NEGOTIATED AGREEMENT

between

THE BOARD OF EDUCATION
OF HARFORD COUNTY

and

THE HARFORD COUNTY EDUCATION ASSOCIATION
(CERTIFICATED INSTRUCTIONAL PERSONNEL)

July 1, 2026 - June 30, 2027

(Revised July 1, 2026)

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.

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ARTICLE I
Recognition

1.1 In view of the certification of the Board of Education of Harford County, hereinafter referred to as the "Board," the Harford County Education Association, hereinafter referred to as the "Association," is recognized as the exclusive representative of the teachers of the school system and in accordance with Education Article, Title 6, Subtitle 4, of the Annotated Code of Maryland, representatives of the Board and the Association have negotiated this agreement. Teachers, as it appears in this agreement, shall include all persons in the teachers' unit, i.e., teachers who have been issued a contract with the Board under the provision of COMAR 13A.07.02.01, guidance counselors, psychologists, media specialists, occupational therapists, physical therapists, and speech and hearing clinicians. Superintendent, as it appears in this agreement, shall refer to the Superintendent of Schools for the Board of Education of Harford County.

1.2 **Exclusivity**: The rights set forth in this agreement are for the exclusive use of HCEA and shall not be granted to any other group or organization. Only the Harford County Education Association shall be recognized or permitted to represent any group of teachers concerning wages, hours or conditions of employment.

ARTICLE II
Procedures

2.1 The items of this agreement not requiring fiscal support, when duly ratified by the Association and the Board, shall be valid and binding following said final ratification. The items which require fiscal support shall likewise 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.

2.2 If categories which contain requests for funds to support items in this agreement are reduced by the Harford County fiscal authorities, further negotiations on these items shall begin after the action by the County Council and conclude not later than June 16.

2.3 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 provision 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 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 If, at the designated time for the conclusion of formal negotiations, agreement has not been reached, or at the request of either party the provisions for handling an impasse as provided by Education Article, Title 6, Subtitle 4, of the Annotated Code of Maryland, shall apply. The impasse procedure shall be postponed upon mutual consent of both parties.

2.6 Should either party suggest an impasse, the procedures as provided in the Education Article, Title 6, Subtitle 4 of the Annotated Code shall be followed.

2.7 Impasse procedures will be followed as stated in Annotated Code Education Article under Article 6 subtitle 4.

2.8 All other provisions for handling an impasse as provided by Education Article, Title 6, Subtitle 4, of the Annotated Code of Maryland shall apply.

2.9 Modification of Agreement. This agreement may not be modified in whole or in 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
Association-Board Relations

4.1 Association business which involves a called meeting of the general membership shall be conducted before the beginning of or following the conclusion of the usual duty day for teachers. Association business which involves a school unit of the Association shall be conducted before the beginning of the duty day or following the dismissal of students. Such meeting must not interfere with the normal, orderly conduct of the schools and may be held in the school building without charge. The Association or its representatives will make arrangements for meeting space and time with the principal of the building in question.

4.2 Other Association business shall be conducted at such time and in such manner that the rights of teachers and students are not infringed and that all normal operations of the schools are not interfered with or interrupted. With the permission of the principal, a teacher identified by the Association will be able to leave the worksite at the end of the student day in order to conduct Association business.

4.3 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.

4.4 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 teachers.

4.5 The Association may display notices, circulars, or similar materials pertaining to legitimate Association business on the tackboard in faculty room(s) which is designated by the principal of the school for such purposes. All material to be so displayed must clearly identify the individual and/or organization responsible for the information contained therein.

4.6 The Association or its representatives may use the school facilities and equipment for legitimate Association business at a reasonable time when such equipment is not otherwise in use. The Association will report to the principal for their determination concerning the use, will keep the use to a minimum and will pay for reasonable costs of all materials and supplies incidental to use.

4.7 The Association will be given a place on the agenda of the regular meeting of the Board provided that a written request is received ten (10) days preceding the scheduled hour of the Board meeting and provided that the topic of concern and the name of the presenter(s) is designated in the request along with all materials (electronic or paper) that will be utilized during the presentation are submitted.

Should the specified presenter(s) be unable to attend, the Association will notify the Superintendent of the change in presenter(s) as soon as possible.

4.8 The Board will make this agreement available electronically for all teachers who may print the agreement at their work location. The Association may provide printed copies of the agreement to their membership at their cost.

4.9 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 material.

4.10 All new teachers will be provided the Association membership information created and produced by the Association. If a system-wide new teacher orientation 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.

4.11 The Board shall make available to the Association three (3) payroll slots for the deduction of Association dues, Association insurance, and other Association programs. The Association will submit authorization forms for each teacher 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 balance due that year will be deducted from the final check.

4.12 The provisions contained in this agreement shall not be made available to any other organization seeking to represent teachers. These rights shall be exclusively granted to the Association.

4.13 The President of the HCEA shall be granted, upon request, a leave of absence for the term of office, without pay. In addition, a member of HCEA who is elected MSEA President, Vice President or NEA President, Vice President or Secretary-Treasurer will be granted, upon request, a leave of absence without pay for the term of such office.

The released-time employee shall maintain a valid teaching certificate, stay abreast of Harford County curriculum by attending in-service and/or staff development offerings and keep informed about education reform initiatives as they are implemented in Harford County.

Experience credit shall be granted for the time served in the above specified offices. Upon return from leave, the employee shall be placed at the same position on the salary scale as that which would have been appropriate had such leave(s) not been taken. Upon return from leave, the employee will be reemployed in an appropriate vacancy provided the request for reappointment is made prior to the termination of the leave. If the employee is not returned to their original school, when an appropriate vacancy becomes available in the original school, the employee will be offered the opportunity to be transferred back to their original school.

4.14 HCEA Labor Management Meetings – HCPS and HCEA shall 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. In addition to the UniServ Director(s), HCEA will be represented by the president (or their designee), and they will appoint a representative from each unit.

4.15 Union Business Leave. Upon written request of the President of the Association, representatives of HCEA shall be released from professional duties for Association business with payments of the substitutes borne by the Association. Requests will provide at least three days' notice and may be denied if the request presents a hardship to the system.

Unit members may attend 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.

ARTICLE V
Grievance Procedure

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

5.2 **Grievant**. A grievant is the individual(s) who have been affected by the grievance. A grievant may be an individual, a class, or the Association.

5.3 **Settlement of Employee Grievances.** The Association and the Board recognize their responsibility for the prompt and orderly disposition of grievances that arise out of the interpretation, application, or alleged breach of any of the provisions of this agreement. To this end, the parties agree that the provisions of this article shall provide the means of settlement of all such grievances provided, however, that nothing herein will be construed as limiting the right of any employee to have a complaint adjusted without the intervention of the Association so long as the adjustment is not inconsistent with the terms of this agreement.

5.4 **Procedural Steps.** Any grievance that a teacher has not adjusted informally with the immediate supervisor shall be presented in the following steps:

Step 1. Between the grievant, a representative of their choice, and the employee's immediate supervisor and/or designated representative(s).
Step 2. Between the grievant, and their Association representative, and the appropriate director, elementary or secondary, and/or designated representative(s).

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

5.5 **Grievance Presentation.** All grievances shall be presented in writing at Step 1 within ten (10) school days from the date of their occurrence, signed by the grievant. The Administrator's answer at each step shall be given in writing within ten (10) school days after the step meeting which shall be held within ten (10) school days following receipt of the appeal. Unless a grievance is appealed to the next step within ten (10) school days after the Administrator's answer, it shall be deemed settled in accordance with the Administrator's answer, which shall be considered acceptable to the grievant and the Association.

5.6 Arbitration.

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

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

(C) 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 Board and the Association. 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.

(D) 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.

5.7 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 by submitted directly to the Superintendent within ten (10) days from the date of its occurrence. The processing of such grievance shall begin at Step 3.

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

5.9 No reprisals of any kind will be taken by the Board, the school administration, or Association against any teacher or official because of their participation in this grievance procedure, including at the informal resolution level.

5.10 Should the investigation or processing of a grievance require that a teacher or an Association representative be released from their regular assignment, they shall be released. In a grievance involving an individual, the individual will be released without loss of pay. In a class grievance, the three (3) individuals identified by the Association as the parties involved in the grievance will be released without loss of pay. The Association shall reimburse the Board for the cost of the substitute teacher's pay for any other unit member who is required to be released from their regular assignment for the investigation or processing of a grievance.

5.11 All written and printed matter dealing with the processing of a grievance shall be filed separately from the central office personnel files of the teacher.

5.12 The Association shall have the right to file grievances on its own behalf with respect to issues that are specific to the Association's rights arising under Sections 2.2, 2.4, and 2.7 regarding renegotiations and the impasse procedure; and matters arising under Article IV governing Association-Board Relations.

5.13 With regard to any other section of the negotiated agreement, the Association shall have the right to file grievances on its own behalf under the procedure set forth in Step 3 of Section 5.4. Following the Step 3 hearing, the Superintendent's decision is final and not be subject to binding arbitration (Section 5.6).

ARTICLE VI
Transfers

6.1 **Voluntary Transfer.** Requests for voluntary transfers will be accepted from tenured teachers who meet the certification requirements for the position identified.

(A) The names of new schools to which teachers may request transfers for the following school year shall be announced. When the principal is appointed, that information will be distributed through the normal channels of communication and shared with the Association.

(B) Requests for transfers to schools other than newly opening schools are to be completed online and received by 11:59 pm on March 31. A teacher may submit in writing a request to withdraw a request for a voluntary transfer prior to June 30.

Principals must interview a minimum of three voluntary transfer candidates if three or more

apply, before a new teacher candidate can be selected for a vacancy. The voluntary transfer candidate with the longest continuous service in Harford County must be one of the three candidates interviewed. Unsuccessful candidates will be advised.

The requests are to be completed online and received prior to April 1 of the current year.

Voluntary transfers will not be affected during a school year.

All such requests will apply to vacancies identified prior to July 15.

A part time teacher who has requested full-time employment shall be considered for a position for which they are qualified before a new teacher may be hired for that position, except that voluntary transfers, leaves of absence and administrative transfers shall be given priority.

6.2 **Administrative Transfer.** When an administrative transfer of teaching personnel is necessary because of a reduction of staff in a school, the administration will identify where the reduction is to take place:

(A) In an elementary school – Regular elementary teaching assignment; that is, an assignment in the grades at that school; e.g., K through 5 or 6; or an elementary subject field; e.g., reading specialist, guidance counselor, etc. For example, if there is a reduction of a regular classroom teacher, and assuming all other factors are equal, the principal will determine the teacher in grades K to 5 or 6 who has the least continuous service in Harford County Public Schools. This teacher will then be administratively transferred. If the reduction is a reading teacher, the principal will identify the reading teacher with the least continuous service in Harford County Public Schools for transfer.

(B) In a secondary school – Secondary subject field; e.g., geography, English, mathematics, biology, guidance counselor, work experience coordinator, etc.

The needs of the school system, and the needs and qualifications of the individual teacher(s) shall be considered. When all other factors are equal, the length of continuous service in Harford County will be the determining factor in identifying the teacher(s) who is to be transferred from the elementary school grades or the elementary or secondary school subject field. When the length of continuous service in Harford County is also equal, the length of continuous service in the school will then become the determining factor in identifying the teacher(s) who is to be transferred from the regular elementary teacher assignment or the elementary or secondary school subject field.

In an elementary school, if a teacher identified to be administratively transferred would leave a vacancy for which there would be no other teacher in the school certified to teach the vacated position, then assuming all other factors are equal, the next least senior teacher in line would be transferred to assure that all grades are taught by teachers certified to teach those grades.

In an elementary or secondary school, when a teacher receives written notice that they are being administratively transferred; and if a vacancy in the same kind of teaching assignment occurs in the original school prior to the first preschool day, then the teacher will be permitted to be reassigned to their original school. To exercise the option to return to their original school, the teacher must notify the Human Resources Department, in writing, within ten (10) calendar days of their letter of transfer.

If a vacancy in the same kind of teaching assignment that the teacher held does not occur in the original school prior to the first preschool day, then the teacher will remain in the new assignment for the entire next school year. If at the end of this school year and prior to the first preschool day of this calendar year, a vacancy in the same kind of teaching assignment becomes available in the original school for the following year, then, at the teacher's option, the teacher will be reassigned back to their original school, provided written notice was given to the Human Resources Department within ten (10) days of the original letter of transfer. This transfer must take place on the first preschool day. Following the first preschool day of this year, the transfer becomes permanent and the teacher will remain in the school to which they are transferred. For following school years, the voluntary transfer policy will apply.

In an elementary or secondary school, when it is determined that a grade level in one school will be transferred to another school, all teachers who are regarded as the teachers of pupils at that grade level will be transferred.

6.3 In the case of opening of a new school in the fall, the presently employed teachers to be assigned to it shall receive official notice in writing of that transfer by the close of school, if known.

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

ARTICLE VII
Vacancies

7.1 **Announcement of Vacancies.** Vacancies which are to be filled in administration, supervision, department chairpersons, teachers-in-charge, teacher specialists, mentors, and eleven-month positions will be advertised.

7.2 All applicants will receive consideration but in the case of equal qualifications, the first preference will be given to professional workers in Harford County.

7.3 **Application.** Candidates are to complete and submit a formal application form with a transcript of all college studies to the Human Resources Department.

7.4 **Preliminary Screening.** Applications and supporting data, i.e. transcripts, professional experience and references, will be reviewed, and the most promising candidates will be scheduled for interview. Candidates who are eliminated in the preliminary screening will be notified.

7.5 **Interview and Selection Committee.** The Superintendent will appoint an Interview and Selection Committee to interview the remaining candidates and to make recommendations to the Superintendent.

7.6 **Referral to the Superintendent.** The Superintendent may accept the recommendations of the Interview and Selection Committee or reject all candidates as deemed best for the school system. The Superintendent's recommendation(s) for promotion will be submitted to the Board of Education.

ARTICLE VIII
Teaching Hours and Assignments

8.1 **Work Year.** Teachers may be scheduled to be in attendance for a maximum of 190 days. When the school calendar includes three (3) or more in-service days prior to the start of the school year, one (1) full day will be designated by the Superintendent for teachers to work at their assigned work sites, performing professional educational tasks as they deem appropriate. Additionally, not less than three (3) half (1/2) days out of the remaining professional development days scheduled during the course of the duty year will be designated for teachers to work at their assigned work sites, performing professional educational tasks as they deem appropriate. Two (2) additional days may be required of new teachers who shall be paid $150 per day.

8.2 **Eleven-Month Teachers.** Employees who work in an 11-month position shall have their salary calculated at 210 days with the 20 additional days calculated at the per diem rate based on the 10-month salary scale. All pay received shall receive credit towards retirement. The 210-day schedule will be worked over the course of 12 months and the salary will be paid over 12 months. All salary earned will be reported to the Maryland State Retirement Agency.

Sick Leave shall be granted at the rate of one (1) day per month during the first two (2) years of service with Harford County Public Schools. Beginning in the third year of service it shall be granted at a rate of one and a quarter (1.25) days per month of regular employment.

8.3 **Twelve-Month Employees.** Employees who work in a 12-month position shall have their salary calculated at 260-days per diem rate based on the 10-month or 11-month salary scale. All pay received shall receive credit towards retirement.

When any of the aforementioned holidays, excluding Christmas Eve, Memorial Day, and Independence Day, occur on a Saturday, the day off shall be granted on Friday before the holiday. When any of the aforementioned holidays, excluding Christmas Eve, Memorial Day, and Independence Day, occur on a Sunday, the holiday shall be observed on the following Monday. If schools are in session on any of the above listed holidays and employees are required to work, then an alternate day of holiday leave will be granted prior to the close of the fiscal year. The Christmas Eve holiday shall be granted only when Christmas Eve occurs on Monday through Thursday. In years when the Christmas Eve holiday is not granted, members will be granted another day for the Christmas Eve holiday that with prior approval may be used at another time during the winter holiday.

The 260-day schedule will be worked over the course of 12-months and the salary will be paid over 12 months. All salary earned will be reported to the Maryland State Retirement Agency.

Sick Leave shall be granted at the rate of one (1) day per month during the first two (2) years of service with Harford County Public Schools. Beginning in the third year of service it shall be granted at a rate of one and a quarter (1.25) days per month of regular employment.

Personal leave shall be granted at three (3) days and should follow the same procedure set forth in Article 10.2 for use.

Vacation Leave for 12-Month Teachers - Educators who are paid on the twelve (12) month pay scale shall be granted twenty (20) vacation days annually with full pay, cumulative to a

maximum of forty (40) days. All unused vacation days, up to forty (40) days, shall be paid at the time of termination of employment based on existing daily rates of pay.

8.4 Employees will not be required to work on any day when schools and offices are closed as set forth within the yearly school calendar.

8.5 **Inclement Weather**. When schools are closed for inclement weather 11-month and 12-month teachers will not be required to travel outside their primary designated worksite.

8.6 **Duty.** The length of the normal duty week for teachers may be up to thirty-seven and one-half (37 1/2) hours including duty free lunch.

(A) In addition to the 37 ½-hour duty week:
General faculty meetings, school improvement meetings and other meetings directly related to the teacher's assignment will not be scheduled for more than once weekly for approximately fifty (50) minutes except in instances of school evaluation, the opening of a new school, and emergencies which affect the operation of the school. Faculty meetings will not be scheduled on a regular basis on Fridays and the days before holidays.

Elementary and Middle school teachers may be assigned to supervise school- related activities which are held before or after school or in the evening. Such assignments will be made so that the responsibilities for such supervision are shared among the members of the faculty. Consideration will be given to teacher preferences. Assignments will be filled by volunteers first. If there are not sufficient volunteers, to fill the assignments, the remaining assignments will be filled by assigning teachers in an equitable manner.

High school teachers may be assigned to supervise school-related activities that are held before or after school or in the evening. Each high school principal shall establish a fair and equitable method for distributing extra duty responsibilities among the teachers in the school. Consideration will be given to teacher preferences when assigning teachers to supervise school-related activities. Assignments will be filled by volunteers first. Each teacher will be required to perform extra duty responsibilities for nine (9) hours per school year without additional compensation. After a teacher has completed nine (9) hours of extra duty responsibilities without compensation, the teacher shall be paid for subsequent extra duty responsibilities at the rate of twenty-five dollars ($25) per hour. Duty hours for extra duty responsibilities shall be calculated from the officially assigned start time until the Administrator in charge of the event officially releases the teacher. Weekend activities shall be voluntary; however, teachers may select weekend activities toward the nine (9) required hours as noted below. Extra duty responsibilities may include ticket sales, ticket collection, general supervision, and other reasonable duties as assigned by the administrator in charge. Teachers assigned to general supervision shall monitor those in attendance and make an administrator aware of any behavior which is inappropriate, disruptive, or in violation of school or HCPS rules.
The required nine (9) hours shall be chosen from the list of activities provided below. After completing the required nine (9) hours as noted above, a teacher that supervises an activity included in the following list shall be paid at the rate of $25 per hour.

