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NEGOTIATED CONTRACT

between

**BOARD OF EDUCATION
OF
PRINCE GEORGE'S COUNTY MARYLAND**

and

ACE/AFSCME, LOCAL 2250, AFL-CIO



**FOR THE PERIOD
JULY 1, 2001 THROUGH JUNE 30, 2003**

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ARTICLE I - PREAMBLE

This agreement is made and entered into by and between the Board of Education of Prince George's County, Maryland, and the Association of Classified Employees, American Federation of State, County and Municipal Employees, AFL-CIO, Local 2250, Incorporated, unless otherwise specified shall become effective July 1, 2001 and shall continue in full force and effect until June 30, 2003.

A. The Board of Education of Prince George's County, Maryland is hereinafter referred to as the "Board", and the Association of Classified Employees, American Federation of State, County and Municipal Employees, AFL-CIO, Local 2250, Incorporated, is hereinafter referred to as the "Union".

B. The term "employees," when used in this agreement, shall hereinafter refer to all employees of the Board who are contained within the bargaining unit represented by the Union, in accordance with Education Article, Annotated Code, Section 6-501 et. seq.

C. Nothing in this agreement shall be interpreted as diminishing in any way rights or benefits previously enjoyed by employees covered by this agreement unless expressly stated herein.

D. In conjunction with each and all of the hereinafter stated provisions, the Union recognizes that the Board, in accordance with existing laws, must adopt before implementation of same the educational policies of the County and must approve or establish rules, regulations, guidelines and bylaws in accordance therewith, and nothing hereafter mentioned or agreed to shall be so construed as to substitute the legal obligations vested in the Board in accordance with law.

E. If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law or State Board bylaw, then such provision of application will not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect. Nothing in this agreement is intended to deny or abrogate any of the powers or responsibilities of the Board and the Superintendent that have been assigned to them by any Maryland law or regulation of the State Board of Education.

ARTICLE II - RECOGNITION

The Board recognizes the Union as the sole and exclusive bargaining agent for employees included in the established bargaining unit for purposes of representing such employees in the negotiation of salaries, wages, hours and working conditions.

SECTION 1 — Composition of Bargaining Unit

Members of the bargaining unit shall comprise all classified employees of Prince George's County Public Schools with the exceptions of the following:

- A.** Plant Operation employees.
- B.** All supervisory personnel in the Maintenance Department at grade 21 or higher.
- C.** All supervisory personnel in Transportation at grade 21 or higher.
- D.** All Central Office supervisory personnel at grade 22 or higher.
- E.** Temporary employees.
- F.** Those employees in administrative or clerical positions who by the nature of their jobs have access to or assist in the preparation of information relating to negotiations with employee organizations.
- G.** Those employees employed pursuant to a non-renewable Federal or State grant, the purpose of which grant is for the conduct of a non-renewable project.
- H.** Those employees in administrative or clerical positions whose employment is for a specific term of years not exceeding that of the duration of the then existing term of the Superintendent of Schools or any Board of Education members to whose direct supervisory control they are responsible.

Subject to the provisions of Education Article, Annotated Code, Section 6-501 et. seq., the Board agrees that the Union shall be the

exclusive representative of the classified employees in the bargaining unit described above. The Union recognizes that the Board is the legally responsible agency charged with the operation of the public school system in Prince George's County.

SECTION 2 — Agency Shop

All employees employed on and after July 1, 1975, who are eligible for Union membership and who do not elect to join as members, shall have deducted from their payroll checks a "representation fee" as established by the Union in an amount permitted by Federal and State Law.

A. An employee who was a member of the Union as of May 8, 1975, but who subsequently discontinues their Union membership, shall be subject to the payment of a representation fee as defined above.

B. Employees employed as of May 8, 1975, and not members of the Union, will not ever be required to pay agency shop fee with the understanding that in the eventuality such employee elects to become a member of the Union subsequent to May 8th, they would thereby subject themselves to the payment of either Union dues or a representation fee in the eventuality they would subsequently discontinue their Union membership and with the further understanding that, if such employees discontinue their employment and subsequently return as an employee of the Board, they would be subject to the payment of either Union dues or a representation fee.

C. Provisions of prior legislation separating confidential, supervisory and managerial employees shall apply to the effect that those employees who are either confidential, supervisory or managerial, shall not be made subject to the payment of any agency shop fees, as such employees are presently excluded from the bargaining unit represented by the Union pursuant to the recognition clause incorporated in this Negotiated Contract.

ARTICLE III - PROHIBITIVE DISCRIMINATION

SECTION 1 — Board

There shall be no discrimination exercised on account of age, race, sex, national origin, color, religion, political affiliation, membership in an employee organization, or due to an employee exercising their rights under Article VIII of this agreement, or non-membership in an employee organization with respect to recruiting and examination of applicants, the hiring of personnel, or in any personnel actions

affecting employees of the Prince George's County Public Schools, including training, promotion, and disciplinary actions.

SECTION 2 — Union

The Union agrees to represent fully without discrimination, all classified employees in the bargaining unit.

ARTICLE IV - ATTENDANCE AND LEAVE BENEFITS

SECTION 1 — Hours of Work

Hours of work for permanent personnel shall be that as established in the agreed-to salary schedules.

When schools are closed for an emergency, ten and eleven-month school-based supporting personnel will be permitted to leave the building after student dismissal and essential responsibilities have been completed. When an individual school is closed for an emergency, employees will remain on duty unless the decision is made that the entire building is uninhabitable.

SECTION 2 — Work Schedule

Work schedules showing the shifts, days and hours for each department shall be posted in each school or office to which employees are assigned as their base.

SECTION 3 — Holidays

A. Holidays will be observed as set forth in the school calendar. Other days may be granted as holidays when so declared at the discretion of the Superintendent of Schools.

B. When a holiday falls on a regularly assigned day off for a full-time employee who does not work on a Monday through Friday schedule, such employee will be compensated by appropriate time off during the same pay period. When this is not feasible, such time will be added to his or her annual leave.

C. Should an employee be required to work on a day a holiday is observed, he or she will receive his or her normal pay plus compensatory time or pay at one and one-half (1½) times his regular rate for each hour worked.

D. Holidays to which an individual is entitled which occur during annual or sick leave shall not be charged against such leave.

E. When a holiday occurs on a day when schools are open, employees in a sufficient number to provide necessary services shall be kept on duty. These employees shall be granted a compensatory day off during the same pay period. When it is not feasible to grant the compensatory day off during the same pay period as the holiday worked, such time will be added to annual leave.

F. Should an employee be assigned duties on an observed holiday but fail to report without an acceptable reason, he or she shall forfeit his or her holiday pay.

G. To be entitled to receive pay for a holiday, employees must work or be on authorized paid leave on the workday immediately preceding and on the workday immediately following the holiday.

H. Part-time employees regularly assigned duties on less than five days per week shall be eligible for only those holidays which fall on one of their regularly scheduled workdays.

I. Ten-month and eleven month classified employees are employed for a specific number of days and do not receive compensation for holidays.

