\$44,040
27	\$42,896	\$43,234	\$43,572	\$43,910	\$44,248
28	\$43,104	\$43,442	\$43,780	\$44,118	\$44,456
29	\$43,314	\$43,652	\$43,990	\$44,328	\$44,666
30	\$43,522	\$43,860	\$44,198	\$44,536	\$44,874

*Original*

**Harford County Public Schools  
Salary Schedule for Paraeducators**

**FY25 - Effective January 19, 2025 - 1.0% COLA (1/31/2025 Payroll)**

STEP   GRADE	IA	I30	I60	I90	IAB
1	\$26,972	\$27,310	\$27,648	\$27,986	\$28,324
2	\$27,782	\$28,120	\$28,458	\$28,796	\$29,134
3	\$28,615	\$28,953	\$29,291	\$29,629	\$29,967
4	\$29,473	\$29,811	\$30,149	\$30,487	\$30,825
5	\$30,357	\$30,695	\$31,033	\$31,371	\$31,709
6	\$31,269	\$31,607	\$31,945	\$32,283	\$32,621
7	\$32,206	\$32,544	\$32,882	\$33,220	\$33,558
8	\$33,171	\$33,509	\$33,847	\$34,185	\$34,523
9	\$34,167	\$34,505	\$34,843	\$35,181	\$35,519
10	\$35,192	\$35,530	\$35,868	\$36,206	\$36,544
11	\$36,247	\$36,585	\$36,923	\$37,261	\$37,599
12	\$37,336	\$37,674	\$38,012	\$38,350	\$38,688
13	\$38,457	\$38,795	\$39,133	\$39,471	\$39,809
14	\$39,610	\$39,948	\$40,286	\$40,624	\$40,962
15	\$40,796	\$41,134	\$41,472	\$41,810	\$42,148
16	\$41,007	\$41,345	\$41,683	\$42,021	\$42,359
17	\$41,217	\$41,555	\$41,893	\$42,231	\$42,569
18	\$41,428	\$41,766	\$42,104	\$42,442	\$42,780
19	\$41,639	\$41,977	\$42,315	\$42,653	\$42,991
20	\$41,849	\$42,187	\$42,525	\$42,863	\$43,201
21	\$42,060	\$42,398	\$42,736	\$43,074	\$43,412
22	\$42,272	\$42,610	\$42,948	\$43,286	\$43,624
23	\$42,483	\$42,821	\$43,159	\$43,497	\$43,835
24	\$42,693	\$43,031	\$43,369	\$43,707	\$44,045
25	\$42,904	\$43,242	\$43,580	\$43,918	\$44,256
26	\$43,115	\$43,453	\$43,791	\$44,129	\$44,467
27	\$43,325	\$43,663	\$44,001	\$44,339	\$44,677
28	\$43,535	\$43,873	\$44,211	\$44,549	\$44,887
29	\$43,747	\$44,085	\$44,423	\$44,761	\$45,099
30	\$43,957	\$44,295	\$44,633	\$44,971	\$45,309

*Original*

**Harford County Public Schools  
Salary Schedule for Technicians**

**FY25 - Effective July 1, 2024 - 1.5% COLA**

<b>STEP   GRADE</b>	<b>TEC</b>	<b>TEB</b>
1	\$32,031	\$33,381
2	\$32,993	\$34,343
3	\$33,981	\$35,331
4	\$35,000	\$36,350
5	\$36,052	\$37,402
6	\$37,134	\$38,484
7	\$38,246	\$39,596
8	\$39,395	\$40,745
9	\$40,576	\$41,926
10	\$41,794	\$43,144
11	\$43,046	\$44,396
12	\$44,338	\$45,688
13	\$45,668	\$47,018
14	\$47,039	\$48,389
15	\$48,448	\$49,798
16	\$48,656	\$50,006
17	\$48,866	\$50,216
18	\$49,074	\$50,424
19	\$49,282	\$50,632
20	\$49,490	\$50,840
21	\$49,700	\$51,050
22	\$49,909	\$51,259
23	\$50,117	\$51,467
24	\$50,327	\$51,677
25	\$50,535	\$51,885
26	\$50,743	\$52,093
27	\$50,951	\$52,301
28	\$51,160	\$52,510
29	\$51,369	\$52,719
30	\$51,577	\$52,927

**Harford County Public Schools  
Salary Schedule for Technicians**

**FY25 - Effective January 19, 2025 - 1.0% COLA (1/31/2025 Payroll)**

<b>STEP   GRADE</b>	<b>TEC</b>	<b>TEB</b>
1	\$32,351	\$33,701
2	\$33,323	\$34,673
3	\$34,321	\$35,671
4	\$35,350	\$36,700
5	\$36,413	\$37,763
6	\$37,505	\$38,855
7	\$38,628	\$39,978
8	\$39,789	\$41,139
9	\$40,982	\$42,332
10	\$42,212	\$43,562
11	\$43,476	\$44,826
12	\$44,781	\$46,131
13	\$46,125	\$47,475
14	\$47,509	\$48,859
15	\$48,932	\$50,282
16	\$49,143	\$50,493
17	\$49,355	\$50,705
18	\$49,565	\$50,915
19	\$49,775	\$51,125
20	\$49,985	\$51,335
21	\$50,197	\$51,547
22	\$50,408	\$51,758
23	\$50,618	\$51,968
24	\$50,830	\$52,180
25	\$51,040	\$52,390
26	\$51,250	\$52,600
27	\$51,461	\$52,811
28	\$51,672	\$53,022
29	\$51,883	\$53,233
30	\$52,093	\$53,443