Academic Tournaments
Art Show
Computer Lab
Music Presentations
Dances
Detention (PM, Saturday mornings) - $1,200 maximum per school per year
Graduation
Interscholastic Sports
Media Center - $1,200 maximum per school per year
Proms
Swimming Meets (supervising and/or officiating)
Forensic Judging
Theater
Track and Field (supervising and/or officiating)
Wrestling Tournament Junior Varsity and Varsity (County Meet)
Any other student activity that is mutually agreed upon in writing between the Board and the Association

Teachers shall attend one back-to-school event and required parent-teacher conference events. When a teacher is unable to attend a parent teacher conference, they shall establish an alternate plan for meeting with those parents who desire to take advantage of such a plan. This plan must be approved by the principal, and the parents of all the teacher's students shall be notified of the alternate schedule.

A minimum of (5) hours throughout the school year will be provided during the duty day to conduct parent-teacher conferences. Additionally, teachers will be required to be available for up to six hours beyond the duty day each year to conduct parent teacher conferences without additional compensation. The six hours are to be distributed across the first, second and third quarters.

Teachers assigned to more than one school are encouraged to establish alternate plans for parent teacher conferences for each location on a rotating basis unless circumstances require more attention in a particular school.

(B) Parent Teacher Conferences and duties for which compensation is provided (Article XVI) will also be in addition to the 37 1/2-hour duty week.

(C) Under normal circumstances, teachers shall be present in their rooms and ready to begin their duties one-half (1/2) hour before the late bell and shall remain in school for professional purposes for twenty (20) minutes after the first dismissal. Principals shall set specific times in each school.

(D) The duty-free lunch period 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, teachers are expected to remain at school during the lunch period. Permission may be granted for leaving the premises during the lunch period. The principal may limit the number of teachers who may leave the building during lunch at any one time. Duty-free lunch shall not be included as part of the planning time.

(E) When teachers are assigned to multiple schools that have different start times, the teacher and school administrators shall work together to ensure the teacher doesn't exceed the standard duty day of 7.5 hours.

(F) Employees whose position has frequent evening or weekend assignments and who are not in charge of classroom students, may request to have their start and end times adjusted by their direct supervisor or school administrator as needed.

8.7 **Crowd Control.** When school facilities are used for school-sponsored functions which are open to the public and at which admission fees are charged, teachers will not be assigned to control disruptive behavior on the part of anyone present.

8.8 **New Programs.** Teachers will continue to be involved in planning new programs.

8.9 **Notification of Teaching Assignments.** A teacher will be notified of their tentative assignment as soon as the principal is reasonably confident of it, but in no event later than August 1, if known. Any grade level teacher or elementary teacher reassigned to another grade level after the start of the students' school year will receive one (1) full day of planning to prepare in addition to any applicable training for the assigned position.

8.10 **Planning Periods.** Teachers in secondary schools shall receive not less than (225) minutes of unassigned planning time on a weekly basis and shall be scheduled for one unassigned planning period per day of not less than forty-five (45) consecutive minutes. Neither this provision, nor 8.8 below will apply during times when the normal school schedule must be adjusted during emergencies; or in cases when an individual teacher has requested in writing to teach more than the usual number of periods for teachers in that subject in that school, or in the case of a teacher who volunteers for other school activities during the scheduled unassigned planning period.

(A) When scheduled early dismissal days for professional development in secondary schools is school based professional development, HCPS will provide forty-five (45) minutes of block planning time during the course of the duty day.

(B) When scheduled early dismissal days for professional development in secondary schools involves content specific professional development that requires travel to other locations, Harford County Public Schools agrees to reduce the maximum number of monthly meetings by one meeting, in accordance with 8.6(A) paragraph 1 to accommodate forty-five (45) minutes of block planning time for that month. Content specific professional development days as described in this paragraph will not exceed more than fifty percent (50%) of the total scheduled early dismissal days within the school year for secondary schools. Special Educators and Related Service Providers will be provided with a minimum of sixty (60) non-consecutive minutes of time per week in addition to their regular scheduled planning time. These planning blocks shall not be less than 20-minute increments.

8.11 The unassigned planning time provided on a weekly basis for elementary teachers shall not be less than 225 minutes. Elementary special education and classroom teachers will receive a minimum of one additional 45-minute block of unassigned planning each month. Classroom and special education teachers in elementary schools shall be scheduled for unassigned planning time during the regular day for students in increments of not less than forty-five (45) consecutive minutes per day. All other elementary teachers shall be scheduled for unassigned

planning time during the duty day in increments not less than forty-five (45) consecutive minutes per day.

When there is a scheduled elementary early dismissal day, elementary teachers will receive **one-hundred twenty (120)** consecutive minutes of individual planning time.

8.12 Pre-Kindergarten teachers shall assume responsibility for getting children from the morning session on the buses and shall be available to receive children as they arrive for the afternoon session. The balance of time between sessions is considered to be unassigned planning time and duty-free lunch period. Scheduled conferences between sessions should be kept to a minimum.

8.13 Teachers may not be scheduled on a regular basis for additional responsibilities to be performed during the minimum planning periods allowed by this agreement.

8.14 When a teacher whose assignment is direct instruction of students is absent from their assigned classes for one-half (1/2) day or more, reasonable effort shall be made to employ a substitute. This provision shall also apply in cases involving special area teachers who teach an entire class.

8.15 **Class Coverage.** Teachers may be used to cover classes for absent teachers. Such coverage should not be excessive.

8.16 **Secondary Assignment**. Reasonable effort will be made to assign high school teachers in their major field of certification and to restrict their assignments to no more than three (3) different subjects.

8.17 **PTA Meetings.** Teachers are encouraged to join, support, and attend the meetings of the Parent-Teacher Association.

ARTICLE IX
Department Chairpersons, Teachers-In-Charge, and Teacher Specialists

9.1 Department chairpersons, teachers-in-charge, and teacher specialists will be appointed and will meet the responsibilities of these positions, which have been approved for compensation by the Superintendent, in accordance with the Harford County Public Schools procedures for department chairpersons and teachers-in-charge. These procedures may not be changed except through the negotiations process or by an instrument in writing duly executed by both parties.

The duty period assigned to a department chairperson with 5 F.T.E. teachers or more will be used, primarily, to perform duties related to the responsibilities of being a department chairperson. However, it is understood that there may be times when a department chairperson may be assigned to perform other duties.

The duty period assigned to a department chairperson with 3 F.T.E to 5 F.T.E. teachers will be used to perform duties other than those related to the responsibilities of being a department chairperson. The department chairperson may elect to teach a class in lieu of a duty period.

9.2 Appointments to the position of department chairperson and teacher-in-charge will be for a period of four (4) school years. Vacancies that occur after June 1 will be posted within the

school and filled by the principal with an acting appointment. The position will be re-advertised the following spring, usually in April, in accordance with the Board's normal procedures.

Department chairpersons, SPA Facilitators, teachers-in-charge, and teacher specialists in positions which have been approved for compensation by the Superintendent shall be compensated in the following manner:

Stipends for Secondary School Department Chairpersons and SPA Facilitators			
FY27 - Effective: July 1, 2026			
Year	**3-4 F.T.E. Teachers**	**5-7 F.T.E. Teachers**	**8 or More F.T.E. Teachers**
1st Year	$1,445	$1,998	$2,435
2nd Year	$1,651	$2,211	$2,661
3rd Year & Beyond	$2,059	$2,661	$3,099

Stipends for Teachers-In-Charge and Teacher Specialists		
FY27 - Effective: July 1, 2026		
Year	**Schools with Less Than 18 Teachers**	**Schools with 18 or More Teachers**
1st Year	$1,998	$2,435
2nd Year	$2,211	$2,661
3rd Year & Beyond	$2,661	$3,099

Stipends for Elementary Grade Level Chairpersons		
FY27 - Effective: July 1, 2026		
Year	**3 or fewer F.T.E. Teachers**	**4 or more F.T.E. Teachers**
N/A	$354	$591

9.3 Remuneration for the stipends listed above shall increase at a minimum each school year at the same percentage as any cost of living adjustment (COLA) to the teachers' salary schedule that is bargained between the Association and the Board.

ARTICLE X
Temporary Absences and Leaves

10.1 **Deduction for Absences.** Deduction for absences shall be made on the basis of a full or half day of leave with the exception of leave up to one (1) hour when coverage for that time is not required or when coverage has been arranged and is not a disruption in the school.

10.2 **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. Unused personal business leave days may be accumulated up to no greater than five (5) days. On July 1 of each year any personal 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 who shall not require a reason for the leave. If, however, an unforeseen circumstance requires the member's absence which could not be requested three days in advance, the reason for the absence shall be stated and the principal 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, 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 teachers, or at the beginning (first five scheduled work days) or at 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 leave through the principal. The principal 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 of School and Performance for circumstances which require the member's absence on these days.

10.3 **Religious Holidays.** A teacher 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 holidays shall be in addition to sick days and other emergency days and shall not be cumulative.

10.4 **Family Bereavement.** Teachers shall be granted seven (7) consecutive days of leave for death in the immediate family. The teacher will be paid for any of the seven (7) consecutive days of leave which are duty days. Immediate family shall include spouse, child, step-child, parent, **step-parent,** brother, sister, father-in-law, mother-in-law, grandparent, grandchild, a person who raised the teacher, or anyone who lives regularly in the household of the teacher. 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 day after 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 family member'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 step-brother, step-sister, brother-in-law, sister- in-law, son-in-law, or daughter-in-law. One of the two days of absence must be the day of the funeral or interment.

In unusual circumstances there may be flexibility in the use of these days upon mutual agreement between the employee and the Human Resources office. **In exceptional circumstances involving family-related situations, an employee may request flexibility in**

the use of these days. Such flexibility may be granted only upon mutual agreement between the employee and the Human Resources Office. Decisions **made under this provision are** not subject to the grievance procedure.

10.5 **Jury Duty.** A teacher who serves on jury duty will continue to receive their regular salary.

10.6 **Legal Summons.** A teacher may be absent in response to a legal summons without loss of salary provided that they are summoned as a witness or, if charged, they are found not guilty of an offense involving gross misconduct. This provision does not preclude appropriate action by the Superintendent in the event that there is an alleged violation of a policy.

10.7 When schools are closed due to unsafe road conditions, teachers are not required to report, except in the event of previously planned circumstances which cannot be rescheduled.

10.8 When schools are open, teachers are expected to be present. However, when in the opinion of the teacher, driving conditions prevent their presence at school, the salary of the teacher for that day shall be reduced by 1/380th for each day absent.

10.9 **Summer School.** Because the best interests of the pupils are served by an orderly and unhurried closing of school, teachers will not be permitted to leave before the official closing of school in June except when the circumstances allow no alternative. If no other alternatives are possible, teachers may, with written permission from the Human Resources Department and principal approval, be permitted to leave early for summer school. In the case of such early leaving, however, the teacher will have their salary deducted at the rate of 1/380th for each day's absence.

10.10 In the case of extended sessions of summer school lasting into the preschool meetings, a teacher may with permission of the principal, be late in returning. Their salary shall be deducted at the rate of 1/380th for each day absent.

10.11 ***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 reference is related to Education Article 6-111 and as such is not subject to the grievance process.

Assault Leave policy and procedures can be found on the HCPS webpage under Board of Education – Policies and Procedures. (https://www.hcps.org/boe/policiesprocedures)

ARTICLE XI
Sick Leave

11.1 **Sick Leave.** Sick leave shall be defined as personal illness of the teacher. Teachers shall be granted sick leave at a rate of one (1) day per month during the first two (2) years of service with the Harford County Public Schools. Beginning in the third year of service in Harford County, sick leave shall be granted at a rate of one and a quarter (1.25) days per month of regular employment, the annual total of which shall be available at the beginning of the school year.

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

A teacher is permitted to use up to ten (10) work days of their sick leave per year for illness of a member of the teacher's household or the teacher's parent or anyone for whom the teacher is the primary caregiver. When leave is used for illness of a person for whom the teacher is the primary caregiver, other than a member of the teacher's household or the teacher's parent, appropriate documentation will be required.

To receive sick leave the Board is entitled to receive satisfactory proof of illness where deemed appropriate. 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.

The parties understand that the PSLRB has ruled over the objection of the Board that this is a mandatory subject of bargaining. The Board has appealed that decision to the courts. If at the conclusion of litigation, the courts ultimately rule that this is not a mandatory subject of bargaining, then the provisions added to sections 11.1 during the negotiations for FY 17-20 shall no longer be binding upon the parties.

11.2 **Payment for Unused Days of Sick Leave.** Teachers who enter retirement from the public schools of Harford County after (10) years of service in those schools shall receive payment for unused days of sick leave up to a maximum of 200 days effective July 1, 1998, at the rate of 25% of the daily rate of pay. All such days must have been accumulated while in service in Harford County. Sick leave shall be accumulated annually at the rate of the difference between sick leave provided and sick leave used.

11.3 **Unused Sick Leave Benefit.** A death benefit based upon the number of unused days of sick leave will be paid to the beneficiary of a teacher who has served ten (10) years with the school system and whose death occurs while the teacher is on active duty or on an approved leave of absence. The payment for unused sick leave will be up to 200 days effective July 1, 1998, at the rate of 25% of the daily rate of pay.

11.4 **Sick Leave Bank.** All teachers on active duty are eligible to join and contribute to the sick leave bank. Contributors will be permitted to apply for use of the bank for salary payment for qualifying, incapacitating, and catastrophic personal illness during regularly scheduled duty days after all available leave has been exhausted.

11.5 **Sick Leave Bank Rules.**

Statement of Intent
The Harford County Education Association (HCEA) Sick Leave Bank (SLB) is a benefit. available to all Harford County teachers who choose to be members. The SLB exists as a safety net for teachers who may encounter catastrophic and incapacitating illnesses and who have exhausted all of their allotted sick and personal business days. The Bank is administered jointly by HCPS and HCEA and is contained in the negotiated agreement. The day to day operation of the bank is handled by HCEA employees.

The existence of the Sick Leave Bank and participation by a unit member in the Bank does not negate or eliminate any other sick leave policies of Harford County Public School System, nor does it in any way negate the rights of individual unit members who participate in the Bank to other sick leave benefits.

The Sick Leave Bank may only be used for the contributor's own personal illness; it may not be used for illness of other members of the contributor's family, or by the contributor to remain away from their position in order to assist a member of their family who is ill. The Bank does not cover cosmetic or elective surgery. Complications arising from elective procedures may be eligible if they meet the normal standards for SLB grants.

Eligibility of Membership
Any certificated teacher currently employed by the HCPS may be a member of the SLB. Participation in the Bank is voluntary, but requires contributions to the Bank. Only contributors will be permitted to use the Bank for payment for qualifying incapacitating and catastrophic personal illness occurring on regularly scheduled duty days.

Joining the Bank
Employees must complete the appropriate form and submit it either during the open enrollment period or within thirty (30) days of being hired or returning from a leave of absence. The contribution on the appropriate form will be authorized by the member. Membership will continue from year to year unless canceled in writing by the member during an open enrollment period.

The open enrollment period will be May 1 through May 31 of any given year.

Eligible employees who do not elect to join the Sick Leave Bank at the time all benefits forms are submitted each year will not be permitted to join the bank until the subsequent annual open enrollment period.

Cancellation of Membership in Bank
Members may opt to resign from the bank during the open enrollment period.

Eligibility for Drawing Leave
No member shall be considered eligible for compensation through the Sick Leave Bank unless such member was on duty or authorized absence including vacation, holiday or personal days on the duty day preceding the commencement of the disabling illness.

No member shall be required for purposes of maintaining membership status in the Sick Leave Bank, to contribute more sick leave days than other members.

There will be a 60-day waiting period from the first duty day of the following school year for the new Sick Leave Bank members who join during the open enrollment period, during which time they will not have access to the Sick Leave Bank. The 60-day waiting period will start on the first day of the new school year for those who join during Spring Enrollment. New hires have a 30-day waiting period, during which time they will not have access to the Sick Leave Bank. For new hires, the 30-day waiting period will start their first duty.

Catastrophic and Incapacitating Personal Illness. Regularly scheduled duty days for periods of personal illness, injury or quarantine which is not only prolonged but is also catastrophic and incapacitating and which is not likely to permanently disable the teacher. The Bank may not be used by the contributor to remain away from their position in order to assist a family member who is ill.

- Grants beyond sixty (60) days must have the physician statement and a treatment plan that provides evidence of the goal to return the member to work.

Mental Health. Sick leave for a mental health diagnosis, consistent with a debilitating and catastrophic requirement of SLB, may be granted as follows:

- First 30-day grant - if a mental health diagnosis (debilitating and catastrophic in nature) is certified by a general practitioner or licensed mental health provider and a treatment plan is provided that that is accepted by the Sick Leave Bank Committee which provides satisfactory evidence of the goal to return the member to work.

- Second 30-day grant – the SLB Committee may consider an additional thirty (30) day grant if the applicant provides evidence of a scheduled appointment or documented multiple attempts to schedule an appointment with a licensed psychiatrist or licensed psychologist. The current treatment provides satisfactory evidence of the goal to return the member to work.

- Grant extension beyond 60 days - if mental health diagnosis (debilitating and catastrophic in nature) is certified by a licensed psychiatrist or licensed psychologist and a treatment plan is provided that is accepted by the Sick Leave Bank Committee and provides satisfactory evidence of the goal to return the member to work.

Pregnancy. Normal pregnancy will not fall under the definition of incapacitating and catastrophic for purposes of qualifying for a grant from the Sick Leave Bank. Normal pregnancy is defined as the nine (9) month period prior to delivery. Applicants are eligible for a grant of ten (10) days for a Caesarian section during the standard disability period of eight (8) weeks post-delivery.

Pre-Existing Conditions. Anyone who joins the Sick Leave Bank with a pre-existing diagnosed condition or illness for which they have received treatment within the last six months, will not be allowed to utilize the Sick Leave Bank for illness resulting from or related to that specific condition until the member has remained ninety (90) days treatment-free or one full year (365 days) in the Sick Leave Bank. For the purposes of this section, “treatment” shall mean any period of hospitalization, doctor’s treatment, clinic treatment, surgery, diagnosed procedure or prescription.