SECTION 4 — Annual Leave

Classified employees of the Prince George's County Public Schools are provided annual leave in accordance with the following regulations:

A. Each permanent full-time twelve (12) month classified employee of the Prince George's County Public Schools shall be entitled to annual leave, calculated as follows:

- During the first three years service 13 days
- Over three years, less than 15 years 20 days
- Fifteen years service and over 25 days

As soon as is technically feasible to implement, an employee's paycheck stub shall show both the employee's earned leave and leave available for use for the balance of the fiscal year.

Annual leave is earned on the basis of completed months of service in each fiscal year. Annual leave may be taken in hourly increments.

B. Effective June 30, 1990, the practice of prorating service as a permanent full-time ten or eleven-month employee to determine the amount of annual leave entitlement will be discontinued. Permanent full-time ten or eleven-month employees who were assigned to a twelve-month position prior to July 1, 1990, and were given service credit on a prorated basis may apply for any additional service credit by submitting a written request to the Division of Human Resources. The effective date of any change in annual leave entitlement will be the later of July 1, 1990, or the date the increase in service credit will result in the employee qualifying for a greater annual leave entitlement or the date the request is received by the Division of Human Resources, except that request received by October 1, 1990, will be treated as if received on July 1, 1990.

C. Regular twelve (12) month part-time employees working a minimum of twenty (20) hours per week are authorized four (4) workdays (scheduled work hours per week divided by five (5)) of annual leave per year. Such leave is to be earned on a quarterly basis and to be taken only as earned.

D. Annual leave shall be made available to employees on an emergency basis upon the approval of the leave granting authority.

E. A request for annual leave shall be submitted to the employee's immediate supervisor on forms designated for the purpose. Leave may be taken only after approval by the appropriate supervisor. Leave may be used only as earned, except that advance leave may be granted an employee who has completed his or her probationary period up to a maximum of ten (10) days at the discretion of his leave-granting authority. Advance leave in excess of ten (10) days may be granted when necessary due to seasonal fluctuations in the workload of a department. Annual leave shall be taken in advance in accordance with sick leave bank rule "i". Annual leave is earned but may not be taken during the probationary period. If two (2) or more employees request annual leave at least one month in advance for the same day or days but the workload requirement will not permit the granting of leave to all employees submitting a request, leave will be granted to the extent possible on a seniority basis.

F. At the end of a fiscal year, annual leave up to the amount an individual earns in one year may only be carried over from that fiscal year to the next. Unused leave in excess of that which an individual can carry over may be converted to sick leave up to a maximum of ten (10) days provided that it was accumulated for reasons beyond the employee's control and it was not convenient to grant the employee the use of such annual leave. The ten-day limitation shall not apply if the excess accumulation above ten days was accumulated as a result of the leave granting authority denying the employee's request for annual leave.

G. Holidays to which an individual is entitled which occur during annual leave shall not be charged against such leave.

H. The following leave policy shall govern the months in which an employee is appointed or separated: One (1) day shall be granted if the employee is on the payroll for more than twenty (20) calendar days and one-half (½) day shall be granted if he or she is on the payroll from ten (10) to twenty (20) days inclusive. No leave shall be granted for less than ten (10) days service in a month. An employee who is on leave without pay for more than ten (10) days in any calendar month shall not earn annual leave for that month.

I. At the termination of employment, unused annual leave shall be paid in full to the terminating employee, but not to exceed the annual leave he or she is eligible to earn in the fiscal year in which he or she terminated, except that:

1. An employee who fails to report to work for three consecutive workdays without authorized leave shall be separated from the payroll and reported as "quit." An employee who quits is not eligible for re-employment and shall be paid only for unused annual leave in excess of fourteen (14) days. Exceptions to this provision may be made by the Associate Superintendent for Human Resources.
2. The employee has not satisfactorily completed his or her probationary period.
3. Effective July 1, 1999, all employees advancing from a 10- or 11-month position to a 12-month position will receive credit for all full work years of service for calculating annual leave entitlements.

J. An employee shall not accrue annual leave while on any form of leave without pay.

SECTION 5 — Sick Leave

Sick leave, with pay, shall be provided for classified employees of the Prince George's County Public Schools as hereafter stated:

A. An employee whose regular work year is ten (10) months shall be entitled to ten (10) days of sick leave for proved personal illness each year without loss of pay, the entitlement to which sick leave shall

accrue on the basis of one (1) day per month, at the conclusion of each month of work.

As soon as is technically feasible to implement, an employee's paycheck stub shall show both the employee's accrued sick leave and sick leave available for use for the balance of the fiscal year.

After eleven (11) years of employment, an employee will be entitled to one (1) additional day which shall accrue at the end of the fifth month. After twelve (12) years of employment, an employee will be entitled to two (2) additional days which shall accrue at the end of the fourth and eighth months respectively. After thirteen (13) years of employment, an employee will be entitled to three (3) additional days which shall accrue at the end of the third, sixth and ninth months respectively. After fourteen (14) years of employment, an employee will be entitled to four (4) additional days which shall accrue at the end of the second, fourth, sixth and eighth months respectively. After fifteen (15) years of employment, an employee shall be entitled to five (5) additional days which shall accrue on the basis of one and one-half (1 1/2) days per month at the conclusion of each month of work.

An employee whose employment began prior to July 1, 1987, and whose regular work year is ten (10) months, shall be entitled to one and one-half (1½) days of sick leave for proved personal illness each month without loss of pay, at the conclusion of each month of work.

An employee whose employment began prior to July 1, 1987, and whose regular work year is more than ten (10) months in any regular work year, shall be entitled to one (1) additional day, per month, of sick leave for each month worked, per schedule, in excess of ten (10) months during such work year.

B. For purposes of this section, the term "work year" and the term "fiscal year" shall be construed to be synonymous.

C. Sick leave may be taken in advance of actual accrual thereof as follows:

1. Ten (10) days shall be available at the beginning of the school year for ten-month employees, eleven (11) days for eleven-month employees and twelve (12) days will be available as of July 1 of each year for twelve-month employees.
2. The remaining five (5) days for employees entitled to same shall be available in one (1) month entitlements, at the beginning of the month in which the days are earned.
3. Upon the employee's severance, voluntary or involuntary, any such advanced sick leave not properly accrued as of the date of severance, shall be reimbursed by said employee to the Board of Education upon demand.
4. No probationary employee shall have any entitlement to paid sick leave advanced as heretofore set forth.

D. Sick leave may be taken in hourly increments. Such use of sick leave in hourly increments shall be permitted when an employee becomes ill during the workday. Authorization may be granted for use of sick leave in hourly increments for necessary medical appointments. Such authorization for hourly increments will be based upon practical considerations including, but not limited to, the availability of a substitute.

E. Sick leave shall be allowed in case of actual sickness or disability of the employee, necessary appointments with a physician or dentist, or confinement to home because of quarantine and for temporary disabilities related to pregnancy. (Pregnancy itself is not considered a sickness warranting the granting of sick leave with pay. It is only disability resulting from the pregnancy for which sick leave may be allowed).