**Harford County Public Schools  
Salary Schedule for Interpreters, Transliterators,  
and Braille Technicians**

**FY25 - Effective July 1, 2024 - 1.5% COLA**

STEP   GRADE	IN	INQ	INB
1	\$38,479	\$39,036	\$39,593
2	\$39,633	\$40,190	\$40,747
3	\$40,821	\$41,378	\$41,935
4	\$42,046	\$42,603	\$43,160
5	\$43,307	\$43,864	\$44,421
6	\$44,606	\$45,163	\$45,720
7	\$45,944	\$46,501	\$47,058
8	\$47,323	\$47,880	\$48,437
9	\$48,743	\$49,300	\$49,857
10	\$50,207	\$50,764	\$51,321
11	\$51,712	\$52,269	\$52,826
12	\$53,264	\$53,821	\$54,378
13	\$54,862	\$55,419	\$55,976
14	\$56,508	\$57,065	\$57,622
15	\$58,201	\$58,758	\$59,315
16	\$58,375	\$58,932	\$59,489
17	\$58,546	\$59,103	\$59,660
18	\$58,718	\$59,275	\$59,832
19	\$58,889	\$59,446	\$60,003
20	\$59,061	\$59,618	\$60,175
21	\$59,234	\$59,791	\$60,348
22	\$59,406	\$59,963	\$60,520
23	\$59,577	\$60,134	\$60,691
24	\$59,750	\$60,307	\$60,864
25	\$59,923	\$60,480	\$61,037
26	\$60,094	\$60,651	\$61,208
27	\$60,266	\$60,823	\$61,380
28	\$60,437	\$60,994	\$61,551
29	\$60,611	\$61,168	\$61,725
30	\$60,782	\$61,339	\$61,896

**Harford County Public Schools  
Salary Schedule for Interpreters, Transliterators,  
and Braille Technicians**

**FY25 - Effective January 19, 2025 - 1.0% COLA (1/31/2025 Payroll)**

STEP   GRADE	IN	INQ	INB
1	\$38,864	\$39,421	\$39,978
2	\$40,029	\$40,586	\$41,143
3	\$41,229	\$41,786	\$42,343
4	\$42,466	\$43,023	\$43,580
5	\$43,740	\$44,297	\$44,854
6	\$45,052	\$45,609	\$46,166
7	\$46,403	\$46,960	\$47,517
8	\$47,796	\$48,353	\$48,910
9	\$49,230	\$49,787	\$50,344
10	\$50,709	\$51,266	\$51,823
11	\$52,229	\$52,786	\$53,343
12	\$53,797	\$54,354	\$54,911
13	\$55,411	\$55,968	\$56,525
14	\$57,073	\$57,630	\$58,187
15	\$58,783	\$59,340	\$59,897
16	\$58,959	\$59,516	\$60,073
17	\$59,131	\$59,688	\$60,245
18	\$59,305	\$59,862	\$60,419
19	\$59,478	\$60,035	\$60,592
20	\$59,652	\$60,209	\$60,766
21	\$59,826	\$60,383	\$60,940
22	\$60,000	\$60,557	\$61,114
23	\$60,173	\$60,730	\$61,287
24	\$60,348	\$60,905	\$61,462
25	\$60,522	\$61,079	\$61,636
26	\$60,695	\$61,252	\$61,809
27	\$60,869	\$61,426	\$61,983
28	\$61,041	\$61,598	\$62,155
29	\$61,217	\$61,774	\$62,331
30	\$61,390	\$61,947	\$62,504



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

Effective for Plan Year July 1, 2024 – June 30, 2025

## 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	866-891-2804	<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.state.md.us">sra.state.md.us</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">www.hcps.org/departments/HumanResources</a>	
Benelogic	844-796-4086	<a href="https://hcps.benelogic.com">https://hcps.benelogic.com</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

Effective for plan year July 1, 2024–June 30, 2025

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
DEDUCTIBLE—CONTRACT YEAR JULY 1–JUNE 30	\$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)
MEDICAL OUT-OF-POCKET MAXIMUM	\$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)	
LIFETIME MAXIMUM	Unlimited	Unlimited	
HOSPITAL			
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
PHYSICIAN SERVICES			
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
MEDICAL SERVICES			
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
DEDUCTIBLE APPLIES TO ALL BASIC AND MAJOR SERVICES*	\$25 Individual/ \$50 Family	\$25 Individual/ \$50 Family
ANNUAL MAXIMUM APPLIES TO ALL BASIC AND MAJOR SERVICES*	Plan pays \$1,500 maximum	
PREVENTIVE & DIAGNOSTIC SERVICES (Deductible and Annual Maximum do not apply)		
<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>
BASIC SERVICES		
<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>
MAJOR SERVICES (NOT COVERED UNDER PLAN)		
<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 member.
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

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