Contribution Procedures
Upon enrolling and being accepted, a SLB member will be assessed one sick leave day from those currently available to them. Should a member who is currently enrolled in the SLB not have sufficient leave available for an assessment the member will be allowed to continue enrollment in the SLB and once leave is available the member will be assessed any outstanding assessments owed to the bank.

The bank will continue to evaluate the program on a regular basis and make adjustments necessary in order to ensure the solvency of the bank and the quality of the protection it affords to members. In addition, should the number of days in the bank fall below one thousand eight hundred (1,800) days on March 1" of each year an assessment will occur during the following school year. Should there be a need for an assessment member will be notified prior to or during the opening enrollment period.

Upon enrolling and being accepted, a SLB member will be assessed one sick day from those currently available to them. The bank will continue to evaluate the program on a regular basis and make adjustments necessary in order to ensure the solvency of the Bank and the quality of the protection it affords to members. Should there be a need for an assessment, the members will be notified prior to or during the opening enrollment period.

Procedures to Draw from The Bank
The maximum number of Sick Leave Bank days that can be granted in any one fiscal year will be no more than the number of days left in the school year.

In no event will a member receive more than a lifetime total of 190 days of Bank Leave while employed by the Harford County Public School System. Teachers in their first year of employment have a limit of 90 days of Sick Leave Bank utilization. Thereafter, eligible participants shall have a limit of up to 190 days (lifetime), including any Sick Leave Bank time utilized the first year.

In order to receive a grant from the Sick Leave Bank, the member must first be absent for (5) five consecutive duty days for the existing condition. An approved grant shall become effective following the exhaustion of all available paid sick leave and **immediately** after 5 consecutive unpaid days of absence for the illness (Sick leave grants granted due to cesarean section are excluded from the 5 days unpaid).

Sick Leave Bank grants shall be in units of not more than 30 duty days.

Grants from the Bank shall not exceed 30 duty days or the member's remaining duty days for that year if the duty days are less than 30.

If a member does not use all of the days granted from the Bank, the unused Sick Leave Bank days will be returned to the Bank.

Members who draw from the Bank must be current in their assessment of sick days.

It must be noted that the Sick Leave Bank cannot grant more days than it has on deposit. Bank grants will not automatically be carried over from one Sick Leave Bank year to another. All Bank grants will end as of the last duty day of the Bank year and must be renewed through the Committee each year.

All requests to draw upon the Bank must be made upon an authorized Sick Leave Bank Request Form and submitted to HCEA within 30 calendar days of the first date bank usage is requested. All information must be provided, or the form will be returned and no action will be taken until it is resubmitted with all required information.

All requests to draw upon the Bank must be accompanied by the Sick Leave Bank Physician's Statement Form confirming the cause of illness or confinement and certifying existence of an incapacitating or catastrophic illness or disability. Dates of the intended leave must be specified. The form must be personally signed by the physician. The Sick Leave Bank Committee will not honor any physician's statement unless it is on the official Sick Leave Bank Physician's Statement Form and is an original. Copies of these forms will not be accepted.

An applicant may be required to undergo a medical review by a physician of the Committee's choice at any time at the member's expense. This physician's report is to be sent directly to the Committee on the Sick Leave Bank Physician's Statement Form before the Committee may act upon the unit member's application for a grant from the Sick Leave Bank. Extension or renewals of each 30 day grant shall require a new up-to-date Sick Leave Bank Physician's Statement. When a contributor has been incapacitated, their application may be submitted to the Committee by their agent or family.

A request for a meeting with the applicant may be requested by the Sick Leave Bank Committee for purposes of clarification.

All decisions made by the HCEA Sick Leave Bank Committee are final.

The Sick Leave Bank Committee shall have the authority and responsibility of receiving requests, verifying the validity of requests, approving or denying requests and communicating its decision to the member and the Harford County Public Schools Office of Human Resources and the Payroll Department.

Confidentiality of Actions: All records, proceedings and actions of the Sick Leave Bank Committee and all other parties privy to the records, proceedings and actions shall be held in strictest confidence.

Workers' Compensation. In cases where a member requesting leave from the Sick Leave Bank may be eligible for Workers' Compensation benefits, the member requesting the sick leave shall initiate timely action through the Workers' Compensation Commission or lose all rights to Sick Leave Bank coverage for absence related to that illness or injury.

In cases where a member applies for and is eligible for Workers' Compensation benefits, leave from the Sick Leave Bank will be adjusted so that when combined with the Workers' Compensation benefits, it equals, but does not exceed, the member's regular net salary.

Disability Retirement

When the Sick Leave Bank Committee may reasonably presume that an applicant for a grant or an extension of a grant may be eligible for disability retirement benefits from the Maryland State Retirement Systems and/or Social Security, the Committee will require the member to apply for disability benefits. Submission for the application for disability retirement and the necessary supporting medical documentation to the HCPS Human Resources Department must be made within 20 calendar days from the date of issuance of the request by the Sick Leave Bank Committee in order for the member to continue to be eligible for a Sick Leave Bank grant.

When disability retirement is approved by the MSRS Board of Trustees and/or the Social Security Administration, any grant from the HCEA Sick Leave Bank that has been approved will automatically cease at the end of the month in which the disability was approved. Any remaining days will be returned to the Sick Leave Bank.

If disability retirement is denied by the Retirement Systems, the Sick Leave Bank Committee and the HCPS must be notified immediately by the member. A Sick Leave Bank recipient may lose their eligibility for a grant for each day the Sick Leave Bank Committee is not notified after the Sick Leave Bank member has received their denial. If a denial is received from the MSRS, the Sick Leave Bank Committee will review the doctor reports submitted to the MSRS, and it will determine whether benefits should continue, cease, or whether there is a need for another medical opinion at the applicant's expense.

Grant Extensions

After an applicant has drawn and used a grant from the Bank, they shall be required to provide a new up-to-date Sick Leave Bank Request Form and an up-to-date Sick Leave Bank Physician's Statement Form. The new application must be filed within the guidelines.

Applicants must submit requests for extension of Bank Leave grants five workdays before their current grant expires.

Applications for extensions of grants will not be considered unless accompanied by a new up-to- date statement from the physician.

Loss of Right to Use Sick Leave Bank

A member of the Sick Leave Bank will lose the right to use benefits of the Sick Leave Bank through:

- Termination of employment with the Harford County Public School System. This becomes effective as of the last day of employment.
- Employment with another employer or self-employed. Approval of a bank loan is automatically and immediately rescinded upon verification by the Sick Leave Bank Committee that the applicant is employed, including part-time and/or self-employment.
- Loss of Certification. A person is no longer eligible for membership in the Sick Leave Bank if they lose their certification.
- The member's suspension without pay or any illness occurring during the period of suspension. In the event that the suspension is overturned, Sick Leave Bank benefits will be retroactively reinstated.
- The member's voluntary cancellation during Open Enrollment, of their membership in the Sick Leave Bank as of the effective date of cancellation.
- The member's abuse or misuse of the rules of the Sick Leave Bank.
- The member's placement on an approved leave of absence for other than personal illness.
- Bank grants shall not be authorized for illness or disability for which the member is eligible for any disability retirement payment.

Sick Leave Bank Committee

The SLB Committee consists of three HCEA members named by the HCEA President and three representatives of HCPS named by the Superintendent.

Daily administration of the SLB is the responsibility of the HCEA office staff and the HCEA President.

All forms for application for participation in the Bank, grant request forms, and cancellation shall be available at the HCEA office, the Harford County Public School Human Resources office, and at each school office. These forms shall be sent to any eligible employee and/or member at their request.

ARTICLE XII
Extended Leaves of Absence

12.1 The Board of Education may grant leaves of absence for 1) personal illness; 2) maternity (including adoption); 3) study; 4) military service; and 5) illness of a member of the immediate family. Leaves for the first four of these reasons protect the teacher's right to apply for disability retirement, to continue to qualify for the death benefit in the retirement system, to be reemployed by the local school system in an appropriate position as soon as a vacancy occurs after the request for reinstatement, and to unused accumulated sick leave provided they apply for reappointment prior to the termination of their leave. When a teacher requests reassignment from a leave of absence, and due to a reduction in force there are teachers on a recall list for the same kind of teaching assignment the teacher left, the teacher on leave will be placed on the recall list according to the length of continuous service they have had with Harford County Public Schools.

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

12.2 In Harford County, the requirement to be eligible for a leave of absence is that the teacher must be a tenured teacher.

12.3 Since the Maryland Retirement Systems do not recognize a leave for illness in the immediate family, such a leave provides for reemployment by the local school system and to unused accumulated sick leave provided they apply for reappointment prior to the termination of their leave.

12.4 A tenured teacher finding it necessary to request a leave of absence should make written application to the Superintendent stating the reason, date they wish it to become effective, and the number of months desired.

12.5 **Leave of Absence for Maternity**. Sick leave is granted for disability due to maternity. An employee using sick leave for disability due to maternity must return to work as soon as the employee is physically able, or a tenured employee may request a leave of absence to protect employment and retirement benefits. The need for and the time involved for absence due to disability for maternity shall be based upon the particular medical circumstances of the employee and the requirements of their employment. An employee may be required to submit a doctor's certificate establishing the medical need for absence and the time involved in the absence. The employee may also be required to submit a doctor's certificate stating that the employee is able to perform their regular duties. A tenured employee has the option of requesting a leave of absence for maternity prior to or at the conclusion of their disability. However, if an employee elects to request a leave of absence prior to their disability, the employee will not be granted sick leave during the leave of absence. The employee's unused sick leave will be held in abeyance until such time as they return to active service. An employee who is on a leave of absence for maternity will be reemployed in an appropriate position as soon as a vacancy occurs after the request for reinstatement.

12.6 **Parental Leave.** Eligible employees may seek 12 continuous workweeks of unpaid FMLA in a 12-month period for the birth of a child and bonding with the newborn child, or the placement of a child 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.

ARTICLE XIII
Sabbatical Leaves

13.1 A teacher holding a professional certificate with seven (7) or more consecutive years of satisfactory, active service in Harford County Public Schools may be granted a sabbatical leave of absence for the purpose of furthering professional growth by means of graduate study or other means approved by the Superintendent. Previous leaves of absence will be considered as not causing the teacher to lose years of service credit prior to that leave. Leave time itself, in all cases, will not be regarded as active service insofar as determining the seven (7) year sabbatical leave eligibility requirement.

13.2 Sabbatical leaves may be granted for study or research (and travel if in conjunction with the study or research) that will be of service to the individual and to the schools and pupils of Harford County.

13.3 Sabbatical leave may be granted for not less than one (1) full semester or more than one (1) full year.

13.4 Any teacher to whom a sabbatical leave is granted shall be required, as a condition of accepting the leave, to return to the service of the Harford County Public Schools for at least two (2) years immediately following the expiration of the leave. Should the teacher not return to the service of Harford County, they will be required to refund the salary granted for sabbatical leave.

13.5 Applications for sabbatical leave must be filed with the Superintendent by April 1, prior to the school year for which it is requested with a proposed plan of study or research to which the time spent on leave will be devoted. After approval, any change of plan must be requested in writing and approved in advance.

13.6 The applicant for sabbatical leave for study shall complete at least 24 semester units of upper division or graduate work during the sabbatical year. It will generally be expected that not less than 12 semester units shall be completed during each semester. If travel or extensive research is involved, a lesser total number of semester hours may be considered if approved by the college advisor. Transcripts or other evidence of completion shall be submitted to the Superintendent's Office within 30 days of the teacher's return to duty.

13.7 A sabbatical leave for travel will only be considered when the travel is in conjunction with an organized program of study or research. Application for leave shall include, in general terms, an itinerary of the proposed objectives of the study or research of which the travel is a part. Upon completion of the leave and within 30 days of the teacher's return to duty, a detailed itinerary and written report of not less than 1,500 words shall be submitted to the

Superintendent's Office setting forth the teacher's reactions to the travel and a statement of the benefit to the schools and the pupils of Harford County. A description of the travel will not satisfy this requirement.

13.8 **Compensation While on Sabbatical Leave.** Compensation while on sabbatical leave shall be one-half (1/2) salary in accordance with the provision of the Harford County salary schedule in effect during the period of the leave.

13.9 In the event a teacher on sabbatical leave receives extra monies through any type of grant, the combined amount of those monies and the sabbatical leave allowance shall not exceed the amount of money this teacher would have received as a staff member for the school year in which the sabbatical leave has been granted. In cases where the combined monies exceed the regular salary, as outlined above, the sabbatical leave salary will be reduced accordingly.

13.10 Teachers receiving the support of a sabbatical leave will not be eligible to receive the usual payment for partial reimbursement for graduate studies.

13.11 Salary for sabbatical leave will be paid the teacher while on leave of absence in the same manner as if the teacher were on duty in Harford County, upon the furnishing by the teacher of a surety bond indemnifying the Board against loss in the event that the teacher fails to render at least two (2) years' service after return from their leave of absence. Such bond shall be exonerated in the event that failure of such teacher to return and render two (2) years' service is caused by the death or physical or mental disability of the teacher.

13.12 **Effect of Sabbatical Leave on Salary Increments, Retirement, and Sick Leave Accumulation.** The teacher's normal percentage rate of deduction for retirement purposes shall be applied to the actual salary received. The sabbatical leave year is counted as a year of service and experience on the salary schedule. There will be no sick leave accumulation for time spent on sabbatical leave.

13.13 **Provision for Health Insurance.** When a teacher is placed on a Board approved sabbatical leave of absence, they may continue to participate in the group program of health insurance and life insurance on the same basis as that of a full-time teacher.

13.14 **Return to Service.** At the expiration of the sabbatical leave of absence, the teacher shall be assigned to a position of equal status, but no guarantee can be given that it will be the same position they occupied at the time the leave was granted.

13.15 **Accident and Illness on Sabbatical Leave.** Interruption of a program of study or travel while on sabbatical leave, caused by serious illness or accident, evidence of which is satisfactory to the Superintendent and the Board shall not be held against a teacher with regard to the fulfillment of the condition regarding study or travel under which the leave is granted, nor affect the amount of compensation to be paid the teacher while on leave, provided, however, that the Superintendent has been promptly notified of such accident or illness. In the case of such accident or illness while on sabbatical leave, notification shall be made by registered letter, within 30 days of the time of the onset of the illness.

ARTICLE XIV
Insurance

14.1 The Board will provide for group life insurance and for group accidental death and

dismemberment insurance in an amount that will match the individual's salary rounded to the nearest $1,000 based upon the salary schedules. This amount will not be changed during the year. A teacher may purchase an additional amount of supplemental life, spousal and dependent insurance at full cost (100%) to the teacher. The Board will make payment for a full twelve-month period commencing July 1 and ending June 30.

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, (1) representative from each of the four (4) other employee groups appointed by their President or the President may appoint themself, and one (1) person representing the retired employee's association.

The Association representative appointed to the committee shall be released from school duties, if necessary, 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 Benefit's Advisory Committee will be established by the members of the committee.

14.2 The Board will make available for the duration of the Agreement the following health insurance programs to eligible employees who enroll in the programs:

- The HMO plan at a **94/6%** premium split **for FY27 and a 93/7% premium split for FY28**.
- The **PPO** plan (PPO Core) at a**n 89/11%** premium split **for FY27 and an 88/12% premium split for FY28**.
- **The** Triple Health Option plan at an **83/17%** premium split **for FY27 and an 81/19% premium split for FY28.**

The Board and HCEA-Certificated agree to the following Plan Design Changes:

- **Increase the HMO plan specialist copay from $20 to $25.**
- **Increase the PPO plan specialist copay from $25 to $30.**
- **Increase the Triple Health Option plan specialist copay from $20/$25 to $25/$30 for Tiers 1 and 2.**
- **Increase the Triple Health Option plan deductible from $50/$50 Ind and $100/$100 Family to $75/$75 Ind and $150/$150 Family for Tiers 1 and 2.**

Effective July 1 through June 30, the Board will similarly make available for the duration of the Agreement to eligible employees who elect to enroll therein the choice of either the standard dental insurance plan or the Preferred Provider Dental Insurance. The benefit period maximum for dental services shall be $1500.

Effective July 1, 2023, the Board will make a voluntary vision plan available for the duration of the Agreement to eligible employees who elect to enroll. The voluntary vision plan benefit will be offered at full cost (100%) to the individual member.

The Board will not provide two insurance programs, e.g. CareFirst Triple Health Option plan and an HMO program; or two different HMO programs for any eligible employees or eligible members of their families. This applies to all employees and eligible members of their families whose spouses and children are also employees of the school system. However, if one employee's eligibility for participation is terminated for any reason, the other employee family member shall continue to be eligible for the existing coverage.

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

14.3 **Board's Rate of Contribution -** The Board's rate of contribution to the coverage made available in 14.1 is 90% of the total premium. The Board's rate of contribution applicable to the coverage made available under 14.2 shall be 90% of the total premium for dental insurance.

14.4 **Board's Rate of Contribution – Part-Time Employees.** Effective July 1, 2012, Board contributions to all health and dental plans for teachers 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.

14.5 All benefits provided under Maryland law for employees injured during and as a result of their work including death, injury, hospitalization, and 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 salary, less the amount of the disability payments for up to 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 day of sick leave will be deducted for each day compensated by Workers' Compensation to maintain an employee's full salary.

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

14.7 Additional Benefits – 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 Association.

ARTICLE XV
Salary

15.1 (See Salary Schedule). The Board and Association agree to the following:

Each eligible unit member shall receive a step increment and a one and one-half (1.5) percent COLA for the 2024-2025 school year effective July 1, 2024, and an additional one (1) percent COLA effective mid-year.

For the 2025-2026 school year, HCEA and the Board shall have a limited reopener of 2 language items and COLA. Each eligible unit member shall receive a step increment and a one percent (1%) COLA for the 2025-2026 school year.

For the 2026-2027 school year, HCEA and the Board shall have a limited reopener of 3 language items and COLA. Each eligible unit member shall receive a step increment and a **~~3.82%~~ 2.5% COLA** for the 2026-2027 school year, and step 1 of the salary scale will be adjusted to $60,000.

Notwithstanding any other provision of this Agreement, Step 1 of the salary scale shall be maintained at $60,000 and shall remain in effect until negotiated increases applied to the 2025–2026 Step 1 salary of $57,797 produce a salary that meets or exceeds $60,000. ***(Refer to MOU signed 7/2026.)***

15.2 **Master's Plus 60.** Teachers who earn 30 additional credits beyond a Master's Plus 30 will receive a $3,000 salary differential added to the appropriate step of the Master's Plus 30 Salary Schedule. The additional 30 credits must be approved through a process established by the Board. Teachers who earn a Doctorate shall receive an additional salary differential of $500.