F. Sick leave may also be authorized for the time necessary to undergo the selective services examination.

G. Sickness in Family: A member of the bargaining unit with one or more years of service in Prince George's County who does not earn annual leave may use a maximum of five (5) days annually of his or her accumulated sick leave for serious illness of members of the family residing permanently in the household. The employee will certify in writing that such a serious illness exists. Exceptions to the residence requirement may be made by the Associate Superintendent for Human Resources.

H. Unused sick leave earned and credited to an employee as of July 1, 1977, plus any and all unused sick leave earned after that date, may be accumulated from year to year without limit.

I. Sick leave will terminate upon expiration of employment and the accumulated balance will be recorded in the employee's permanent file. Accumulated annual leave may be used to extend sick leave.

J. Absence in excess of cumulative sick and annual leave shall be deducted on a per diem basis.

K. Holidays to which an employee is entitled that occur during sick leave shall not be charged against such leave.

L. Permanent part-time employees are entitled to sick leave in proportion to the time worked.

M. A doctor's certificate as evidence for the necessity of loss of time may be required for absences of three (3) or more consecutive days. A doctor's certificate may also be required for periods of absence of less than three (3) days, if in the opinion of the immediate supervisor the employee is abusing his or her sick leave privileges. When it is determined that an individual's request for sick leave is not justified, the value of the absent time will be deducted from the employee's pay, personal leave or annual leave.

N. The following leave policy shall govern the months in which an employee is appointed or separated: One (1) day of sick leave shall be granted if employee is on the payroll for more than twenty (20) days; one-half (1/2) day shall be granted if he or she is on the payroll from ten (10) to twenty (20) days inclusive. No leave shall be granted for less than ten (10) days in any calendar month. An employee who is on leave without pay for more than ten (10) days in any calendar month shall not be granted sick leave for that month.

O. To receive credit for sick leave an employee is expected to notify his or her supervisor prior to commencement of working hours that he or she will not be reporting for work on that day. Sick leave may be taken in hourly increments.

P. An employee who terminates his or her employment with the Prince George's County Public Schools may have his or her accumulated sick leave restored if he or she is re-employed within a fifteen (15) month period.

SECTION 6 — Disposition of Unused Leave Upon Retirement or Resignation

Upon retirement in Prince George's County, a classified employee shall receive payment for three-tenths of his or her unused sick leave, not to exceed full pay for up to a maximum of seventy-five (75) days for ten-month employees, eighty-one (81) days for eleven-month employees, eighty-seven (87) days for twelve-month employees, or for twenty-five (25) days of accumulated annual leave, whichever is greater. A person retiring on disability shall be eligible for such payment after five (5) years of service in Prince George's County. An individual shall be eligible to receive such reimbursement only once during his or her period of employment in Prince George's County.

This payment shall be based upon the salary of the final year of employment.

All employees hired prior to July 1, 2001, upon resignation after twelve years of service in Prince George's County, shall receive payment for three-tenths of his or her unused sick leave, not to exceed full pay for up to a maximum of sixty-five (65) days for ten-month employees, seventy-one (71) days for eleven-month employees, seventy-seven (77) days for twelve-month employees, or for twenty-five (25) days of accumulated annual leave, whichever is greater. An individual shall be eligible to receive such reimbursement only once during his or her period of employment in Prince George's County. This payment shall be based upon the salary of the final year of employment.

SECTION 7 — Employees' Sick Leave Bank

A. No employee shall be considered eligible for compensation through the Sick Leave Bank unless such employee was on duty or authorized absence the duty day preceding the commencement of disabling illness.

B. All bargaining unit members on active duty with the Prince George's County Public Schools are eligible to participate in the Sick Leave Bank. Participation is voluntary, but requires contribution to the bank. Only contributors will be permitted to use the bank for payment for qualifying incapacitating personal illness during regularly scheduled duty days.

C. The Sick Leave Bank will be administered by a three (3) member Approval Committee, appointed by the President of the Union and this Approval Committee shall have the responsibility of receiving requests, verifying the validity of requests, recommending approval or denial of the requests, and communicating its decision to the member and the Division of Human Resources.

D. The rules for the Sick Leave Bank will be established by a four (4) member Rules Committee, two (2) members appointed by the President of the Union and two (2) members appointed by the Superintendent of Schools of Prince George's County. It shall be the purpose of this committee to recommend such rules, in addition to those provided for in this Contract, as the Committee considers appropriate for the operation of the Sick Leave Bank. These recommended rules must be approved by the President of the Union and the Superintendent of Schools before said rules take effect. Once approved, the rules will be widely distributed by the Approval Committee.

E. The contribution on the appropriate form will be authorized by the bargaining unit member and continued from year to year until canceled in writing by the bargaining unit member. Sick leave properly authorized for contribution to the bank will not be returned if the bargaining unit member effects cancellation. Cancellation in writing may be affected at any time and the bargaining unit member shall not be eligible to use the bank as of the effective cancellation date.

F. Contributions shall be made between July 1 and September 30, except for members returning from extended leave which included the enrollment period and new hires who will be permitted to contribute within thirty (30) calendar days of their reassignment and/or start to work. Bargaining unit members returning from extended sick leave or disability leave will be permitted to contribute to the bank only after approval of the Approval Committee.

G. The annual rate of contribution shall be determined by the Rules Committee and announced prior to July 1 of each year. The minimum annual rate of contribution shall be two (2) days of sick leave.

H. The maximum number of duty days that can be granted in any one (1) fiscal year will be the remaining number of duty days a bargaining unit member is scheduled to work. In no case will the granting of leave

from the bank cause a bargaining unit member to receive more than the total wages that would have been earned in that fiscal year.

I. Members must use all available sick leave and all accumulated annual leave or personal leave entitlements due for the remainder of the fiscal year before qualifying for leave from the bank. Applications for use of the bank shall be made on the required form and submitted to the Approval Committee.

J. The first ninety (90) consecutive calendar days of incapacitating illness or disability occurring during the employee's work year must be covered by the employee's own available sick leave, annual leave, personal leave, or leave without pay the first time said employee qualifies for a grant from the bank. For subsequent grants from the bank, the first thirty (30) calendar days of incapacitating illness or disability must be covered by the employee's own available sick leave, annual leave, personal leave or leave without pay.

K. The Division of Human Resources will receive and review the decision of the Approval Committee from the bank. If the grants from the bank are consistent with Prince George's County Board of Education's sick leave policies and the rules of the Sick Leave Bank, the Division of Human Resources will approve these bank grants to be paid by the Prince George's County Public Schools to the member and shall forward the bank grants to the appropriate Department for payment. In any case where the decision of the Division of Human Resources does not concur with the Approval Committee, the Division of Human Resources shall explain the full reason for the difference of opinion.

L. Bank grants will not automatically be carried over from one fiscal year to another. All bank grants will end as of the last duty day of the school year and must be renewed through the Approval Committee each school year.

M. If a bargaining unit member does not use all of the days granted from the bank, the unused sick leave bank days will be returned to the bank.