15.3 Teachers with Provisional Certificates and Master's degrees are paid on the provisional salary schedule plus $200.

15.4 **Salary for Summer Employment**. The salary of teachers employed in summer school programs instructing students shall be the daily per diem rate (1/190th) of the regular teacher's annual salary for the schedule effective July 1 of that year. This daily rate will be prorated to assigned hours worked.

Upon prior authorization and notification by the Board, teachers utilized as instructors for other teachers shall receive their daily per diem rate prorated to assigned hours worked.
The salary of teachers who are appointed to develop curriculum, participate in staff development and/or school improvement activities shall be $150 per day base on a six (6) hour day.

15.5 **Credit for Military Service.** Newly appointed teachers shall receive salary credit up to two (2) years of active service in the Armed Services. Veterans who are employed on a Provisional Certificate who receive two (2) years of salary credit shall have two (2) years to become fully certified.

15.6 **General Salary Provisions.** The annual salary of a teacher is earned over the course of the school year and is paid bi-weekly over 22 equal pays. The Board shall direct a portion of the teacher's net pay to a teacher-designated account for purposes of providing summer pay for those teachers who elect to do so. The Board shall direct a portion of the teacher's pay to the Board's approved 403B/457 plan for those teachers who elect to do so.

15.7 The annual Employee Salary Notification shall include the following information:
a. Teaching Assignment
b. Longevity Increment (if applicable)
c. Step
d. Annual Salary
e. Certification Expiration Date

15.8 Teachers are required to participate in direct deposit and will be paid according to the HCPS pay schedule. A pay schedule will be published by June 1st for the following fiscal year. Teachers will receive their paystub electronically.

15.9 Teachers who are hired on or after March 1 shall be paid per diem for the month of June. The rate shall be determined by dividing the teacher's yearly salary by the number of days of expected teacher attendance for the year and multiplying that quotient by the teaching days in June.

15.10 Teachers who resign while school is still in session in the month of June shall be paid in proportion of the month's salary based upon the ratio of days taught in June to the days school is open in June. The same calculation will be used to compute the salary in the case of resignations which become effective in December or during the month of the spring vacation.

15.11 Teachers who resign during other school months will be paid the proportion of their biweekly salary based upon days worked and days school was in session for the pay period.

15.12 Salary adjustments based upon obtaining a Master's degree, Doctor's degree, an Approved

Program of Study beyond the Master's degree or an Advanced Professional Certificate, shall be effective the first of the month following the completion of all the requirements.

15.13 Professional and Technical Education (PTE). Teachers who complete a pre-approved program of study and meet all requirements set forth by Harford County Public Schools shall be eligible for lane advancements as follows:

- APC plus 15 credits equal the Master's Degree lane
- APC plus 45 credits equal the Master's Degree plus 30 lane
- PTE certified teachers who achieve the APC plus 45 credits are eligible to be considered for the Master's plus 60 under 15.2 of this agreement.

15.14 Emergency Pay – When the Superintendent declares a state of emergency for a school(s) and members are required to work beyond their duty day or on a weekend they will be paid at their per diem rate.

ARTICLE XVI
Compensation for Other Duties

16.1 **Outdoor Education**. Unit members who participate overnight in the Outdoor Education Program at Harford Glen shall receive $250 per night.

16.2 **Remuneration for Coaching**. Remuneration or compensatory time will be provided for those teachers whose student activities sponsorship and/or coaching of interscholastic athletics extend beyond the regular duty day for several consecutive days or weeks over an extended period of time and limited to those activities listed in this article. The following conditions shall apply:

16.3 Assignments will be filled by the most promising qualified candidates who apply for the position. Volunteers will be considered. If there is no acceptable candidate for a position, the most promising, qualified teacher for the position may be assigned and will be expected to serve unless such assignment would result in undue sacrifice.

16.4 Teachers shall be notified of their coaching and/or sponsorship activities assignment by no later than July 1. Notice of coaching and/or sponsorship position vacancies which open subsequent to July 1 will be posted in the affected school. Assignments to vacancies which may exist subsequent to July 1 shall be made in writing prior to the start of the activities. When circumstances preclude the offering of the activity, as referred to herein, notification of the cancellation of the assignment shall be made as soon as feasible.

16.5 The specific student activity program and the number of teachers assigned to each activity in each school shall be determined by the principal.

16.6 It shall be the responsibility of the principal when assigning these duties to give consideration to the educational objectives of the activities.

16.7 The athletic director shall be eligible to coach no more than one (1) sport per year. Exceptions may be authorized only by the Superintendent. No teacher shall be required to coach more than one (1) sport per season.

The duty period assigned to an athletic director will be used, primarily, to perform duties related

to the responsibilities of being an athletic director. However, it is understood that there may be times when an athletic director may be assigned to perform other duties.

Effective July 2019 Athletic Director stipend will increase by $3,000 and effective July 1, 2020 an additional increase of $500 will be added to the stipend. The stipend is for all work to be completed by Athletic Directors.

16.8 Up to ten days at the summer rate of pay (per diem rate) will be available for two high school weight training coaches. The principal will select the coach or coaches to supervise summer weight training.

16.9 Any teacher who is sponsoring or coaching one of these activities and who has been scheduled for appropriate compensatory released time and any teacher who is sponsoring or coaching one of these activities and whose sponsorship or coaching is generally completed during the duty day shall not be eligible for remuneration. (In all cases in question in this paragraph, the principal shall make the determination.)

16.10 If two (2) or more teachers are to share the responsibility for student activity sponsorship or coaching in one of the areas indicated, the principal, after consultation with the teachers involved shall state on a written notice of assignment how the allowance is to be divided.

16.11 Payment for coaching and sponsorship shall be made in one (1) check at the conclusion of the athletic season or activity and upon the presentation of the appropriate form signed by the principal.

16.12 Remuneration for coaching and sponsorship of student activities as defined on the following chart shall increase at a minimum each school year at the same percentage as any cost of living adjustment (COLA) to the teachers' salary schedule that is bargained between the Association and the Board.

HARFORD COUNTY PUBLIC SCHOOLS
COMPENSATION FOR EXTRA DUTY PAY FISCAL YEAR 2026-2027
EFFECTIVE: JULY 1, 2026 – 2.5% COLA

Athletics

Activity	Varsity Head	JV Head	Varsity Assist.	JV Assist.	MS Head	MS Assist.
Athletic Director	$15,920				$3,185	
Baseball	$3,299	$2,474	$2,212			
Basketball (Boys)	$4,192	$3,147	$2,807		$1,063	$797
Basketball (Girls)	$4,192	$3,147	$2,807		$1,063	$797
Cheerleader - Advisor/Coach Fall	$3,176					
Cheerleader - Advisor/Coach Winter	$3,176					
Cheerleader - JV Asst./Coach - Fall		$2,385				
Cheerleader - JV Asst./Coach - Winter		$2,385				
Cross Country (Boys)	$2,844					
Cross Country (Girls)	$2,844					
Cross County (MS)					$1,063	$797
Field Hockey	$3,299	$2,474	$2,212			
Flag Football					$1,063	$797
Football	$4,635	$3,478	$3,110	$2,323		
Golf	$1,791					
Lacrosse (Boys)	$3,299	$2,474	$2,212	$1,651		
Lacrosse (Girls)	$3,299	$2,474	$2,212	$1,651		
Soccer (Boys)	$3,299	$2,474	$2,212		$1,063	$797
Soccer (Girls)	$3,299	$2,474	$2,212		$1,063	$797
Softball	$3,299	$2,474	$2,212			
Sports for Life (Fall)	$639		$426		$639	$426
Sports for Life (Spring)	$639		$426		$639	$426
Sports for Life (Winter)	$639		$426		$639	$426
Sports for Life Coordinator					$1,594	
Swimming (Boys)	$3,299		$2,212			
Swimming (Girls)	$3,299		$2,212			
Tennis	$2,844	$2,135	$1,907			
Track Indoor	$3,450		$2,313			
Track/Field (Boys)	$3,299	$2,474	$2,212			
Track/Field (Girls)	$3,299	$2,474	$2,212			
Volleyball (Boys)	$3,299	$2,474				
Volleyball (Girls)	$3,299	$2,474				
Wrestling	$4,192	$3,147	$2,807			

- Head Coaches who also serve as a Jr. Varsity Head Coach shall receive their full stipend plus fifty percent (50%) of the Jr. Varsity Head Coach Stipend.
- Two Varsity Assistant positions are allocated to each high school for football, boys lacrosse, and girls lacrosse.
- Longevity increments of $100 shall be provided after five (5) years, $200 after ten (10) years, and $300 after fifteen (15) years of service in the same activity.

HARFORD COUNTY PUBLIC SCHOOLS
COMPENSATION FOR EXTRA DUTY PAY FISCAL YEAR 2026-2027
EFFECTIVE: JULY 1, 2026 – 2.5% COLA

Other Extra Duties

Activity	High School	Middle School	Elementary
College Readiness Coordinator	$1,601		
Destination Imagination	$1,618	$1,618	$1,618
Dramatics**	$2,857	$1,916	$945
Educators Rising	$1,618	$1,084	
Envirothon, Chemothon	$1,746		
Foreign Language National Honor Society* French, German, Spanish	$1,618		
Future Business Leaders of America (FBLA)	$1,618		
High School Band	$2,786		
High School Vocal/Orchestra	$2,154		
It's Academic	$1,618		
Marching Band Auxiliary Coach	$1,335		
Maryland Engineering Challenge	$1,618	$1,618	$1,618
Math Counts	$1,165	$1,165	
Mock Trial Sponsor	$1,601		
National Honor Society	$1,618	$1,472	
Prom	$1,672		
School Literary Publication	$1,548	$1,038	$510
Secondary Intramural Director	$2,661	$2,264	
Secondary Intramural Director/Asst.	$1,607	$1,429	
Senior Class Sponsor	$1,740		
Student Council Advisor	$1,746	$1,497	$579
Students Against Drunk Driving (SADD), Future Farmers of America (FFA), Students Taking a Responsible Stand (STARS), Health Occupation Students of America (HOSA) and Skills USA	$1,618	$1,084	
Yearbook/Forensics/H.S. Newspaper	$1,669	$1,117	

- *For qualified Honor Society
- ** Each of the two plays at $1,429 each. The principal may adjust the rate to provide for several small or a more extensive production.
- Longevity increments of $100 shall be provided after five (5) years, $200 after ten (10) years, and $300 after fifteen (15) years of service in the same activity.

ARTICLE XVII
Reimbursement for Tuition and Conferences

17.1 The Board shall reimburse tuition to employees holding professional certificates based on the following conditions:

(A) Funds appropriated for the line item(s) for tuition reimbursement are available and have not been expended.

(B) Coursework eligible for tuition reimbursement must be applicable toward obtaining or renewing a professional certificate. Coursework taken beyond the Master's Degree in a pre-approved doctoral program will be eligible for tuition reimbursement up to a maximum of forty-five (45) semester hours of credit.

(C) Graduate coursework will be reimbursed for the actual cost of tuition up to a maximum of $300 per semester hour of credit.

(D) Undergraduate coursework, when applicable toward obtaining or renewing a professional certificate, will be reimbursed for the actual cost of tuition up to a maximum of $75 per semester hour of credit.

(E) No professionally certificated employee will be reimbursed for more than twelve (12) semester hours of credit per fiscal year.

(F) A grade of "C" or better must be achieved.

(G) In order to be reimbursed, the employee must return for the subsequent full semester of professional experience. If the employee does not return for the subsequent semester, deductions will be withheld from accrued salary if available. Otherwise, the employee will be responsible for returning any reimbursed funds.

(H) In order to receive reimbursement for summer coursework, the employee must have been professionally employed by Harford County Public Schools the previous spring.

(I) Professionally certificated employees receiving scholarships, grants, etc., will be eligible for reimbursement if the tuition cost exceeds the scholarship. In such cases, the Board will reimburse the difference between the scholarship and the amount that would have otherwise been reimbursed.

17.2 The Board shall reimburse tuition to employees holding a Provisional/Conditional Certificate based on the following conditions:

(A) The employee must be seeking initial certification. Payments will not be made to an employee who has allowed their professional certificate to lapse.

(B) Funds appropriated for the line item(s) for tuition reimbursement are available and have not been expended.

(C) Coursework eligible for tuition reimbursement must be applicable toward obtaining a professional certificate.

(D) Graduate coursework will be reimbursed for the actual cost of tuition up to a maximum of $300 per semester hour of credit.

(E) Undergraduate coursework, when applicable toward certification, will be reimbursed for the actual cost of tuition up to a maximum of $75 per semester hour of credit.

(F) No employee will be reimbursed for more than twelve (12) credits per fiscal year.

(G) A grade of "C" or better must be achieved.

(H) In order to be reimbursed, the employee must return for the subsequent full semester of professional experience. If the employee does not return for the subsequent semester, deductions will be withheld from accrued salary if available. Otherwise, the employee will be responsible for returning any reimbursed funds.

(I) Certificated employees receiving scholarships, grants, etc., will be eligible for reimbursement if the tuition cost exceeds the scholarship. In such cases, the Board will reimburse the difference between the scholarship and the amount that would have otherwise been reimbursed.

Note: "Actual cost of tuition" is defined as actual out-of-pocket expenses for tuition that have been paid by the eligible employee. The actual cost of tuition to be reimbursed, up to the applicable maximum, is the employee's net expenses after all financial assistance such as scholarships, grants, and VA benefits, have been deducted. This Article requires fiscal support and 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.

17.3 Any tenured classroom teacher who is assigned by the Human Resources Department for the convenience of the Board to a teaching field requiring a certificate other than the one they hold, will be reimbursed 100 percent of the tuition costs for certification in the new field.

17.4 **Reimbursement for Professional Meetings.** As a part of the in-service program for teachers in Harford County schools, provision is made for attendance at conferences which are closely related to the work of the individual teacher.

With the approval of their principal, a teacher may be absent for such experiences without loss of salary. Upon the recommendation of the principal and with the approval of the Superintendent, a teacher may also be reimbursed for registration fees and lodging expenses incurred in the conference attendance.

17.5 Teachers should submit requests for attending such conference at their earliest convenience in order to receive consideration. This consideration shall be based on the needs of the county program of instruction, of particular departments in local schools, and the educational advantage to be gained by the teacher.

17.6 **Reimbursement of ASHA Dues.** Speech and Language Pathologists who submit documentation of dues payment to the American Speech Language Hearing Association will be reimbursed the dues amount by the Board.

ARTICLE XVIII
Outside Activities

18.1 **A Teacher as a Citizen.** Teachers are entitled to campaign for candidates, run for and serve in public office, provided that no political activities interfere with any of the teacher's duties.

18.2 A teacher may introduce matters concerning political issues, or controversial issues as they relate to relevant and appropriate course content provided the teacher shall make every effort to see that all sides are presented fairly. All statements of the teacher's opinions shall be clearly identified as such.

18.3 Should a tenured teacher seek and/or be elected or appointed to a public office which would necessitate prolonged absence from the classroom they shall request, and the Board shall grant a leave of absence, without pay for no more than one year.

18.4 **Supplemental Employment.** Teachers shall not engage in supplemental employment which results in conflicts of interest between the private interests of the teacher and their official duties and responsibilities.

18.5 Teachers shall not engage in the solicitation of business or the ordering or delivery of materials for financial gain while on school premises.

ARTICLE XIX
Probation, Tenure and Evaluation

19.1 Tenure in a Maryland school system is a protection granted to teachers who have satisfactorily passed a period of probationary service, to continue in a teaching position in the system. It requires that such teachers keep their professional teaching certificate in force and that dismissal be only for reasons specified in the State School Laws.

19.2 **Probationary Teachers.** The first three (3) years of employment is the probationary period or up to two (2) years for teachers who achieved tenure in another Maryland school system as described in COMAR 13a.07.02.01**.** During each of these years a teacher shall be observed at least four (4) times by more than one qualified person as determined by the Superintendent. Upon the request of a teacher, a supervisor shall provide for a demonstration of the classroom technique or procedure in question. All observations of a classroom teaching performance shall be conducted openly.

19.3 Administrators and/or supervisors shall hold formal evaluation conferences each semester with all probationary teachers in Harford County. At that time, if appropriate, the teacher shall be advised by the principal that the principal will recommend that the teacher not be retained in the system.

19.4 **Teacher Evaluations.** Under normal circumstances, the teacher will be notified by September 30th of each year of the upcoming annual evaluation. Lack of this notification however will not prevent the evaluation process from proceeding as required by regulation. When teachers are observed, they shall be provided written feedback before any future observations are conducted. A written statement of evaluation will be prepared and reviewed with the teacher within a reasonable time after each formal evaluation conference. In the event that the teacher feels their evaluation is incomplete or unjust, they will append an addendum giving their point of view. The evaluation is, however, to be signed by the teacher; this signature means only that the teacher read the evaluation. A copy of this evaluation and addendum shall be filed in the school office, a copy shall be placed in the evaluation file in the Human Resources Department and a copy shall be given to the teacher. **Observation for the purpose of evaluating the unit member's performance may be made at any time during the school year provided, however, that as a matter of general practice, the teaching performance of a unit member shall not be formally or informally observed for the purpose of evaluation during the first day of school for students, the day before Thanksgiving, the day after Thanksgiving, the**

day before the beginning of the winter holidays, the day after the winter holidays, the day before the beginning of the spring holiday, the day after the spring holiday and the last day of school for students.

19.5 Probationary teachers who will not be retained will receive notice in writing before May 1. For individuals employed on or after January 1 the notification date shall be not later than sixty (60) days prior to the anniversary date of employment of the first year or second year or not later than sixty (60) days prior to the third anniversary date of employment.

19.6 **Tenured Teachers.** Tenured teachers will receive formal evaluation conferences at least by the end of their fifth year in Harford County and at the minimum rate of once every five (5) years thereafter. All observations of a classroom performance shall be conducted openly. Under normal circumstances, the teacher will be notified by September 30th of each year of the upcoming annual evaluation. Lack of this notification however will not prevent the evaluation process from proceeding as required by regulation.

19.7 Principals and/or supervisors shall hold the formal evaluation conferences. After the conferences, a written statement of evaluation will be prepared and reviewed with the teacher within a reasonable time. Any material presented at the conference which was not previously known to the teacher shall be reviewed by the principal and the teacher before it may be entered into the written evaluation.