N. If the Sick Leave Bank is terminated due to the non-existence of a negotiated contract with the Union, or for other reason, the days remaining in the Sick Leave Bank shall be returned to the then current members of said bank proportionally.

O. The Board shall reimburse the Sick Leave Bank for all hours identified and reimbursed to the Board for Worker's Compensation cases charged to the Sick Leave Bank during approved grants.

SECTION 8 — Leave for Military Service, Peace Corps, or Domestic Peace Corps

A. A permanent classified employee who is a member of the National Guard or a Reserve Component of the Armed Forces of the United States shall be allowed military leave with pay, less the amount paid for such duty, not to exceed twenty (20) days per calendar or fiscal year for active duty for training. Leave granted, whenever possible and unless otherwise authorized, will be at the convenience of the employee's immediate supervisor. Short time emergency call-up leave shall be granted not to exceed ten (10) working days per calendar year. Employees subject to emergency call shall receive full pay less the amount paid for such duty, but must furnish a written statement showing dates and amount paid for such duty.

B. Where the person involved has the option of when to take training and unless it will jeopardize his or her reserve standing, he or she will take the twenty (20) days at such time that it will not interfere with the performance of duties. Exceptions to the above will require a letter from his or her immediate military commanding officer and approval by the Associate Superintendent for Human Resources.

C. Any employee who is inducted or enlists in any branch of the Armed Forces of the United States shall, upon request, be granted military leave without pay. Upon return from such leave, the employee shall be placed on the same salary scale at the level the employee would have achieved had he or she remained in the system during the period of absence up to a maximum of three years provided:

1. that he or she requests restoration within ninety (90) days of receipt of his or her honorable discharge;
2. that he or she is physically and mentally capable of performing the work required;
3. that his or her former position or one of a similar class is available. In the event neither the former position nor one of a similar class is available, the employee will be assigned to a position which the Associate Superintendent for Human Resources determines he or she is qualified to fill. The employee's salary will be based on the grade of the position to which assigned, with consideration being given to his or her previous experience with the Prince George's County Public Schools and his or her time in service.

D. Any employee who voluntarily negotiates a contract for service with the Peace Corps or Domestic Peace Corps is subject to the same benefits and provisions allowed to employees granted military leave.

SECTION 9 — Civil Leave

A. An employee shall be given time off without loss of pay when (1) performing jury duty, or (2) when performing brief periods of emergency civilian duty in connection with national defense. Employees whose scheduled duty day exceeds four hours on a primary or general election day will be given time off to vote.

B. When an employee is drawn for jury duty, he or she shall receive full pay provided a written statement is furnished showing time served and expenses received from the court.

SECTION 10 — Court Appearance

A. A permanent or probationary classified employee shall be entitled to administrative leave on any regularly scheduled duty day if subpoenaed as a witness in a court proceeding where the subpoenaed employee is expected to testify on a matter pertaining to his or her duties or responsibilities as an employee of the Board. If an employee is so subpoenaed as a witness for up to two (2) days on a day or days when the employee is not regularly scheduled to work, the employee will be entitled to receive his or her regular salary for such number of hours, not exceeding eight (8) in any one day, that he or she was required to be in actual attendance at the place where to testify.

B. If a classified employee appears as a witness for the Public Schools as requested by the Superintendent or his or her designee with or without a subpoena, no deduction shall be made from salary.

SECTION 11 — Leave of Absence Without Pay

Leaves of absence without pay for a period of not more than one year may be authorized to permanent classified employees as prescribed in this Article IV or for prolonged illness, needed rest, necessity in the home, improvement of skills pertaining to the particular classification of the employee, public office or political campaign, or any other activity which in the opinion of the Superintendent of Schools will benefit the Prince George's County Public Schools. Requests must be submitted in writing to the Division of Human Resources for approval at least thirty (30) days in advance of the requested leave date. Exceptions may be granted for emergency situations.

A. Classified personnel granted leaves of absence in excess of thirty

(30) days will have their anniversary date readjusted in accordance with the duration of the leave of absence, except that there will be no change in anniversary date for an individual on a leave of absence for personal illness for three (3) consecutive calendar months.

B. Employees on approved leave of absence will not accrue annual or sick leave while on leave. Failure of an employee to return to duty upon expiration of his or her leave of absence shall be considered a resignation.

C. Upon return to duty, an individual will not necessarily be reinstated to the same position previously held or in the same location, except that in the case of a leave of absence for personal illness not exceeding three (3) consecutive calendar months, whereby an individual will be returned to the same position previously held, provided such position has not been eliminated. In all other cases, an individual who is eligible and physically able to return to work will be assigned as soon after his or her request is received and when an appropriate vacancy occurs. Such person shall be placed before any new employee is hired in his or her particular classification, provided such person is qualified to fill the open position. An individual requesting a leave of absence for personal illness must submit a supporting statement from the doctor at the time the leave is requested as well as at the time such person desires to return to work.

D. Employees on approved leave of absence shall remain on the Board of Education's seniority list for up to fifteen (15) months.

E. Members may contribute to the Teachers'/Employees' Retirement System while on leave of absence according to the provisions of the Retirement System.

F. While on leave of absence, an employee has the option of continuing his or her Group Hospitalization and Life Insurance. However, employees in this category must make payment for the Prince George's County Public School's share of the premium plus the employee's share.

G. Upon returning from an authorized leave without pay, a minimum period of reactivated service for a length equivalent to the period of said leave is required before the employee shall be eligible to apply for another leave without pay. The minimum reactivated service requirement shall not apply to an individual applying for a leave without pay for prolonged personal illness.

SECTION 12 — Time Off Without Pay

A. Time off for illness or personal emergency for periods up to fifteen (15) duty days is not considered as a leave of absence and may be approved by the employee's leave granting authority. Extension beyond fifteen (15) duty days must be approved by the Human Resources Office.

B. An employee who has time off without pay for more than ten (10) days in any one calendar month will not earn sick leave or annual leave for that month.

C. An employee must use available sick, annual, or personal leave as appropriate before receiving time off without pay.

SECTION 13 — Personal Leave

Permanent classified employees, employed on a ten-month or eleven-month work schedule, shall be authorized three (3) days personal leave per school year. To be entitled to three (3) days personal leave, an employee must be on the payroll prior to November 1 of the school year. An employee who is placed on the payroll between November 1 and December 31 shall be authorized two (2) days personal leave. An employee who is placed on the payroll between January 1 and March 31 is authorized one (1) day personal leave. Personnel employed

subsequent to March 31 shall not be authorized personal leave for the current school year. Personnel employed on a per diem basis are not authorized personal leave.

A. Personal leave is authorized to permit an individual to attend to matters which require absence from work. If it is necessary for an individual to be absent from work for personal reasons and the employee has no personal leave credited, such absence will be deducted from the employee's pay on a per diem basis.

B. Personal leave authorized but not used during the school year will be added to accumulated sick leave at the end of the fiscal year provided the total of sick leave will not exceed the amount authorized to be accumulated.

C. Requests for personal leave must be submitted for all personnel, except school bus drivers, at least one (1) day in advance. School bus drivers will submit requests three (3) days in advance for days immediately before or after the opening or closing of school each summer, holidays, vacation or staff development days and twenty-four (24) hours in advance for all other days. This requirement will be waived only in the event of a substantiated personal emergency.

SECTION 14 — Pregnancy, Maternity, Paternity or Adoption Leave

A. Pregnancy Leave

1. For purposes of this section, pregnancy leave shall be defined as that period of time, not exceeding forty-two (42) consecutive calendar days, including the date of childbirth, during which an employee's regularly assigned position will be held pending her return. Any other leave taken by an employee for reasons of false pregnancy, termination of pregnancy, or any other temporary disability resulting from her pregnancy, shall be treated as any other leave taken for reasons of illness.

2. To the extent that an employee has available sick leave days at the time of the commencement of pregnancy leave, said employee may utilize such sick leave days. At her option, the employee may utilize accumulated annual or personal leave days. All of such leave shall be treated as any other authorized leaves with pay pursuant to the provisions of this Contract for as long a period of time as such employee shall utilize available sick leave and accumulated annual or personal leave days. Available sick leave days may be utilized prior to the utilization of accumulated annual or personal leave days.

3. An employee on pregnancy leave shall be considered to be on a leave of absence without pay for personal illness in accordance with Article IV, Section 10, for all days not covered by paid leave.

In the eventuality an employee's disability continues beyond the period of the pregnancy leave and the employee is not entitled to any paid leave, the employee may apply for and receive a status of authorized leave without pay pursuant to the provisions of Article IV, Section 10, not to exceed the duration of the disability.

B. Maternity Leave

A classified employee may, upon the expiration of pregnancy leave, apply for and receive a maternity leave for a period, which when computed with any pregnancy leave or sick leave taken on account of a pregnancy, shall not exceed a total of twelve (12) months. There shall be no entitlement to any employee on maternity leave to receive paid sick leave benefits during that period of time. Any annual leave previously earned and accumulated to the credit of an employee may be taken during the period said employee is on maternity leave to the full amount of annual leave days earned and accumulated.

C. Paternity Leave

A classified employee expecting to become a father may apply for and receive a paternity leave without pay for a period not to exceed twelve (12) months, commencing with the date of the birth of the child. An employee entitled to paternity leave is to submit a request for such leave, in writing, to the Office of Personnel at least thirty (30) days prior to the commencement date of the desired leave. In the event of an emergency, the thirty (30) day notification may be waived.

D. Adoption Leave

A classified employee in the case of the adoption of a child may apply for and receive an adoption leave without pay for a period not to exceed a total of twelve (12) months, commencing with the time the adoption agency requires the employee to cease active duty or the day of the adoption, whichever shall first occur. An employee entitled to adoption leave is to submit a request for such leave, in writing, to the Division of Human Resources at least thirty (30) days prior to the commencement date of the desired leave. In the event of an emergency, the thirty (30) day notification may be waived.

SECTION 15 — Leave for Death

A. On the death of a child, stepchild, parent, stepparent, parent-in-law, grandchild, brother, sister, husband, wife, legal guardian, son-in-law, daughter-in-law, grandparent or anyone who was residing in the household of a permanent employee immediately preceding death, such employee shall be allowed up to four (4) consecutive work days of absence without loss of salary. One of the four (4) consecutive days must be the day of the funeral or interment. Proof of death may be required if, in the opinion of the immediate supervisor, the employee has abused the privilege.

B. A classified employee may be authorized one (1) day off from work without loss of pay to attend the funeral of a grandparent-in-law, brother-in-law or sister-in-law. The employee will be required to submit to his or her immediate supervisor a written statement specifying the date of the funeral.

SECTION 16 — Worker's Compensation and Disability Leave

All Prince George's County Public School employees are covered by the State Worker's Compensation Act which provides for the payment of reasonable medical cost resulting from an accident incurred during the course of work. In addition, should the injured employee lose time from work due to an on-the-job injury, he or she may under the present coverage apply for Worker's Compensation pay for lost time beginning with the fourth day of absence after the injury.

A. A permanent or probationary employee of the Prince George's County Public Schools who is temporarily disabled in line of duty shall receive full pay for the period of his disability up to ninety (90) working days without charge against his or her annual or sick leave beginning with the first day of disability, subject to the following conditions:

1. Provided that the disability resulted from an injury or illness sustained directly in the performance of the employee's work, as provided in the State Worker's Compensation Act.
2. If incapacitated for his or her regular employment, the employee may be given other duties within the Prince George's County

Public Schools for the period of recuperation. Unwillingness to accept such an assignment will make the employee ineligible for disability leave during the time involved.

3. The Prince George's County Public Schools may select a physician to determine the physical ability of the employee to continue working or to return to work.

4. Disability leave shall not exceed ninety (90) working days beginning with the date of injury for any one injury.

5. Payment of Disability Leave is contingent upon the assignment of Worker's Compensation checks for the first ninety (90) day period to the Prince George's County Public Schools as payee. Workmen's Compensation checks name the employee and the Prince George's County Public Schools as payee. Upon receipt, the employee must endorse the check and return it to the Employee Services Office of the Prince George's County Public Schools. Upon the termination of Disability Leave, Worker's Compensation checks, if still received, will be endorsed and forwarded to the employee for his or her retention.

6. A temporary employee who is disabled in line of duty shall not receive disability leave but shall be paid in accordance with the provisions of the State Worker's Compensation Act.

7. Abuse of disability leave may be considered grounds for disciplinary action, including dismissal.

B. It is important that an employee report every injury to his or her supervisor no matter how small it seems. Even the slightest injury can develop into a disability or a loss of time case. Failure to report an injury could possibly cause an individual to forfeit his or her rights on a later claim for compensation or medical expense.

All injuries sustained by employees while on duty must be reported by the employee and his or her immediate supervisor on the form, "Initial Report of Injury." This form is available at all schools and other properties where employees are based. When completed, the form must be forwarded to the Employee Services Office of the Prince George's County Public Schools. Upon request, the Employee Services Office will advise the employee of the information received to date relative his or her claim.

The Employee Services Office will notify the employee if any additional information or forms are needed to satisfy an employee's claim if the office has knowledge that additional information is required.

In the course of a claim for Worker's Compensation, other forms will be provided to injured employees from other agencies to complete. It is essential that these forms be completed and returned expeditiously.

C. Of importance to employees is the fact that the money received from Worker's Compensation is exempt from tax and may be so claimed when filing federal tax returns. In addition, an employee may be eligible for adjustments to income for disability pay received.

D. The responsibility to insure that an employee does not abuse disability leave is vested in the employee's department head/principal.

E. Disability leave is reported on the attendance register by recording "Disability Leave" and the applicable dates in the remarks column. No other entries are required.