19.8 In the event that the teacher feels their evaluation is incomplete or unjust, they will append an addendum giving their point of view. The evaluation is, however, to be signed by the teacher. This signature does not indicate approval. A copy of this evaluation and addendum shall be placed in the evaluation file in the Human Resources Department and a copy shall be given to the teacher.

19.9 A teacher shall be able, upon appointment and with or without an associate, to review the contents of the evaluation file and the personnel/school file concerning them. This review shall not include confidential materials such as reference letters or basic data received in the course of initial employment.

19.10 Complaints of a serious nature which shall be included in the personnel file of the teacher shall be brought to the attention of the teacher so that they may respond to them.

Following the completion of an investigation, complaints of a serious nature which will be maintained by the principal in the school file shall be brought to the attention of the teacher so that they may respond to them.

19.11 A teacher may attach a signed and dated addendum to these documents to which they have access.

ARTICLE XX
Discipline

20.1 The Board of Education and the Association support the need for each class to be a good learning environment free from interference from seriously disruptive pupils. The Board and Association also agree that consistent enforcement of clear and specific rules is vital to maintaining a safe, secure, and effective school environment for learning. All schools are urged to use their resources of successful professional experience, staffing allotment, and materials of instruction in the development of ways to help and to control the seriously disruptive child.

20.2 **Maintenance of Classroom Control and Discipline.** When, in the professional judgment of a teacher, a student is, by their behavior, seriously disrupting the instructional program to the detriment of other students, the teacher may exclude the student temporarily from the classroom and refer the student to the principal or designee.

20.3 When a student has been referred to the principal or designee for disciplinary action, the principal or designee shall confer with the teacher prior to returning the student to the classroom. Confer means a discussion or dialogue by any means, e.g., telephone, electronic mail, or an in- person conference, where the views of the teacher are communicated and considered. Plans for handling disruption of the teaching process should be ones in which teachers and principals work in concert to achieve this end.

20.4 Any teacher threatened with physical abuse in connection with their employment should immediately report the incident to their principal or designee. Serious incidents involving verbal abuse or outright disrespect shall be reported in a similar manner.

20.5 The Association and the Board of Education agree that consistent enforcement of clear and specific rules is vital to maintaining a safe, secure, effective school environment for learning. The parties encourage schools to incorporate conflict management strategies and student participation in the implementation of discipline policies.

ARTICLE XXI
Certification

21.1 **Certification.** The Code of Maryland Regulations (COMAR) requires that all teachers in Maryland public schools obtain and hold a Maryland certificate or a license in certain areas as otherwise provided in State law. Initial certification requirements and certificate renewal requirements are stipulated in COMAR 13A.12.01. It is the teacher's responsibility to make a written request to the Human Resources Office when all requirements for the initial Advanced Professional Certificate (APC) are complete.

21.2 **Planned Program of Study Beyond the Master's Degree.** The Board has approved increments for teachers who complete approved programs of study beyond the Master's degree. The purpose of the increments is to encourage teachers to continue in their studies in order that their work with children and youth may continue to increase in effectiveness.

21.3 The completion of college or university programs pursuant to COMAR 13A.12.01, related to PreK-12 public education, which yield a second Master's degree or advanced certificate/degree will be accepted as meeting the requirement of thirty (30) semester hours of approved course work beyond the Master's degree provided that no duplication of courses in involved. Teachers who are involved in a doctoral program but do not complete an organized program of course work which yields a degree from a college or university pursuant to COMAR 13A.12.01 may submit their college-directed program for approval. It will be necessary to have a statement from the teacher's advisor or other college official stating that the courses involved constitute a part of a definite program leading to the Doctor's degree.

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

21.5 **General Statement**

(A) The program must be planned to fulfill some acceptable professional objective and be related to PreK-12 public education.

(B) A minimum of fifteen (15) graduate credits, which are not duplicates of former course work, must be earned at regionally accredited colleges or universities which confer advance degrees. A maximum of fifteen (15) credits, which are not duplicates of former course work, may be earned as undergraduate courses at regionally accredited community colleges. Of these fifteen (15) credits, six may be earned through Maryland State Department of Education (MSDE) approved Continuing Professional Development (CDP)/in-service course.

(C) **All out-of-state coursework must meet the requirements outlined in Article *13B.02.01.12 (A*).**

(D) **All master's plus coursework is based on semester hour credit. Completed coursework will be adjusted to reflect semester hour equivalency.**

(E) The plan itself must receive prior approval from the teacher's principal or supervisor and designated Human Resources representative.

(F) The planned program must be regarded as being flexible enough to allow for reasonable substitutions in courses or subjects to be taken. Teachers are asked to use the prepared +30 Course Substitution form available from Human Resources to request course substitutions.

(G) The planned program will have to be subject to review in the light of new information and new developments.

(H) Teachers are asked to use the prepared form available from Human Resources in submitting their plans of study for approval.

21.6 **Certification.** Teachers who seek the National Board Certification and receive prior approval of the Superintendent shall receive financial assistance equal to one half of the required program entry fees. Candidates who fail to successfully complete the program within the established time allotment will be required to reimburse the Harford County Public Schools for program entry fees. National Board Certified Teachers will be paid on the same scale as Master's Degree with Professional Certificate.

ARTICLE XXII
Personal Rights

22.1 No teacher shall be disciplined, reduced in compensation, or rank with a resulting reduction in compensation without due process or for arbitrary or capricious reasons. When meeting with an employee for the purpose of discipline, suspension, demotion, or discharge, the employee shall be advised of their right to representation prior to the beginning of any such meeting and be given up to two business days to arrange for representation. The meeting will be conducted in private to preserve and respect the dignity of the employee except when immediate action is required by the Supervisor in an emergency situation.

Discipline shall be defined as a penalty imposed upon a teacher and entered into the personnel

record outside the normal evaluation process.

22.2 Any disciplinary action should as a general matter be progressive in nature and issued in a timely manner after the Supervisor concludes the discipline should be imposed. The Supervisor reserves the right to omit any or all disciplinary steps when the gravity of the circumstances warrant doing so.

22.3* The teacher is recognized as the person with primary responsibility for determining the grades for the students in their class.

22.4* **Teachers' Citizenship Rights.** The Board of Education recognizes the citizenship rights of teachers. Should any section of this agreement be held to be violative of a teacher's citizenship rights under the law by a court of competent jurisdiction, such section of this agreement shall be deemed null and void.

22.5* **Self-Protection.** A teacher may, in accordance with the law, apply such amount of force as is reasonable and necessary for the purpose of self-defense.

22.6* Whenever a teacher is required to appear before the Superintendent, or their designee, for the purpose of discussing discipline, demotion, suspension or dismissal, the teacher shall be given the opportunity to have a representative of the Association present.

22.7 **Right to Respond.** A teacher may attach a signed and dated addendum to documents placed in their file.

22.8 The Board and the Association agree not to interfere with the right of the teacher to join, not join, and/or participate in the Association without reprisal.

* These provisions are not subject to the grievance procedure.

ARTICLE XXIII
Councils and Committees

23.1 **Faculty Advisory Committee.** A Faculty Advisory Committee (FAC) composed of teachers shall be established in each school. The FAC shall be considered an arm of the union seeking resolution on building level issues. No reprisals of any kind will be taken by the Board, the school administration, or Association against any educator because of his or her participation in the Faculty Advisory Committee.

23.2 The committee will consist of not less than three (3) members or more than fifteen (15) members.

23.3 Members of the committee shall be elected in each school by the teachers 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.

23.4 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.

23.5 **Advisory Instructional Council.** The Superintendent will appoint an Instructional Council whose composition will include teacher representation.

ARTICLE XXIV
Health and Safety

24.1 The Harford County Public Schools has the responsibility to provide safe school facilities and to maintain them in a safe and adequate manner. Teachers are obligated to report any condition affecting the health and/or safety of pupils or employees of the Harford County Public Schools to the principal of the school where such condition is observed so that appropriate action can be instituted by the principal within a reasonable time.

24.2 Teachers shall not be required to search for explosives.

24.3 Teachers will cooperate fully in filling out "Standard Accident Report" forms so that the appropriate data can be gathered for use in a systematic accident prevention program.

24.4 **Health Report.** Each school will develop and maintain a list of those students whose parents or physicians have notified the school of a significant health problem which requires exceptional consideration in dealing with the student. This list will be available to review by all teachers, and it will be the responsibility of all teachers to avail themselves of the health records of the listed students with whom they will be involved.

24.5 The confidentiality of this recorded information will be preserved by those who have access to it.

ARTICLE XXV
Reduction in Force

25.1 In a reduction in teaching personnel within any segment(s) of the school system such as a subject field, and elementary assignment, a special assignment or a vocational teaching assignment, the determination of those who are to be separated will be in the following order:

1. Rehired, Retired Teacher
2. Non-tenured teachers holding provisional certificates
3. Non-tenured teachers holding regular certificates
4. Tenured teachers

At such time when teachers in the above categories are to be separated when all other factors are equal the length of continuous service in Harford County Public Schools, appropriate certification and ability to teach the available grade levels or subject areas shall be the determining factor. If available vacant positions exist, an affected teacher holding multiple valid Maryland certifications shall be offered an interview with the alternate content area supervisor.

The regularly certificated teachers who are separated shall be placed on a priority recall list for a period of two years and shall be recalled in inverse order of their separation when appropriate positions become available.

A teacher on the priority recall list shall be notified in writing of any vacancy which occurs in their field of certification and shall indicate in writing within ten (10) days of the receipt of the letter his or her acceptance or rejection of the position. If the teacher rejects the position or cannot begin the new assignment within thirty (30) days from the date of notification, the teacher shall be deemed to have waived their rights to recall. However, a teacher who has accepted employment in another public school system in Maryland and is unable to get released from their employment contract may decline an offer to return to work and maintain recall rights if the offer is issued later than July 1, for a position which becomes available at the beginning of, or during, the following school year.

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

The layoff and recall provisions of this article are subject to such Equal Employment Opportunity Commission guidelines or other employment programs as required of or adopted by the Board of Education in order to maintain existing or required staff balance.

Any action taken under this policy will not be subject to the grievance procedure; however, it shall be subject to the administrative complaint procedure.

25.2 **Layoff Rights.** While a lay-off continues, no new hires shall be permitted except in the unique circumstances where: (a) there are no Unit I members on lay-off qualified to fill a vacant position, or (b) all qualified Unit I members on lay-off decline the offer to fill the vacancy.

25.3 **Dues and Recall.** Any member of the Association who is laid off and recalled shall automatically resume dues deductions unless the bargaining unit member revokes their membership following the guidelines set forth in the collective bargaining agreement.

ARTICLE XXVI
Rehired, Retired Teachers

26.1 A. Definition: "Rehired, Retired Teacher" (RRT) shall mean a teacher, as defined by the Negotiated Agreement, who has entered regular or early retirement from a Maryland school system under the provisions of the State Personnel and Pensions Article of the Annotated Code of Maryland.

All other provisions of the Negotiated Agreement shall apply to RRTs except those specifically excluded or amended below:

B. Exclusions from the Negotiated Agreement

1. Article 4.12 - Association - Board Relations
2. Article 6.1 - Voluntary Transfers
3. Article 13 - Sabbatical Leaves
4. Article 14 - Insurance
   a) §14.1
   b) §14.2
   c) §14.3
5. Article 15 - Salary
   a) §15.1
   b) §15.2
   c) §15.3
   d) §15.4

e) §15.12
6. Article 17 - Tuition Reimbursement
7. Article 21 - Certification, except 21.6

C. Amendments to the Negotiated Agreement:
1. Article 6.2 - Administrative Transfers
   a) RRTs will be separated first when a reduction in staff at a school is necessary.
2. Article 11 - Sick Leave
   a) 11.1 - A RRT shall accrue sick leave only during consecutive years of service with HCPS. Upon leaving service with HCPS, all accrued sick leave will be forfeited.
   b) 11.2 - A RRT will not be eligible for payment of unused sick leave days.
   c) 11.3 - A RRT shall receive an unused sick leave death benefit only for sick leave accrued during service with HCPS.
   d) 11.4 - A RRT is not eligible for participation in the sick leave bank.
3. Article 14 - Insurance
   a) A RRT shall be eligible to participate in the BOE sponsored Employee Assistance Program following the same guidelines and procedures as other HCPS teachers.
4. Article 15 - Salary
   a) A RRT's salary shall be equivalent to step N of the lane on the HCPS teacher's salary schedule that equates to the level of degree and certification held by the RRT if they have at least sixteen (16) years of eligible experience. Otherwise, previous experience will be used to place RRTs on the salary scale accordingly.
5. Article 25 - Reduction in Force
   a) In the event of a reduction in force, RRTs will be separated first.

ARTICLE XXVII
Miscellaneous

27.1 **Textbooks and Materials of Instruction.** Opportunity will be made for teachers to recommend the instructional materials which they will utilize in working with students.

27.2 **Parking.** A reasonable portion of the parking lot at each school will be designated for teachers.

27.3 **Recommendations on New Facilities.** Recommendations regarding new schools will be sought. Provision will be made for classroom teachers to serve on the Educational Specifications Committee.

27.4 **Final Report Cards.** Each school shall have the option of either mailing the final report card during the week following the close of school or presenting the report card to the child on the last day of school.

27.5 The Board shall continue, within budgetary limits, to provide adequate classroom space, classroom furniture, teacher furniture and equipment, and supplies and materials so that high level professional teaching can take place in the classrooms of the county. The supply and equipment needs of each teacher shall be surveyed by the principal. The principal shall requisition such materials, within budgetary limits, through standard procedures in effect throughout the school system.

27.6 Carts will be provided in each school where necessary to be used by floating teachers to move materials and supplies. Each school shall continue to be provided with serviceable duplicating equipment and supplies of duplicating material to the extent of available funds.

27.7 **School Phones.** A telephone shall be provided for professional use in each school.

27.8 Report card comments for third and fourth marking periods shall be optional at the elementary level when an electronic comment program is not available for teacher use.

27.9 The date and time for conferences which are scheduled beyond the duty day shall be mutually agreed upon by the parties concerned.

27.10 **Travel Reimbursement.** Teachers shall be reimbursed for travel, which has been approved by the Superintendent, at the rate established by the Internal Revenue Service.

ARTICLE XXVIII
Duration

28.1 This agreement shall take effect on July 1, 2024 and shall remain in full force and effect through June 30, 2027. There will be a reopener for the 2025-2026 school year related to a Cost-of-Living Adjustment (COLA) and two (2) language items, and a reopener for the 2026-2027 school year related to a Cost-of-Living Adjustment (COLA) and three (3) language items. The Board and the Union agree that all negotiable items have been discussed during negotiations leading to this agreement. During the term of this agreement, neither party will be required to negotiate with respect to any matter, with the exception of the reopeners stated above whether or not covered by this agreement, and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this agreement.

28.2 In accordance with Article II, section 2.4 of this negotiated agreement, the Association and the Board will reopen negotiations for the **2027-2028** school year.

Negotiations under this provision shall commence no later than December 1 and conclude by February 15, unless mutually agreed by both parties to continue negotiations.

Representatives of Harford County Education Association:

/s/ Chrystie Crawford-Smick, Co-Chief Negotiator
/s/ Roxanne Rife, Co-Chief Negotiator
/s/ Colleen Bianco
/s/ Jason Brooks
/s/ Mark Gross
/s/ Noah Hutton
/s/ Alice Jolly-Smith
/s/ Kim Mayforth
/s/ Shawn Sharpeta
/s/ Allison Weedn-Hughes
/s/ Andrea Weedn-Hughes

Representatives of the Board of Education of Harford County:

/s/ C. Mae Alfree, Ed.D., Chief Negotiator
/s/ Eric Clark
/s/ Tara Dedeaux
/s/ Natalie Holloway
/s/ Deborah Judd
/s/ Jason Redmond
/s/ Daniel Reimers
/s/ Benjamin Richardson

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

HARFORD COUNTY BOARD OF EDUCATION

AND THE

HARFORD COUNTY EDUCATION ASSOCIATION

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

The Harford County Board of Education (HCPS) and the Harford County Education Association (HCEA) agree that educators will be placed on the first and second tiers of the career ladder based on educational achievement and pursuing National Board Certification (NBC) status.

Tier 1 includes the follow unit members:

1) Provisional (conditionally certified or licensed) educators,
2) Educators with a bachelor's degree and their Standard Professional Certificate (SPC)
3) Educators with a bachelor's degree and their Advanced Professional Certificate (APC)

Tier 2 includes the following unit members:

1) Approved educators pursuing their NBC or Master's if there is no NBC in their content area:
    a. Bachelor's degree with Standard Professional Certification (SPC) and pursuing,
    b. Bachelor's with an Advanced Professional Certification (APC) and pursuing,
    c. Master's degree with a professional certificate and pursuing,
    d. Master's Plus 30 (M30) credits and pursuing.
    e. There are not salary lanes to reflect Masters Plus 60 (M60) or Doctorate educational attainments, but rather a flat dollar stipend amounts on top of the Masters Plus 30 (M30) salary lane that reflect our current salary stipends for these achievements.

2) Unit members who have earned their Master's Degree, Master's Plus 30 credits (M30), Master's plus 60 credits (M60) and or Doctorate degree will also be placed on Tier 2 (regardless of pursuing status).

Tier 3 includes the following unit members:

1) Educators with their NBC who meet the Blueprint's definition of teacher, and
2) Educators with a Master's degree in an area outside an NBC content area.
3) Level 3A of Tier 3 represents Tier 3 teachers who are selected and have met the defined eligibility requirements to be placed in an applicant pool for future Tier 4 positions.

*Related services providers, as identified as Speech Language Pathologist (SLP), Therapists, Physical Therapist (PT), Audiologist, and School Psychologist will be placed on a salary lane that mirrors the Tier 1 and Tier 2 salary lanes based on their current annual schedule (10-month or 11-month) and educational achievement.

The Board of Education will provide a $2,000 salary enhancement to unit members who achieve National Board Certification (NBC), but do not meet the State's definition of teacher, for each year the unit member's certification remains in good standing. The salary enhancement will be effective with the employee's first pay for the following fiscal year.

Unit members who earned their NBC before July 1, 2024, and are currently in positions that do not meet the current definition of teacher will be grandfathered under the current contract language and will continue to receive the $10,000 salary enhancement as long as the member's certification remains in good standing.

Educators who achieve their National Board Certification (NBC) will receive the appropriate salary enhancement with the first pay of the following fiscal year based on Blueprint for Maryland's Future legislative requirements. The current requirements include the $10,000 salary enhancement for earning their NBC and an additional $7,000 for NBC educators (who meet the state's definition of teacher) who are working in identified low performing schools.