ARTICLE V - INSURANCE BENEFITS

SECTION 1 - Medical Care Program

A. The Board of Education shall provide a Medical Care Program for eligible employees and their eligible dependents.

B. The Board of Education shall pay seventy-five percent (75%) for the first eight (8) years of employment and eighty (80%) thereafter of the cost of the premium for the Medical Care Program.

SECTION 2 - Health Maintenance Organizations

A. Employees enrolled in a participating Health Maintenance Organization (HMO) as of January 31, 1995, may at their option, continue such coverage until such time as they voluntarily select to discontinue participation in an HMO. In the event that an HMO ceases to be available, an employee enrolled in that HMO may transfer to another HMO which is available.

B. The Board agrees to pay a sum equal to the same dollar amount provided under the Medical Care Program described in Section 1 A above for all bargaining unit members enrolled in a Board of Education qualified prepared health maintenance organization.

SECTION 3 - Life Insurance

All bargaining unit members shall be provided with free term life insurance. The amount of an individual's insurance will be two (2) times the annual salary rounded to the next lowest one thousand dollars (\$1,000).

SECTION 4 — Optical Care Insurance

A. The Board of Education shall provide an optional Optical Care Program for eligible employees and their eligible dependents.

B. The Board shall pay seventy-five percent (75%) for the first eight (8) years of employment and eighty (80%) thereafter of the cost of the premium for the Optical Care Program.

SECTION 5 — Prescription Insurance

A. The Board shall provide an optional Prescription Medication Insurance Program for eligible employees and their eligible dependents.

B. The Board shall pay seventy-five percent (75%) for the first eight (8) years of employment and eighty (80%) thereafter of the cost of the premium for the Prescription Medication Insurance Program.

SECTION 6 — Dental Care Insurance

The Board will provide a dental care insurance plan equivalent to the current Maryland Blue Cross-Blue Shield's plan Levels I, II and Rider A full payment (\$50 individual and \$100 family deductible) effective July 1, 1978. The Board shall pay seventy-two percent (72%) for the first eight (8) years of employment and seventy-seven percent (77%) thereafter.

SECTION 7 — Insurance Committee

The Board agrees to continue the Insurance Committee which consists of representatives of the Superintendent; Prince George's County Educators' Association; the Union; Service Employees International Union, Local 400 - P.G.; and labor organizations designated as the exclusive representatives for other segments of Board employees. The purpose of such an Insurance Committee is to review information and confer on issues as may arise, from time to time, in the implementation of the various Board insurance programs, and to recommend possible changes in their implementation.

SECTION 8 - Pretax Payment of Premiums and Option of Salary Reduction Plan

A. The employee's share of premium payments for Hospitalization, Surgical-Medical Insurance and Major Medical Insurance; Health Maintenance Organizations; Dental Care Insurance; Option Care Insurance; and, Prescription Insurance will be paid with pretax wages consistent with applicable laws and IRS regulations.

B. The Board will make available, at the employee's option, salary reduction agreements to cover the cost of qualified medical and child care expenses with pretax wages consistent with applicable laws and IRS regulations.

ARTICLE VI - UNION RIGHTS

SECTION 1 — Union Business

Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Board shall at the written request of the Union be granted a leave of absence without pay not to exceed two (2) years. Such leave may be renewed or extended for a similar period of time by mutual agreement. Duly authorized representatives of the Union shall be permitted to transact official business on school property at reasonable times provided that this shall not interfere with or interrupt the normal work schedule of the employee or prevent the person from satisfactorily performing his or her responsibilities. Union officials shall check in at school or department office prior to contacting any employees.

SECTION 2 — Steward Elections

When the Union conducts an election for steward, members of the Union eligible to vote will be excused from duty long enough to cast their vote provided the election is held on the premises where the employee is assigned to report to work on a daily basis. A reasonable number of officials needed by the Union to supervise the voting will be excused from duty during the time required for voting.

SECTION 3 — Calendar Committee

A representative selected by the Union shall serve on the Prince George's County Public Schools calendar committee.

SECTION 4 — Interschool Mail

The Union shall be authorized, in accordance with the "Letter of Carrier" exception, to use the interschool (pony) mail facilities to distribute official Union materials, so long that such does not interfere with the normal requirements of school business. The Union agrees to indemnify and hold the Board harmless from and against any and all claims, actions, liabilities and/or penalties in the event the U.S. Postal Service, or any agency of the Federal Government investigates or brings charges against the Board in connection with the Union's use of the pony. The Union will pay any cost, expenses, fines, penalties and reasonable attorneys' fees incurred by the Board (provided the attorney is mutually agreeable to both the Board and the Union) in connection with any such investigation, hearing or litigation resulting there from.

SECTION 5 — Bulletin Board Space

The Board will provide space for the Union on bulletin boards in areas which are readily accessible to its members.

SECTION 6 — Notices to the Union

The Union shall receive the Board packet generally available for public inspection prior to each public Board meeting and a copy of the official Board minutes after approval of the Board. If additional information is distributed at a Board meeting, copies will be made available to the Union.

The Union shall be provided a copy of the Superintendent's proposed and the Board's proposed and approved budgets.

SECTION 7 — Employee List

The Union shall be supplied with an up-to-date list of all classified employees represented by the Union. Such a list shall be supplied to the Union on October 1, January 1 and April 1 of each year and shall include name, social security number, job classification, place of

employment, most recent date of hire and most recent date assigned to current class and grade. The list will be provided on a mutually agreed upon data transfer media.

SECTION 8 — Use of School Facilities

The Union shall have the right to use school buildings and school facilities for meetings, without cost to the Union except for necessary custodial fees, provided such use shall be by prior arrangement, and does not interfere with normal school operation.

SECTION 9 — Agreement Copies

Copies of this agreement shall be reprinted and distributed by the Board to all employees covered by this agreement. Cost of reproduction of copies of the Negotiated Contract and the Regulations for Supporting Personnel will be shared by the Union and the Board. The Negotiated Contract will be printed in the Board's printing facility by Union bargaining unit members represented by the Union. Current changes to the agreement shall be printed in a manner to highlight each change in the original printing of the new contract.

SECTION 10 — Dues Deductions

A. The Board agrees to deduct from employees' salary checks the amount of the Union membership dues for employees authorizing such deduction. Deduction shall be made on a biweekly basis, with dues to be withheld in accordance with amounts certified to the Board by the Union, based upon the established dues schedule. The Board agrees to remit a check biweekly to the Union for the total amount of dues deducted for that period. Deduction authorization, to be accepted by the Board, shall be authorized on the form and according to regulations as shown on the Authorization Card on pages 11 & 12 or previously accepted authorization cards.

B. In addition to payroll deduction of Union membership dues, the Board will provide that, whenever properly authorized in writing, the payroll deductions listed below will be made:

1. Unified membership dues.
2. Education Systems Employees Federal Credit Union.
3. Tax Sheltered Annuities (including Mutual Funds).
4. Group Insurance to include health, medical, vision, dental and life.
5. US Savings Bonds.
6. United Way.
7. Virginia and D.C. State and/or local income taxes for professional personnel will be deducted.
8. Premium for the Union sponsored insurance program.
9. Voluntary political contributions.