Effective July 1, 2025, unit members who renew their National Board Certification (NBC) will receive an additional $5,000 for the first renewal, $4,000 for the second renewal, and $3,000 for the third renewal, in cumulative salary enhancements, in accordance with the Blueprint for Maryland's Future legislative criteria.

HCEA - Career Ladder Negotiations Exhibit A - 10-Month Scales

Tier 1			Tier 2				Tier 3				Tier 3A
			Salary Increases $3,000 for M60 & $3,500 for Doctorate				Salary Increases $3,000 for M60 & $3,500 for Doctorate				
							$10,000 for NBC and $7,000 for Working in a BluePrint Low Performing School				Tier 4 Position Eligibility Pool
Provisional Certificate	Bachelor's With SPC	Bachelor's with APC	Bachelor's With SPC and Pursuing NBC	Bachelor's with APC	Master's Degree with Professional Certificate	Master's Degree Plus 30 with Professional Certificate	Bachelor's With SPC	Bachelor's with APC	Master's Degree with Professional Certificate	Master's Degree Plus 30 with Professional Certificate	
$ 56,658	$ 56,658	$ 58,316	$ 56,658	$ 58,316	$ 60,027	$ 61,785	$ 56,658	$ 58,316	$ 60,027	$ 61,785	
$ 58,316	$ 58,316	$ 60,027	$ 58,316	$ 60,027	$ 61,785	$ 63,598	$ 58,316	$ 60,027	$ 61,785	$ 63,598	
$ 60,027	$ 60,027	$ 61,787	$ 60,027	$ 61,787	$ 63,598	$ 65,801	$ 60,027	$ 61,787	$ 63,598	$ 65,801	
$ 61,785	$ 61,785	$ 63,598	$ 61,785	$ 63,598	$ 65,466	$ 68,887	$ 61,785	$ 63,598	$ 65,466	$ 68,887	
	$ 63,541	$ 65,410	$ 63,541	$ 65,410	$ 67,332	$ 71,400	$ 63,541	$ 65,410	$ 67,332	$ 71,400	
	$ 65,410	$ 67,332	$ 65,410	$ 67,332	$ 69,315	$ 73,978	$ 65,410	$ 67,332	$ 69,315	$ 73,978	
	$ 67,332	$ 69,315	$ 67,332	$ 69,315	$ 71,353	$ 76,548	$ 67,332	$ 69,315	$ 71,353	$ 76,548	
	$ 69,352	$ 71,353	$ 69,352	$ 71,353	$ 73,458	$ 79,125	$ 69,352	$ 71,353	$ 73,458	$ 79,125	
	$ 71,432	$ 73,458	$ 71,432	$ 73,458	$ 75,620	$ 81,704	$ 71,432	$ 73,458	$ 75,620	$ 81,704	
	$ 73,574	$ 75,620	$ 73,574	$ 75,620	$ 77,853	$ 84,276	$ 73,574	$ 75,620	$ 77,853	$ 84,276	
		$ 77,853		$ 77,853	$ 80,144	$ 86,853		$ 77,853	$ 80,144	$ 86,853	
		$ 80,144		$ 80,144	$ 82,511	$ 89,424		$ 80,144	$ 82,511	$ 89,424	
		$ 82,510		$ 82,510	$ 84,947	$ 92,068		$ 82,510	$ 84,947	$ 92,068	
		$ 84,986		$ 84,986	$ 87,496	$ 94,830		$ 84,986	$ 87,496	$ 94,830	
		$ 86,104		$ 86,104	$ 88,616	$ 95,949		$ 86,104	$ 88,616	$ 95,949	
		$ 87,223		$ 87,223	$ 89,734	$ 97,067		$ 87,223	$ 89,734	$ 97,067	
		$ 88,342		$ 88,342	$ 90,853	$ 98,186		$ 88,342	$ 90,853	$ 98,186	
		$ 89,460		$ 89,460	$ 91,971	$ 99,305		$ 89,460	$ 91,971	$ 99,305	
		$ 90,580		$ 90,580	$ 93,090	$ 100,423		$ 90,580	$ 93,090	$ 100,423	
		$ 91,698		$ 91,698	$ 94,208	$ 101,542		$ 91,698	$ 94,208	$ 101,542	
		$ 92,817		$ 92,817	$ 95,327	$ 102,660		$ 92,817	$ 95,327	$ 102,660	
		$ 93,935		$ 93,935	$ 96,445	$ 103,780		$ 93,935	$ 96,445	$ 103,780	
		$ 95,054		$ 95,054	$ 97,564	$ 104,898		$ 95,054	$ 97,564	$ 104,898	
		$ 96,172		$ 96,172	$ 98,682	$ 106,017		$ 96,172	$ 98,682	$ 106,017	

Exhibit A - 11-Month Scales

Tier 1		Tier 2				Tier 3				Tier 3A
		Salary increases $3,000 for M60 & $3,500 for Doctorate				Salary increases $3,000 for M60 & $3,500 for Doctorate				
						$10,000 for NBC and $7,000 for Working in a BluePrint Low Performing School				Tier 4 Position Eligibility Pool
Bachelor's With SPC	Bachelor's with APC	Bachelor's With SPC and Pursuing NBC	Bachelor's with APC and Pursuing NBC	Master's Degree with Professional Certificate	Master's Degree Plus 30 with Professional Certificate	Bachelor's With SPC	Bachelor's with APC	Master's Degree with Professional Certificate	Master's Degree Plus 30 with Professional Certificate	
$ 62,622	$ 64,455	$ 62,622	$ 64,455	$ 66,346	$ 68,289	$ 62,622	$ 64,455	$ 66,346	$ 68,289	
$ 64,455	$ 66,346	$ 64,455	$ 66,346	$ 68,289	$ 70,293	$ 64,455	$ 66,346	$ 68,289	$ 70,293	
$ 66,346	$ 68,291	$ 66,346	$ 68,291	$ 70,293	$ 72,727	$ 66,346	$ 68,291	$ 70,293	$ 72,727	
$ 68,289	$ 70,293	$ 68,289	$ 70,293	$ 72,357	$ 76,138	$ 68,289	$ 70,293	$ 72,357	$ 76,138	
$ 70,230	$ 72,295	$ 70,230	$ 72,295	$ 74,420	$ 78,916	$ 70,230	$ 72,295	$ 74,420	$ 78,916	
$ 72,295	$ 74,420	$ 72,295	$ 74,420	$ 76,611	$ 81,765	$ 72,295	$ 74,420	$ 76,611	$ 81,765	
$ 74,420	$ 76,611	$ 74,420	$ 76,611	$ 78,864	$ 84,606	$ 74,420	$ 76,611	$ 78,864	$ 84,606	
$ 76,652	$ 78,864	$ 76,652	$ 78,864	$ 81,190	$ 87,454	$ 76,652	$ 78,864	$ 81,190	$ 87,454	
$ 78,951	$ 81,190	$ 78,951	$ 81,190	$ 83,580	$ 90,304	$ 78,951	$ 81,190	$ 83,580	$ 90,304	
$ 81,319	$ 83,580	$ 81,319	$ 83,580	$ 86,048	$ 93,147	$ 81,319	$ 83,580	$ 86,048	$ 93,147	
	$ 86,048		$ 86,048	$ 88,580	$ 95,995		$ 86,048	$ 88,580	$ 95,995	
	$ 88,580		$ 88,580	$ 91,196	$ 98,837		$ 88,580	$ 91,196	$ 98,837	
	$ 91,195		$ 91,195	$ 93,889	$ 101,759		$ 91,195	$ 93,889	$ 101,759	
	$ 93,932		$ 93,932	$ 96,706	$ 104,812		$ 93,932	$ 96,706	$ 104,812	
	$ 95,168		$ 95,168	$ 97,944	$ 106,049		$ 95,168	$ 97,944	$ 106,049	
	$ 96,404		$ 96,404	$ 99,180	$ 107,285		$ 96,404	$ 99,180	$ 107,285	
	$ 97,641		$ 97,641	$ 100,416	$ 108,521		$ 97,641	$ 100,416	$ 108,521	
	$ 98,877		$ 98,877	$ 101,652	$ 109,758		$ 98,877	$ 101,652	$ 109,758	
	$ 100,115		$ 100,115	$ 102,889	$ 110,995		$ 100,115	$ 102,889	$ 110,995	
	$ 101,350		$ 101,350	$ 104,125	$ 112,231		$ 101,350	$ 104,125	$ 112,231	
	$ 102,587		$ 102,587	$ 105,361	$ 113,466		$ 102,587	$ 105,361	$ 113,466	
	$ 103,823		$ 103,823	$ 106,597	$ 114,704		$ 103,823	$ 106,597	$ 114,704	
	$ 105,060		$ 105,060	$ 107,834	$ 115,940		$ 105,060	$ 107,834	$ 115,940	
	$ 106,295		$ 106,295	$ 109,070	$ 117,177		$ 106,295	$ 109,070	$ 117,177	

For HCEA

11/19/2024

For the Board

C. Mae Alfree, Ed.D.
C. Mae Alfree, Ed.D. (Nov 20, 2024 08:04 EST)

11/20/2024

Benjamin Richardson (Nov 20, 2024 08:01 EST)

11/20/2024

MEMORANDUM OF UNDERSTANDING

Harford County Board of Education

and

Harford County Education Association

May 2026

This Memorandum of Understanding (MOU) constitutes a formal agreement between the Harford County Board of Education ("Board") and the Harford County Education Association ("HCEA"). The HCPS Teacher Evaluation Model for the 2026–2027 school year is set forth below. This MOU is effective for one year and shall expire on June 30, 2027.

SECTION 1: EVALUATION MODEL OVERVIEW

The following table outlines the components and corresponding weights of the teacher evaluation model applicable to all instructional levels during the 2026–2027 school year.

Category	Component	Weight
Professional Practice (65%)	Domain 1: Planning and Preparation	15%
	Domain 2: Classroom Environment	15%
	Domain 3: Instruction	15%
	Domain 4: Professional Responsibilities*	20%
Student Growth Measures (35%)	Student Learning Objective (SLO)	35%
Total		**100%**

*Domain 4: Professional Responsibilities is weighted at 20% and is composed of two sub-elements: (1) components 4b, 4c, and 4f, collectively weighted at 10%; and (2) the Professional Development Plan (PDP) comprising components 4a, 4d, and 4e—weighted at 10%.

SECTION 2: OBSERVATIONS

1. During the 2026–2027 school year, observers will use the full Danielson Framework. Observations will be formally rated on Domains 1–3 and their corresponding components. Domain 4 evidence may be captured through a written narrative. Evaluations will continue to be rated across all four domains consistent with current practice.
2. Any component not formally observed during an observation will default to an "Effective" rating, in accordance with Maryland State Department of Education (MSDE) guidance.

3. Observations must last a minimum of 30 minutes or the full duration of the instructional period, whichever is applicable (e.g., related service providers, or a 20- or 25-minute speech/language session). Observations may be completed by one or more qualified observers in a parallel format. In-person instruction must be observed in person; virtual instruction delivered through Microsoft Teams must be observed virtually.

SECTION 3: STUDENT LEARNING OBJECTIVES (SLOs)

The Student Learning Objective (SLO) accounts for 35% of the total evaluation rating and is entirely teacher directed. A teacher may elect to use a school-wide SLO for their evaluation but is not required to do so.

1. SLOs will be teacher-developed, rated using the rubric below, and must be submitted in TEOS no later than November 25, 2026.
2. Formal SLO meetings are optional. Either the teacher or evaluator may request a meeting. Reasonable adjustments to the SLO may be made throughout the school year as circumstances warrant.

SLO Rating Rubric — 2026–2027

Rating	Code	Criteria
Highly Effective	HE	• Teacher met or exceeded the stated goal; • Provided supporting evidence; and • Explained specific strategies used to achieve the goal.
Effective	EF	• Teacher was close to meeting the stated goal; • Provided supporting evidence; and • Shared some strategies used to achieve the goal.
Effective Developing	ED	• Teacher did not meet the stated goal; and/or • Teacher provided limited supporting evidence and/or strategies utilized to achieve goal.
Ineffective	IE	• Teacher did not submit a completed goal; and/or • Teacher did not provide documentation of strategies used to achieve goal.

SECTION 4: TEACHERS NOT IN A FULL EVALUATION CYCLE

1. Tenured teachers whose evaluation consists solely of Student Learning Growth in 2026–2027, and who have received successful observations and evaluations over the preceding two years, are not required to have a formal observation during this school year. Evaluators will hold the Student Learning Growth conference, access the Tenured Growth Evaluation form in TEOS, assign an SLO rating based on the rubric above, and submit the form for teacher signature.

2. Although not required, principals and supervisors retain the authority to observe any teacher at their discretion.

SECTION 5: TEACHERS IN A FULL EVALUATION CYCLE

1. All teachers in their first year with Harford County Public Schools will receive:
   - two observations in the first semester;
   - a formal mid-year evaluation by January 28, 2027;
   - two observations in the second semester; and
   - an end-of-year evaluation by June 2, 2027.
2. All other non-tenured teachers requiring a Full Evaluation who are performing at, or above, an overall Effective rating will participate in:
   - a minimum of two observations, at least one of which must occur prior to November 25, 2026 and at least one of which must occur after January 28, 2027
   - a minimum of one evaluation conference with their principal and/or supervisor by June 2, 2027.
   - Additional observations may be required at the discretion of the principal or supervisor.
3. Non-tenured teachers who are: (1) currently on a Plan for Professional Growth (PPG), OR (2) who receive a significant number of Effective Developing ratings and/or any Ineffective rating on their first formal observation, will receive:
   - a minimum of four observations;
   - a mid-year evaluation by January 28, 2027; and
   - an end-of-year evaluation by June 2, 2027.
   - Additional observations may be required at principal/supervisor discretion.
4. Non-tenured teachers will develop the SLO and submit it to the principal for approval. This provision supersedes the non-tenured terms set forth in the 2024–2027 Negotiated Agreement.
5. Tenured teachers in a Full Evaluation Cycle in the 2026-2027 school year will participate in at least two observations (at least one of which must occur in the first semester and at least one of which must occur in the second semester) prior to engaging in their full evaluation process. The teacher will be given a professional practice rating based on all formal lesson observations as well as any informal evidence collected during the school year. SLOs will be rated based on the 2026-2027 rubric and will be included in the overall evaluation rating. The Evaluation Cycle for Tenured Teachers is based on licensure:
   - Tenured teachers holding an SPC, TPL, IPL, or PL will participate in a Full Evaluation each year.
   - Tenured teachers holding an APC or APL will generally follow a repeating 3-year pattern: Full Evaluation, Growth, Growth.
   - Although not required, principals and supervisors retain the authority to observe any teacher at their discretion.
6. Teachers in a Full Evaluation Cycle must update their Professional Development Plan (PDP) by November 25, 2026. All others may revise their existing PDP by that date or

continue with the PDP established in a prior year. Updated PDPs will be factored into the Domain 4: Professional Responsibilities rating.

NOTE: Regardless of tenure status, teachers assigned outside their certificated content area should be observed at least once within their certificated content area.

SECTION 6: PLANS FOR PROFESSIONAL GROWTH (PPG)

1. A Plan for Professional Growth (PPG) may be initiated for non-tenured or tenured staff in any of the following circumstances:
   - three or more components within a single Domain are rated Effective Developing; and/or
   - one or more components in any Domain is rated Ineffective; and/or
   - a teacher has multiple Effective Developing ratings across more than one Domain (but fewer than three in each).

NOTE: Supervisors may exercise professional discretion and are not limited to the circumstances described above when determining whether to initiate a PPG.

   - An overall evaluation rating of Ineffective or Effective Developing, mandates a PPG.

2. When developing formal support, the teacher, administrator(s), and/or content supervisor(s) will collaboratively:
   - meet to establish goals rooted in observation ratings, with measurable targets and a defined timeline;
   - plan for formal support with accountability from all parties;
   - incorporate teacher input on goals and support strategies;
   - establish regular check-in intervals;
   - formally document supports and resources in TEOS with a minimum of quarterly interval reviews;
   - determine success criteria and articulate next steps for both achieving and not achieving those criteria; and
   - sign the PPG at each interval review. A signature indicates acknowledgment and receipt, not agreement.
3. Teachers on a PPG and/or holding second-class certification will participate in a minimum of two observations and one evaluation during the school year. They will work collaboratively with their principal and supervisor to identify the relevant Danielson domains and components, ensure alignment with the full Danielson Framework, and adjust their PPG accordingly.
4. Consistent with COMAR regulations, if a non-tenured certificated employee is not on track to qualify for tenure at any formal evaluation checkpoint, the evaluator will provide and document formal support and professional development through a PPG, as appropriate.

SECTION 7: CALCULATION OF EVALUATION RATINGS

Rating of Teacher Professional Practice (65% of Overall Rating)		
Level of Performance	**Point Value**	**Range**
(I) Ineffective	0	$T<0.31$
(ED) Effective Developing	1	$0.31 \leq T < 1$
(E) Effective	2	$1 \leq T < 1.65$
(HE) Highly Effective	3	$1.65 \leq T \leq 1.95$

Rating for Professional Practice Formula: $T = D1(0.15) + D2(0.15) + D3(0.15) + D4(0.2)$

D1, D2, D3, and *D4* = The domain ratings which are multiplied by the appropriate weight, yielding *T,* the rating of Teacher Professional Practice

Example: A teacher receives a rating of Effective in Domains 1 and 2 and Highly Effective in Domains 3 and 4. The calculation would be as follows:

$$T = 2(0.15) + 2(0.15) + 3(0.15) + 3(0.2) = 1.65$$

In this example, the teacher's overall rating for Professional Practice would be **Highly Effective**.

Rating of Student Learning Objective (35% of Overall Rating)		
Level of Performance	**Point Value**	**Notes**
(I) Ineffective	0	The overall rating for a teacher's SLO is based upon the target population.
(ED) Effective Developing	1	
(E) Effective	2	
(HE) Highly Effective	3	

Example:
Fifteen students in my class of 20 students who have at least an 80% attendance rate will make expected gains in mathematics by June 2023 as identified by mathematics benchmark assessments. All 20 students in my class met the attendance rate of at least 80%.

Results:

HE: The teacher met or exceeded the goal. In this example, if at least 15 students met the goal, the rating would be determined to be **HE**.

EF: The teacher was close to meeting the goal. In this example, if 13 students met the goal, the rating would be determined to be **EF**.

ED: The teacher did not meet the goal. In this example, if only 10 students met the goal, the rating would be determined to be **ED**.

I: The teacher did not submit a goal or provide appropriate documentation or strategies.