SECTION 11 — Organization Involvement Leave

When the need arises, officers, stewards and members designated by approval of the Executive Board of the Union may attend essential local, state and national meetings with no loss of pay or personal or annual leave. A total of one thousand (1,000) hours, aggregate and cumulative for all employees, shall be allowed for this purpose in any school year, of which number, unused leave hours up to one-half of the annual entitlement may be deferred for actual use until the next school year. The Board shall be reimbursed by the Union for the cost of any substitutes used if in fact they are so engaged.

A. Application for such leave shall be made in writing to the Associate Superintendent for Human Resources as far in advance as practicable and ordinarily at least forty-eight (48) hours in advance.

The Union and its officers recognize and agree that this privilege should not be abused.

B. Generally, no more than one (1) person from any work location may be authorized leave at the same time under the provision of this section. Exceptions may be granted by Associate Superintendent for Human Resources.

SECTION 12 — Work Rules

Upon request from the Union identifying a specific set of published work rules, the Union will be sent a copy of the rules.

SECTION 13 — Health and Safety Committee

The Board and Union shall continue the joint Health and Safety Committee with three members appointed by each party. The committee will continue to meet at the request of either party but no less than twice annually at a mutually convenient date and time. Issues of mutual concern may be addressed by the committee.

SECTION 14 — School Based Management

In any school where a School-Based Management Team has been or will be established at least one (1) of that school's building representatives/stewards, as designated by the Union, shall be included as a member of said team.

SECTION 15 — Seniority Protection for Represented Employees

If as a result of any Board action a Board employee not part of the bargaining unit for which the Union is the sole and exclusive bargaining agent and such Board employee would be identified in Article II - Sec. 1.2, .3 and .4 of the Negotiated Contract, and reduced in rank and/or compensation for a position in the bargaining unit for which the Union is the bargaining agent for those employees, no existing member of said bargaining unit shall suffer a loss in job classification, grade, step or compensation by virtue of the placement of a non-bargaining unit employee into a position for such the Union is exclusive bargaining agent.

ACE-AFSCME - AFL-CIO
Association of Classified Employees -
American Federation of State, County and Municipal Employees, AFL-CIO, Local 2250, Inc.
9500 Arena Drive, Suite 200, Largo, Maryland 20774, Phone: 301-773-7223

AUTHORIZATION CARD

NAME _____ DATE _____
ADDRESS _____ CITY _____ ZIP CODE _____
SOCIAL SECURITY NUMBER _____ PHONE NUMBER _____
PLACE OF WORK _____ JOB TITLE _____

TO: BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY

I, the undersigned, hereby apply for membership in and designate the American Federation of State, County and Municipal Employees, AFL-CIO as my duly chosen and authorized representative on matters relating to my wages, hours and conditions of employment in order to promote and protect my economic welfare. Please consider this your authority to deduct from salary or wages earned by me an amount certified by the union as my regular required current monthly, semi-monthly, weekly, or bi-weekly dues. The amount deducted shall be paid to the Council or Local Union Treasurer, AFSCME, as you may be directed. This authorization shall remain in effect unless you receive written notice to rescind between August 15 and September 15 of any year.

I AM EMPLOYED LESS THAN TWENTY (20) HOURS PER WEEK

Signature _____ **INCLUDES MSTA**

PUT IN YOUR "PONY" MAIL

**ACE-AFSCME
LOCAL 2250 AFL-CIO**
9500 Arena Drive, Suite 200
Largo, Maryland 20774

ARTICLE VII - PERSONNEL POLICIES

SECTION 1 — Disciplinary Action

The Board shall reprimand, discipline or terminate an employee for cause in a fair, impartial private manner. Any discipline of an employee by a supervisor shall be conducted in private, so as to avoid embarrassment to the employee.

The employee will be paid for time attending any disciplinary meetings which are scheduled by management outside of the normal duty day of the employee. The administration agrees to advise an employee in advance of a scheduled meeting if the purpose of same is to specifically investigate a situation that may result in disciplinary action being taken against such employee. In such an event the employee is entitled to Union representation and, if desired but unavailable upon short notice, the scheduled meeting shall be rescheduled by the Board and the Union at a mutually agreed upon time within the next two (2) consecutive workdays.

SECTION 2 — Announcements of Job Opportunities

A. Job opportunity announcements will contain instructions to supervisors that such announcements shall be posted in areas accessible to all bargaining unit members assigned to that work location, i.e., office, staff lounge, cafeteria.

B. Employment Opportunity Notices shall be posted for fifteen (15) working days on the school system Internet site. Notice shall also be placed in all schools and office buildings in areas that are accessible to all current members. Copies shall also be sent to the Union office.

C. Reasonable effort will be made to publicize information on allocation of summer positions as early as possible.

SECTION 3 — Work Performed Outside of Classification

An employee detailed to duty outside his or her regular classification for more than twenty (20) consecutive working days shall be compensated at the appropriate rate for the classification that he or she is detailed to the period of detail beyond the twenty (20) days.

SECTION 4 — Salary Notification

The Board shall provide each ten (10) month employee with a notification of the employee's salary and any anticipated change of assignment for the coming school year. Such notification shall be provided at the earliest practical date, but normally by June 30 preceding the opening of the school year.

If the notification of salary and assignment are not sent by June 30, a separate notification concerning the employee's status for continuing employment will be sent by June 30.

SECTION 5 — Employee Evaluation

Each employee shall have an annual employee evaluation conducted fifteen (15) days before his or her anniversary date. The Board shall provide each employee with a copy of the annual employee evaluation.

A. Within five (5) days from date of evaluation, an employee may request a conference with the person who evaluated him or her and the next line official to discuss any comments with which there is disagreement.

B. Any employee who continues to disagree with his or her evaluation may submit a rebuttal in writing that shall be sent to the Director of Human Resources and made a part of his or her personnel record.

SECTION 6 — Pay Periods

Eleven (11) and twelve (12) month employees shall be paid on a twenty-six (26) pay period schedule, and ten (10) month employees shall be paid on a twenty-two (22) pay period schedule. Ten (10) month employees may elect to have their ten-month earnings paid over a twelve-month period on a prorated basis. Written application for twelve-month pay option must be received in accordance with regulations that will be issued annually by the Board. Once elected the twelve-month pay option is irrevocable except for subsequent school years. Paychecks will be given to all classified employees in sealed envelopes. Insofar as possible, paychecks will be given to employees prior to quitting time on paydays.

SECTION 7 — Pay Procedures for Ten Month Employees

For the convenience of those classified employees who are employed on or before the opening day of school each year, and at the specific request of their duly designated and recognized employee organization, each paycheck for ten (10) month employees will represent 1/22 of their hourly rate times scheduled number of work hours per day times number of scheduled work days for the school year, as shown on pay tables for classified employees, or appropriate fraction thereof depending on date of hire or termination; providing, however, that in the event of a change in the employee's rate of pay or a change in the number of work hours per day the appropriate adjustments will be made prior to the end of the fiscal year and provided further, that in the event of the severance of a classified employee, irrespective of cause, the Board shall readjust each employee's wages on the basis of actual hours worked, in which event the Board and/or the employee shall reimburse the other, immediately upon demand, of any monies otherwise overpaid and/or underpaid.