Overall Rating of Teacher Evaluation Model		
Level of Performance	**Point Value**	**Range**
(I) Ineffective	0	$R<0.6$
(ED) Effective Developing	1	$0.6 \leq R \leq 1.7$
(E) Effective	2	$1.71 < R \leq 2.6$
(HE) Highly Effective	3	$2.61 < R \leq 3$

Overall Rating for Teacher Evaluation: $R = T(0.65) + SLO(0.35)$

T = Rating for Professional Practice
SLO = Rating for the Student Learning Objective

Example:
A teacher receives a Professional Practice Rating of Highly Effective and a SLO Rating of Effective. The calculation would be as follows:

$$R = 3(0.65) + 2(0.35) = 2.65$$

In this example, the teacher's overall rating would be **Highly Effective**.

This MOU shall expire June 30, 2027, unless extended or superseded by mutual written agreement.

HCEA:

Chrystie Crawford-Jernick

Date: 06/15/2026

For the Board:

C. Mae Alfree, Ed.D.

C. Mae Alfree, Ed.D. (Jun 10, 2026 14:39:47 EDT)

Date:

The attached Specialist Evaluation Process document is for reference and is not a part of this MOU.

Harford County Public Schools
Appraisal Process for Specialized Teacher Positions
School Year 2026-2026

Using the criteria set forth in COMAR, the following groups of teachers are not included in the Teacher Evaluation Model: school counselors, media specialists, reading specialists, therapists, school social workers, school psychologists, planetarium teachers, speech and language therapists, Harford Glen teachers, curriculum specialists, instructional coaches, and teacher specialists. These certificated staff members will follow the same observation/evaluation process as classroom teachers. However, the requirement for Student Learning Objective (SLO) component is replaced by a SMART Goal component.

The HCPS Teacher Evaluation Model for school year 2026-2027 is listed below. This is a one-year model and will expire June 30, 2027.

Measure		Percentage per Teacher's Evaluation All Levels
Professional Practice 65%	**Domain 1: Planning and Preparation**	15%
	Domain 2: Classroom Environment	15%
	Domain 3: Instruction	15%
	Domain 4: Professional Responsibilities*	20%
Student Growth Measures 35%	**Student Learning Objective^** Specialist SMART Goal	35% Not Rated
Total		100%

*Domain 4: Professional Responsibilities is rated as 20% with a breakdown of components 4b, 4c, and 4f equaling 10% and the Professional Development Plan (PDP) equaling 10%, which includes components 4a, 4d, and 4e.

^The Student Learning Objective (SLO) 35% of the total evaluation rating and is completely teacher directed. A teacher may decide to use a school-wide SLO for his/her evaluation, but are not mandated to do so as part of his/her student growth measures.

Harford County Public Schools will utilize the following appraisal process for teachers in specialized roles:

SECTION 1: OBSERVATIONS:

1. During the 2026–2027 school year, observers will use the full Danielson Framework. Observations will be formally rated on Domains 1–3 and their corresponding components. Domain 4 evidence may be captured through a written narrative. Evaluations will continue to be rated across all four domains consistent with current practice.
2. Any component not formally observed during an observation will default to an "Effective" rating, in accordance with Maryland State Department of Education (MSDE) guidance.
3. Observations must last a minimum of 30 minutes or the full duration of the instructional period, whichever is applicable (e.g., related service providers, or a 20- or 25-minute speech/language session). Observations may be completed by one or more qualified observers in a parallel format. In-person instruction must be observed in person; virtual instruction delivered through Microsoft Teams must be observed virtually.

SECTION 2: STAFF NOT IN A FULL EVALUATION CYCLE

1. Staff in specialized teaching positions who are not in a full evaluation cycle for the 2026-2027 school year will not require formal observation or evaluation. Evaluators will hold the SMART goal conference and access the Tenured Growth Evaluation form in TEOS, comment on the SMART goal, and submit the form for teacher signature. The SMART goal is not independently rated.
2. Although not required, principals and supervisors retain the authority to observe a teacher in a specialized teaching position at their discretion.

SECTION 3: TENURED STAFF IN A FULL EVALUATION YEAR:

1. Staff in specialized teaching positions who are identified as having a Full Evaluation in the 2026-2027 school year will participate in:

- At least two observations prior to engaging in their full evaluation process.
- For the evaluation, the teacher in a specialized teaching position will be given a professional practice rating based on all formal lesson observations as well as any informal evidence collected during the school year. The Professional Practice component will include ratings from each Domain to determine an overall rating."
- The SMART goal is not independently rated and will be considered in the rating of Domain
- This is consistent with the current evaluation process.

2. The observation/evaluation will be conducted by one or more qualified observer(s).

SECTION 4: SMART GOALS

1. The SMART Goals Component will be reviewed every year for all teachers in specialized teaching positions regardless of where they fall in their observation cycle. This component is not calculated in the overall rating.
2. SMART Goal(s) will be teacher-developed and data-driven, and updates must be submitted in TEOS prior to November 25, 2026. Formal meetings for the SMART goal will be optional and may be requested by the staff member.
3. The Specialist will establish baseline data and collect evidence of growth beginning, middle, and end of year to share/discuss at the end of year evaluation conference.
4. Reasonable adjustments to the SMART goal may be made throughout the school year as necessary.

SECTION 5: PROFESSIONAL DEVELOPMENT PLANS (PDP)

Teachers in a Full Evaluation Cycle must update their Professional Development Plan (PDP) by November 25, 2026. All others may revise their existing PDP by that date or continue with the PDP established in a prior year. Updated PDPs will be factored into the Domain 4: Professional Responsibilities rating.

SECTION 6: SMART GOAL RUBRIC

Highly Effective **HE**	• Teacher met or exceeded goal; • Provided supporting evidence; and • Explained specific strategies utilized to achieve goal.
Effective **EF**	• Teacher was close to meeting goal; • Provided supporting evidence; and • Shared some strategies utilized to achieve goal.
Effective Developing **ED**	• Teacher did not meet goal; and/or • Teacher provided some supporting evidence and/or strategies utilized to achieve goal.
Ineffective **IE**	• Teacher did not submit a completed goal; and/or • Teacher did not provide documentation or strategies utilized to achieve goal.

SECTION 7: CALCULATION OF EVALUATION RATING

Rating of Teacher Professional Practice and Overall Rating		
Level of Performance	**Point Value**	**Range**
(II) Ineffective	0	$T<0.31$
(ED) Effective Developing	1	$0.31 \leq T < 1$
(E) Effective	2	$1 \leq T < 1.65$
(HE) Highly Effective	3	$1.65 \leq T \leq 1.95$

Rating for Professional Practice Formula: $T = D1(0.15) + D2(0.15) + D3(0.15) + D4(0.2)$

D1, D2, D3, and *D4* = The domain ratings which are multiplied by the appropriate weight, yielding *T,* the rating of Teacher Professional Practice.

Example: A teacher receives a rating of Effective in Domains 1 and 2 and Highly Effective in Domains 3 and 4. The calculation would be as follows:

$$T = 2(0.15) + 2(0.15) + 3(0.15) + 3(0.2) = 1.65$$

In this example, the teacher's overall rating for Professional Practice and Overall Rating would be **Highly Effective**.

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE HARFORD COUNTY BOARD OF

EDUCATION

AND

HARFORD COUNTY EDUCATION ASSOCIATION

This Memorandum of Understanding constitutes an agreement between the Harford County Board of Education (Board) and the Harford County Education Association (HCEA).

For the 2026-2027 school year only, the Board will provide each special education teacher with six (6) hours of compensation at the negotiated rate, equivalent to one (1) day of professional development, each quarter. This time must be worked beyond the duty day. This time is to be used to complete case management paperwork associated with individual education plans.

The special educator will submit the date(s) and time(s) worked to the Principal for payment processing.

For HCEA: 08/12/2026

For the Board: 08/12/2026

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

HARFORD COUNTY BOARD OF EDUCATION

AND THE

HARFORD COUNTY EDUCATION ASSOCIATION

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

The Board and Association agree to add the position of Technology Support Specialist to Article IX of the Negotiated Agreement for the 2026-2027 school year.

The parties also agreed to the following:

- Technology Support Specialist will be selected by the Principal through an in-school application process.
- A stipend of **$2,556** will be paid out consistent with all other stipends under Article IX.
- The Technology Support Specialist will be required to work one (1)-additional hour per day consistent with all other positions under Article IX.

The Board will establish the number of Technology Support Specialist positions based on the number of students/computers per school.

This agreement expires on June 30, 2027.

Chrystie Crawford-Jornick	08/12/2026		08/12/2026
For HCEA	Date	For the Board	Date

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE HARFORD COUNTY BOARD OF EDUCATION

AND

HARFORD COUNTY EDUCATION ASSOCIATION

This Memorandum of Understanding constitutes an agreement between the Harford County Board of Education (Board) and the Harford County Education Association (HCEA).

HCPS and HCEA agree to the following changes for the 2026-2027 school year:

- The December 23, 2026 professional development day will be amended to afford all unit members the ability to work from home.
- Professional development will be reduced by one day identified as April 9, 2027. This will be a non-duty day reducing the 10-month work year to 189 days (11-month to 209 days), with no reduction in compensation.
- There will be no more than two (2) full faculty meetings per month.
- All non-essential school related activities which are held before or after school or in the evening will not be required.
- The Board and HCEA shall expand the Association Leadership meeting to provide the time and the opportunity for agenda items directly related to Budget Impacts to be reviewed and discussed. The Association president may select two-unit members to participate in the budget portion of the Association Leadership meeting.

For HCEA:		For the Board:	
Chrystie Crawford-Armick	09/01/2026	C. Mae Alfree, Ed.D. C. Mae Alfree, Ed.D. (Sep 2, 2026 08:17:08 EDT)	09/02/2026
Roxanne Rife	09/01/2026		09/02/2026

Harford County Public Schools
Salary Schedule for Certificated Teachers
FY27 - Effective July 1, 2026

STEP	Bachelor's Degree	Bachelor's Degree Plus	Master's Degree	Master's Degree Plus 30	Master's Degree Plus 60	Doctorate	Conditional
A	$60,000	$60,975	$62,764	$64,603	$67,603	$68,103	$60,000
B	$60,975	$62,764	$64,603	$66,498	$69,498	$69,998	$60,975
C	$62,764	$64,605	$66,498	$68,802	$71,802	$72,302	$62,764
D	$64,603	$66,498	$68,452	$72,029	$75,029	$75,529	$64,603
E	$66,438	$68,393	$70,402	$74,656	$77,656	$78,156	$66,438
F	$68,393	$70,402	$72,476	$77,352	$80,352	$80,852	
G	$70,402	$72,476	$74,608	$80,038	$83,038	$83,538	
H	$72,515	$74,608	$76,808	$82,733	$85,733	$86,233	
I	$74,689	$76,808	$79,069	$85,430	$88,430	$88,930	
J	$76,929	$79,069	$81,403	$88,119	$91,119	$91,619	
K		$81,403	$83,798	$90,814	$93,814	$94,314	
L		$83,798	$86,273	$93,502	$96,502	$97,002	
M		$86,272	$88,820	$96,267	$99,267	$99,767	
N		$88,861	$91,486	$99,154	$102,154	$102,654	
O		$90,031	$92,657	$100,324	$103,324	$103,824	
P		$91,200	$93,825	$101,493	$104,493	$104,993	
Q		$92,370	$94,997	$102,664	$105,664	$106,164	
R		$93,540	$96,166	$103,834	$106,834	$107,334	
S		$94,711	$97,335	$105,002	$108,002	$108,502	
T		$95,880	$98,505	$106,173	$109,173	$109,673	
U		$97,049	$99,674	$107,342	$110,342	$110,842	
V		$98,219	$100,843	$108,513	$111,513	$112,013	
W		$99,389	$102,013	$109,681	$112,681	$113,181	
X		$100,558	$103,183	$110,852	$113,852	$114,352	

Teachers with Provisional Certificates and Master's Degree are paid on the Provisional Salary Schedule plus $200.
Newly appointed teachers shall receive salary credit up to two (2) years of active service in the Armed Services.

Harford County Public Schools
Salary Schedule for Certificated Teachers
(Eleven Month - 210 Days)
FY27 - Effective July 1, 2026

STEP	Bachelor's Degree	Bachelor's Degree Plus	Master's Degree	Master's Degree Plus 30	Master's Degree Plus 60	Doctorate	Conditional
A	$66,316	$67,394	$69,371	$71,403	$74,403	$74,903	$66,316
B	$67,394	$69,371	$71,403	$73,498	$76,498	$76,998	$67,394
C	$69,371	$71,405	$73,498	$76,044	$79,044	$79,544	$69,371
D	$71,403	$73,498	$75,657	$79,611	$82,611	$83,111	$71,403
E	$73,432	$75,592	$77,813	$82,514	$85,514	$86,014	$73,432
F	$75,592	$77,813	$80,105	$85,494	$88,494	$88,994	
G	$77,813	$80,105	$82,461	$88,463	$91,463	$91,963	
H	$80,148	$82,461	$84,893	$91,442	$94,442	$94,942	
I	$82,551	$84,893	$87,392	$94,422	$97,422	$97,922	
J	$85,027	$87,392	$89,972	$97,395	$100,395	$100,895	
K		$89,972	$92,619	$100,373	$103,373	$103,873	
L		$92,619	$95,355	$103,344	$106,344	$106,844	
M		$95,353	$98,170	$106,400	$109,400	$109,900	
N		$98,215	$101,117	$109,592	$112,592	$113,092	
O		$99,508	$102,410	$110,884	$113,884	$114,384	
P		$100,800	$103,702	$112,177	$115,177	$115,677	
Q		$102,093	$104,997	$113,471	$116,471	$116,971	
R		$103,387	$106,288	$114,763	$117,763	$118,263	
S		$104,681	$107,581	$116,055	$119,055	$119,555	
T		$105,972	$108,873	$117,349	$120,349	$120,849	
U		$107,265	$110,166	$118,641	$121,641	$122,141	
V		$108,557	$111,458	$119,935	$122,935	$123,435	
W		$109,851	$112,751	$121,227	$124,227	$124,727	
X		$111,143	$114,044	$122,520	$125,520	$126,020	

Teachers with Provisional Certificates and Master's Degree are paid on the Provisional Salary Schedule plus $200.
Newly appointed teachers shall receive salary credit up to two (2) years of active service in the Armed Services.

Harford County Public Schools
Salary Schedule for Speech Language Pathologists (SLP)/Therapists, Occupational Therapists (OT) and Audiologists
(Eleven Month - 210 Days)
FY27 - Effective July 1, 2026

STEP		Master's Degree plus 60	Doctorate
A	$70,686	$73,686	$74,186
B	$72,762	$75,762	$76,262
C	$74,896	$77,896	$78,396
D	$77,095	$80,095	$80,595
E	$79,768	$82,768	$83,268
F	$83,448	$86,448	$86,948
G	$86,566	$89,566	$90,066
H	$89,694	$92,694	$93,194
I	$92,812	$95,812	$96,312
J	$95,939	$98,939	$99,439
K	$99,068	$102,068	$102,568
L	$102,189	$105,189	$105,689
M	$105,315	$108,315	$108,815
N	$108,437	$111,437	$111,937
O	$111,646	$114,646	$115,146
P	$112,937	$115,937	$116,437
Q	$114,230	$117,230	$117,730
R	$115,524	$118,524	$119,024
S	$116,816	$119,816	$120,316
T	$118,108	$121,108	$121,608
U	$119,401	$122,401	$122,901
V	$120,693	$123,693	$124,193
W	$121,987	$124,987	$125,487
X	$123,278	$126,278	$126,778
Y	$124,573	$127,573	$128,073

Original

Newly appointed teachers shall receive salary credit up to two (2) years of active service in the Armed Services.

Harford County Public Schools Salary Schedule for Speech Language Pathologist Assistants, Occupational Therapist Assistants, and Physical Therapist Assistants (Eleven Month - 210 Days) FY27 - Effective July 1, 2026	
STEP	**GRADE**
A	$65,478
B	$67,394
C	$69,371
D	$71,403
E	$73,432
F	$75,592
G	$77,813
H	$80,148
I	$82,551
J	$85,027
K	$87,577
L	$90,204
M	$92,911
N	$95,698
O	$96,943
P	$98,106
Q	$99,285
R	$100,475
S	$101,682
T	$102,901
U	$104,136
V	$105,385
W	$106,544
X	$107,716
Y	$108,901

Original

Harford County Public Schools
Salary Schedule for School Psychologists and Physical Therapists (PT)
(Eleven Month - 210 Days)
FY27 - Effective July 1, 2026

STEP		Master's Degree plus 60	Doctorate
A	$73,169	$76,169	$76,669
B	$75,325	$78,325	$78,825
C	$77,540	$80,540	$81,040
D	$79,821	$82,821	$83,321
E	$82,598	$85,598	$86,098
F	$86,428	$89,428	$89,928
G	$89,663	$92,663	$93,163
H	$92,910	$95,910	$96,410
I	$96,149	$99,149	$99,649
J	$99,395	$102,395	$102,895
K	$102,642	$105,642	$106,142
L	$105,884	$108,884	$109,384
M	$109,128	$112,128	$112,628
N	$112,367	$115,367	$115,867
O	$115,698	$118,698	$119,198
P	$116,867	$119,867	$120,367
Q	$118,036	$121,036	$121,536
R	$119,205	$122,205	$122,705
S	$120,375	$123,375	$123,875
T	$121,545	$124,545	$125,045
U	$122,714	$125,714	$126,214
V	$123,885	$126,885	$127,385
W	$125,054	$128,054	$128,554
X	$126,224	$129,224	$129,724
Y	$127,394	$130,394	$130,894

Original

Newly appointed teachers shall receive salary credit up to two (2) years of active service in the Armed Services.

Harford County Public Schools
Salary Schedule for Speech Language Pathologists (SLP)/Therapists, Occupational Therapists (OT) and Audiologists
(Ten Month - 190 Days)
FY27 - Effective July 1, 2026

STEP		Master's Degree plus 60	Doctorate
A	$63,954	$66,954	$67,454
B	$65,833	$68,833	$69,333
C	$67,763	$70,763	$71,263
D	$69,752	$72,752	$73,252
E	$72,171	$75,171	$75,671
F	$75,500	$78,500	$79,000
G	$78,321	$81,321	$81,821
H	$81,151	$84,151	$84,651
I	$83,973	$86,973	$87,473
J	$86,802	$89,802	$90,302
K	$89,633	$92,633	$93,133
L	$92,457	$95,457	$95,957
M	$95,285	$98,285	$98,785
N	$98,110	$101,110	$101,610
O	$101,013	$104,013	$104,513
P	$102,181	$105,181	$105,681
Q	$103,351	$106,351	$106,851
R	$104,521	$107,521	$108,021
S	$105,691	$108,691	$109,191
T	$106,859	$109,859	$110,359
U	$108,030	$111,030	$111,530
V	$109,198	$112,198	$112,698
W	$110,369	$113,369	$113,869
X	$111,537	$114,537	$115,037
Y	$112,709	$115,709	$116,209

Original

Newly appointed teachers shall receive salary credit up to two (2) years of active service in the Armed Services.

Harford County Public Schools Salary Schedule for Speech Language Pathologist Assistants, Occupational Therapist Assistants, and Physical Therapist Assistants (Ten Month - 190 Days) FY27 - Effective July 1, 2026	
STEP	**GRADE**
A	$59,242
B	$60,975
C	$62,764
D	$64,603
E	$66,438
F	$68,393
G	$70,402
H	$72,515
I	$74,689
J	$76,929
K	$79,237
L	$81,614
M	$84,062
N	$86,584
O	$87,710
P	$88,763
Q	$89,829
R	$90,906
S	$91,998
T	$93,101
U	$94,218
V	$95,349
W	$96,397
X	$97,457
Y	$98,529

Original

Harford County Board of Education Medical Benefits Options

Effective for Plan Year July 1, 2026 – June 30, 2027

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

Medical, Dental and Vision Deductions—Active Employees

Plan	Total Annual Premium	Employee Monthly Premium at 100%	BOE % of Annual Cost	Employee % of Annual Cost	Biweekly Payroll Deduction 22 Pay Deductions for ALL Employees Your Bi-Weekly Deduction
Medical Insurance Rates					
CareFirst BlueChoice HMO			**94%**	**6%**	
Individual	$8,971.75	$747.65	$8,433.45	$538.31	$24.47
Parent & Child	$17,719.17	$1,476.60	$16,656.02	$1,063.15	$48.33
Employee & Spouse	$21,183.45	$1,765.29	$19,912.44	$1,271.01	$57.77
Family	$26,094.94	$2,174.58	$24,529.25	$1,565.70	$71.17
Carefirst Preferred Provider Core Plan			**89%**	**11%**	
Individual	$9,623.78	$801.98	$8,565.16	$1,058.62	$48.12
Parent & Child	$20,924.41	$1,743.70	$18,622.72	$2,301.68	$104.62
Employee & Spouse	$24,752.63	$2,062.72	$22,029.84	$2,722.79	$123.76
Family	$26,843.55	$2,236.96	$23,890.76	$2,952.79	$134.22
CareFirst Triple Option			**83%**	**17%**	
Individual	$11,869.08	$989.09	$9,851.34	$2,017.74	$91.72
Parent & Child	$25,806.23	$2,150.52	$21,419.17	$4,387.06	$199.41
Employee & Spouse	$30,527.99	$2,544.00	$25,338.23	$5,189.76	$235.90
Family	$33,104.17	$2,758.68	$27,476.46	$5,627.71	$255.80
Dental Insurance Rates					
CareFirst Standard			**90%**	**10%**	
Individual	$307.43	$25.62	$276.69	$30.74	$1.40
Parent & Child	$505.43	$42.12	$454.89	$50.54	$2.30
Employee & Spouse	$647.46	$53.96	$582.71	$64.75	$2.94
Family	$944.33	$78.69	$849.90	$94.43	$4.29
CareFirst Comprehensive			**90%**	**10%**	
Individual	$419.23	$34.94	$377.31	$41.92	$1.91
Parent & Child	$688.25	$57.35	$619.42	$68.82	$3.13
Employee & Spouse	$882.55	$73.55	$794.30	$88.26	$4.01
Family	$1,286.60	$107.22	$1,157.94	$128.66	$5.85
Vision Insurance Rates					
CareFirst BlueVision Plus			**0%**	**100%**	
Individual	$50.76	$4.23	$0.00	$50.76	$2.31
Parent & Child	$93.96	$7.83	$0.00	$93.96	$4.27
Employee & Spouse	$116.76	$9.73	$0.00	$116.76	$5.31
Family	$154.32	$12.86	$0.00	$154.32	$7.01

Premium deductions will begin the first pay for all staff of the 2026-2027 school year, and coverage will be effective July 1, 2026. New hire's coverage will start on the first day of the month following the hire date and enrollment in the plan. Deductions will begin with the first pay of the month following the date of hire and enrollment in the plan.

Medical, Dental and Vision Deductions—Active Part Time

Hired or transferred to a PT position of less than 25 hours per week on or after 7/1/2013

Plan	Total Annual Premium	Employee Monthly Premium at 100%	BOE % of Annual Cost	Employee % of Annual Cost	Biweekly Payroll Deduction 22 Pay Deductions for ALL Employees Your Bi-Weekly Deduction
Medical Insurance Rates					
CareFirst BlueChoice HMO			**47%**	**53%**	
Individual	$8,971.75	$747.65	$4,216.72	$4,755.03	$216.14
Parent & Child	$17,719.17	$1,476.60	$8,328.01	$9,391.16	$426.87
Employee & Spouse	$21,183.45	$1,765.29	$9,956.22	$11,227.23	$510.33
Family	$26,094.94	$2,174.58	$12,264.62	$13,830.32	$628.65
Carefirst Preferred Provider Core Plan			**44.5%**	**55.5%**	
Individual	$9,623.78	$801.98	$4,282.58	$5,341.20	$242.78
Parent & Child	$20,924.41	$1,743.70	$9,311.36	$11,613.05	$527.87
Employee & Spouse	$24,752.63	$2,062.72	$11,014.92	$13,737.71	$624.44
Family	$26,843.55	$2,236.96	$11,945.38	$14,898.17	$677.19
CareFirst Triple Option			**41.5%**	**58.5%**	
Individual	$11,869.08	$989.09	$4,925.67	$6,943.41	$315.61
Parent & Child	$25,806.23	$2,150.52	$10,709.59	$15,096.65	$686.21
Employee & Spouse	$30,527.99	$2,544.00	$12,669.12	$17,858.87	$811.77
Family	$33,104.17	$2,758.68	$13,738.23	$19,365.94	$880.27
Dental Insurance Rates					
CareFirst Standard			**45.0%**	**55.0%**	
Individual	$307.43	$25.62	$138.34	$169.09	$7.69
Parent & Child	$505.43	$42.12	$227.44	$277.99	$12.64
Employee & Spouse	$647.46	$53.96	$291.36	$356.10	$16.19
Family	$944.33	$78.69	$424.95	$519.38	$23.61
CareFirst Comprehensive			**45.0%**	**55.0%**	
Individual	$381.12	$31.76	$171.50	$209.62	$10.48
Parent & Child	$625.68	$52.14	$281.56	$344.12	$17.21
Employee & Spouse	$802.32	$66.86	$361.04	$441.28	$22.06
Family	$1,169.64	$97.47	$526.34	$643.30	$32.17
Vision Insurance Rates					
CareFirst BlueVision Plus			**0%**	**100%**	
Individual	$50.76	$4.23	$0.00	$50.76	$2.31
Parent & Child	$93.96	$7.83	$0.00	$93.96	$4.27
Employee & Spouse	$116.76	$9.73	$0.00	$116.76	$5.31
Family	$154.32	$12.86	$0.00	$154.32	$7.01

Premium deductions will begin the first pay for all staff of the 2026-2027 school year, and coverage will be effective July 1, 2026. New hire's coverage will start on the first day of the month following the hire date and enrollment in the plan. Deductions will begin with the first pay of the month following the date of hire and enrollment in the plan.

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
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/$25 Specialist copay	$20 PCP / $30 Specialist copay (no deductible)	70% AB
Outpatient Facility	100% AB	100% AB	70% AB
Outpatient Physician	$15 PCP/$25 Specialist copay	$30 copay	70% AB
Diagnostic X-rays	100% AB	90% AB	90% AB inpatient / 70% AB office
Radiation Therapy	$25 Specialist copay	90% AB	70% AB
Chemotherapy	$25 Specialist copay	90% AB	70% AB
Laboratory Tests	100% AB (LabCorp only)	90% AB	90% AB inpatient / 70% AB office
Allergy Testing	$15 PCP/$25 Specialist copay	90% AB	70% AB
Allergy Treatment/Injections	$15 PCP/$25 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.

	Triple Option Open Access		
	Level 1 BlueChoice Providers	**Level 2 BlueCross BlueShield PPO Providers**	**Level 3 Participating and Non-participating Providers**
	$75 Individual / $150 Family aggregate (Deductible applies to all services unless otherwise noted; does not apply to Rx benefits)	$75 Individual / $150 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/$25 Specialist copay	$20 PCP/$30 Specialist copay	80% AB
	100% AB	100% AB	80% AB
	$15 PCP/$25 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

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
MEDICAL SERVICES (CONTINUED)			
Physical, Speech and Occupational Therapy (combined visits)	$25 Specialist copay; 60 visit maximum per condition per contract year combined with speech and occupational therapy	$30 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)	$25 Specialist copay; 60 visit maximum per condition per contract year	$30 Specialist copay	70% AB
Acupuncture	Not covered	$30 Specialist copay	70% AB
PREVENTIVE CARE			
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
SPECIAL SERVICES			
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
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

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.

	Triple Option Open Access		
	Level 1 BlueChoice Providers	**Level 2 BlueCross BlueShield PPO Providers**	**Level 3 Participating and Non-participating Providers**
	$25 Specialist copay; 100 visit maximum per contract year combined with speech and occupational therapy	$30 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)
	$25 Specialist copay	$30 Specialist copay	80% AB
	$25 Specialist copay	$30 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
	100% AB at a BlueDistinction center	100% AB at a BlueDistinction center	80% AB at a BlueDistinction center

* Precertification required or penalties may apply.
** Mandatory generic substitution—see the CareFirst Drug Program section.

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
SPECIAL SERVICES (CONTINUED)			
Ambulance When Medically Necessary (surface, air, private, and public)	100% AB	90% AB	Paid as in-network
Hearing Exam	$25 copay	$30 copay	70% AB
Hearing Aids (one per hearing impaired ear every 36 months)	100% AB	90% AB (no deductible)	70% AB
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES			
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
PRESCRIPTION DRUGS USING FORMULARY 2			
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	
VISION			
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.

	Triple Option Open Access		
	Level 1 BlueChoice Providers	**Level 2 BlueCross BlueShield PPO Providers**	**Level 3 Participating and Non-participating Providers**
	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
Deductible	None	None	None	Your benefit does not have a deductible.
Prescription Drug Out-of-Pocket Maximum	$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.
Preventive Drugs (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.*
Oral Chemotherapy & Diabetic Supplies (up to a 34-day supply)	$0	$0	$0	Diabetic supplies include needles, lancets, test strips and alcohol swabs.
Generic Drugs (Tier 1) (up to a 34-day supply)	$10	$15	$15	Generic drugs are covered at this copay level.
Preferred Brand Drugs (Tier 2) (up to a 34-day supply)	$20	$30	$30	All preferred brand drugs are covered at this copay level.
Non-Preferred Brand Drugs (Tier 3) (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.
Maintenance Copays (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	
Prior Authorization	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 **carefirst.com/rxgroup**.			
Mandatory Generic Substitution	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
DEDUCTIBLE APPLIES TO ALL BASIC AND MAJOR SERVICES*	$25 Individual/ $50 Family	$50 Individual/ $150 Family
ANNUAL MAXIMUM APPLIES TO ALL BASIC AND MAJOR SERVICES*	Plan pays $1,500 maximum	
PREVENTIVE & DIAGNOSTIC SERVICES		
▪ Oral Exams ▪ Prophylaxis ▪ X-rays ▪ Sealants	No charge[1]	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.[1]
BASIC SERVICES		
▪ Fillings—includes posterior composite restorations ▪ Periodontics (gum treatment) ▪ Endodontics (root canals) ▪ Denture repair/relining ▪ Stainless steel crowns ▪ Bridges, bridge recementation/repair ▪ Implants—covered only as an alternative to a fixed bridge ▪ Oral surgery	20% of Allowed Benefit after deductible[1]	50% of Allowed Benefit after deductible; Non-participating providers may bill for the difference between the allowed benefit and the provider's charges[1]
▪ Surgical removal of impacted teeth	No charge after deductible[1]	35% of Allowed Benefit after deductible; Non-participating providers may bill for the difference between the allowed benefit and the provider's charges.[1]
MAJOR SERVICES		
▪ Dentures ▪ Crowns, inlays, onlays and cast restorations	50% of Allowed Benefit after deductible[1]	70% of Allowed Benefit after deductible; Non-participating providers may bill for the difference between the allowed benefit and the provider's charges.[1]
ORTHODONTIC SERVICES		
▪ Benefits for orthodontic services are available for dependent children up to age 19	50% of Allowed Benefit[1]	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.[1]
ORTHODONTIC LIFETIME MAXIMUM	Plan pays $800 combined maximum	

[1] 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)		
▪ Oral Exams ▪ Cleanings ▪ X-rays ▪ Sealants	No charge[1]	Deductible does not apply; Non-participating providers may bill for the difference between the allowed benefit and the provider's charges.[1]
BASIC SERVICES		
▪ Fillings (includes posterior composite restorations) ▪ Endodontics (root canals) ▪ Oral surgery ▪ Stainless steel crowns	No charge after deductible[1]	Deductible applies; Non-participating providers may bill for the difference between the allowed benefit and the provider's charges.[1]
MAJOR SERVICES (NOT COVERED UNDER PLAN)		
▪ Periodontics ▪ Crowns ▪ Inlays ▪ Onlays ▪ Cast restorations ▪ Bridges ▪ Dentures	Not covered	Not covered

[1] 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
EYE EXAMINATIONS[1]	
Routine Eye Examination with dilation (per benefit period)	$10
FRAMES[1,2]	
Priced up to $70 retail	$40
Priced above $70 retail	$40, plus 90% of the amount over $70
SPECTACLE LENSES[2]	
Single Vision	$35
Bifocal	$55
Trifocal	$65
Lenticular	$110
LENS OPTIONS[2,3] (add to spectacle lens prices above)	
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
LENS OPTIONS[1,2] (add to spectacle lens prices above)	
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
CONTACT LENSES[1]	
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
LASER VISION CORRECTION[1]	
Up to 25% off allowed amount or 5% off any advertised special[3]	

[1] At certain retail locations, members receive comparable value through their everyday low price on examination, frame and contact lens purchase.

[2] 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.

[3] Special lens designs, materials, powers and frames may require additional cost.

[4] Some providers have flat fees that are equivalent to these discounts.

Exclusions

The following services are excluded from coverage:

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

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

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

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

BlueVision Plus Summary of Benefits

12-month benefit period

Benefit	In-Network You Pay	Out-of-Network You Pay
EYE EXAMINATIONS (once per 12-month benefit period)		
Routine Eye Examination with dilation	No copay	Plan pays $40, you pay balance
FRAMES (once per 12-month benefit period)		
Davis Vision Frame Collection[1]	No copay for over 200 frames	Not applicable
Non-Collection Frame	Plan pays up to $200, you pay balance minus 20% discount[3,4]	Plan pays $70, you pay balance
SPECTACLE LENSES (once per 12-month benefit period)		
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)
CONTACT LENSES (initial supply; once per 12-month benefit period, in lieu of eyeglasses)		
Medically Necessary Contacts	No copay with prior approval	Plan pays $250, you pay balance
Davis Vision Contact Lens Collection[1]	No copay	Not applicable
Other (Non-Collection) Contact Lenses	Plan pays up to $200, you pay balance minus 15% discount[3,4]	Plan pays $100, you pay balance
CONTACT LENS EVALUATION, FITTING AND FOLLOW-UP CARE (once per 12-month benefit period)		
Davis Vision Collection[1], 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[3,4,]	Not applicable

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

[1] Collection is available at most participating independent provider offices. Collection is subject to change.
[2] Polycarbonate lenses are covered for dependent children, monocular patients and patients with prescriptions +/- 6.00 diopters or greater.
[3] 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.
[4] 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.
[5] Reena Mukamal, "20 Surprising Health Problems an Eye Exam Can Catch," American Academy of Ophthalmology, aao.org.

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[1] When combining discounts, restrictions apply. Must be eligible for applicable discounts. Each discount may not be available in all states.

Pet Insurance coverage issued by Metropolitan General Insurance Company, a Rhode Island insurance company headquartered at 700 Quaker Lane, Warwick, RI 02886. Coverage subject to restrictions, exclusions and limitations and application is subject to underwriting. See policy or contact MetLife Pet Insurance Solutions LLC ("MetLife Pet") for details. MetLife Pet is the policy administrator. It may operate under an alternate or fictitious name in certain jurisdictions, including MetLife Pet Insurance Services LLC (New York and Minnesota) and MetLife Pet Insurance Solutions Agency LLC (Illinois).

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Sophisticated Care coverage
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1. A multi-policy discount is not available with Family Plans.
2. Family plan policies are limited to dogs age 12 and under and cats age 14 and under. Multi-policy discount is not available with Family Plans.
3. When using multiple discounts, discounts cannot exceed 30%. Each discount may not be available in all states. Please contact MetLife Pet for further details.
4. Reimbursement options include: 50%, 70%, 80% and 90%. Pet age restrictions may apply.
5. Virtual veterinary services are available through the MetLife Pet app and are provided entirely by AskVet, a third-party partner; MetLife is not responsible for any pet guidance or advice provided or taken. Veterinarians providing virtual veterinary services cannot prescribe medication or answer questions about the pet policy.
6. Your pet's deductible automatically decreases by $50 each policy year, so you don't receive a claim reimbursement.
7. If a policy's annual limit is at least $5,000 and the policyholder has at least $1,000 of unused benefits remaining at the end of the policy year, then upon renewal, MetLife will automatically increase the annual limit by $500 for the renewal policy at no additional cost. The automatic annual limit increase will not apply if changes are made to the renewed policy. May not be available in all states.

Coverage issued by Metropolitan General Insurance Company, a Rhode Island insurance company headquartered at 700 Quaker Lane, Warwick, RI 02886. Availability is subject to regulatory approval. Coverage subject to restrictions, exclusions and limitations and application is subject to underwriting. See policy or contact MetLife Pet Insurance Solutions LLC ("MetLife Pet") for details. MetLife Pet is the policy administrator. It may operate under an alternate or fictitious name in certain jurisdictions, including MetLife Pet Insurance Services LLC (New York and Minnesota) and MetLife Pet Insurance Solutions Agency LLC (Illinois).

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