All other employees shall be paid on their regular hourly basis.

SECTION 8 — Regulations for Supporting Personnel

A revised copy of the Regulations for Supporting Personnel shall be distributed along with each copy of the Negotiated Contract, and a copy of this negotiated agreement and the Regulations for Supporting Personnel, shall be provided each separate department in the schools, the central office, the central garage and the maintenance shop.

SECTION 9 — Overtime

A. An employee called to work outside his or her regular work day shall be paid for a minimum of two (2) hours at the rate of time and one-half (1/2) so long as such time is not an extension of his or her regular work day or extending the beginning or ending time of the shift. If overtime comes at the beginning or end of a regular shift when the employee would normally work, he or she will be paid only for the actual time worked.

B. An employee called from home to work overtime will be paid for travel time up to a maximum of one (1) hour.

C. Overtime shall be distributed equally to employees on a rotating basis working within the same job location or school, and who are qualified, and who are within the geographical area, excluding Transportation employees, who are covered in Section 27 of this Article.

D. Overtime is defined as work performed in excess of the normal workweek. Overtime will be authorized only when it is the most practical and economical procedure for the accomplishment of essential work.

E. All work up to forty (40) hours will be compensated at the regular hourly rate. Work in excess of forty (40) hours will be compensated for at one and one-half (1½) the regular hourly rate. Work in excess of forty (40) hours performed on Sunday will be compensated for at twice the regular rate.

F. Compensation for overtime work may be in the form of wages or as compensatory time off; compensatory time off must be of equivalent value to such wages. Compensation will be in the form of compensatory time off unless otherwise authorized by the Superintendent or his or her designated representative, provided however that, if compensation in the form of wages has been authorized and the employee's accumulative unused compensatory time is not in excess of the maximum accumulation specified below, the employee may elect not to receive the compensation in the form of wages and have the appropriate amount of compensatory time off added to their accumulated compensatory time not to exceed the maximum specified below.

G. When work in excess of forty (40) hours a week is compensated for by the granting of compensatory time off at one and one-half (1½) times the hours worked and/or twice the hours worked, such time off must be taken during the same pay period as the overtime worked. When this is not feasible, compensation must be in wages unless the employee elects to accumulate compensatory time off. An employee's accumulation may not exceed six (6) days at any time. Utilization of any accumulated compensatory time must be approved in advance by the leave granting authority.

H. When central offices have been closed due to a weather emergency the following will apply:

1. Emergency personnel completing sixteen (16) hour shifts at a point in time where there are fewer than eight (8) hours remaining before the employee is scheduled to report for the next regular duty day will be given the flexibility of delaying the beginning of their next regular eight (8) hour shift to a point in time subsequent to the regular starting of their shift and the point in time which is eight (8) hours subsequent to the conclusion of the emergency overtime shift.

2. When the hours worked during a weather emergency will not result in a work week in excess of forty (40) hours the compensation will be in the form of compensatory time off at the rate of time and one-half (½).

I. School food service employees shall be compensated in wages at one and one-half (1½) times their regular hourly wage for all work performed for the Board outside of the regular school day.

SECTION 10 — Mileage for Official Board of Education Business

Any employee using a car to conduct authorized and required Board of Education business shall receive mileage compensation at the rate as established by the Federal Government for the Washington area. Such rate changes as are effected during the fiscal year shall be implemented at the beginning of the month immediately following the rate increase.

A. Authorized business travel for reimbursement purposes is defined as any travel directed by a principal or department head, such as making bank deposits, transporting an ill child home, etc. Employees who are required to report to work locations other than their regular assigned work locations will be paid mileage reimbursement for those miles which are in excess of their normal daily commuting mileage.

B. School-based employees whose primary job requires that they work in more than one school during the same day will be reimbursed mileage. Mileage reported for reimbursement each day shall be the number of miles driven during the days minus twice the distance from home to the designated base school for that day. It is understood that some of this payment may be taxable income.

C. For the purpose of this section Vision and Hearing Technicians shall be considered school-based.

SECTION 11 — Seniority

Seniority means the length of continuous service of a permanent employee in a specific classification within a grade on a particular pay table except as hereafter provided.

A. If a permanent employee is returned to the class previously held on the same pay table at a lower grade, the employee shall, for purposes of measuring seniority in the lower grade, be credited with the length of service at both the higher grade and at the previous lower grade, as measured from the most recent date of hire.

B. A permanent employee who is transferred to a class within the same grade on a particular pay table shall have the same seniority as if he or she had been in continuous service in the new class, as measured from the most recent date of hire.

SECTION 12 — Promotion

The term "promotion" means the advancement of an employee to a higher grade vacant position.

A. The Human Resources Office will publicize the hereafter-stated positions by publishing an Employment Opportunity Notice which is to be posted in all schools or other offices:

Pay Table 100 — Grade 8 and above

Pay Table 200 — Grade 11 and above

Pay Table 400 — Grade 9 and above

Pay Table 500 — Grade 2 and above

Pay Table 600 — Grade 3 and above

Pay Table 700 — Grade 11 and above

B. The Board will include on each Employment Opportunity Notice the minimum qualifications to be eligible for consideration.

Employees shall apply for promotion as required by the vacancy announcement. If it is determined that an individual does not meet the minimum qualifications for promotion, he or she will be so advised.

C. The applications of qualified applicants for a vacant position will be provided by the Human Resources Office to the appropriate supervisor who must interview the three (3) most senior of the applicants referred to him or her unless he or she has interviewed the same applicant within the preceding six (6) months. In addition, he or she may interview such other applicants, as he or she desires from among those referred to him or her. When all other factors being considered are determined to be equal, seniority shall be the determining factor. Employees interviewed for promotion/transfer but not selected will be so notified in writing.

D. When an employee is promoted or his or her position reclassified upward two (2) grades or more on the same salary scale, he or she shall be placed on the appropriate grade at that step which approximates a two (2) step increase in his or her former pay. When the promotion or reclassification is less than two (2) grades, he or she shall be placed on the next higher grade at the step that approximates a one (1) step increase in his or her former pay. The salary cannot be higher than the maximum for his or her new salary range.

When an employee is promoted to a new salary scale, he or she shall be placed on the new salary scale at a step that approximates at least a two (2) step increase in his or her former pay.

SECTION 13 — Voluntary Transfers

When there is a vacancy to be filled, first consideration will be given to present employees who have a current Transfer Request Card on file in the Human Resources Office for such a position. When all other factors being considered are determined to be equal, seniority shall be the determining factor. Employees interviewed for transfer but not selected will be so notified in writing.

SECTION 14 — Involuntary Transfers

At the request of Union, Board hereby summarizes its present procedures concerning the implementation of involuntary transfers. This summarization is general and not intended to be inclusive of all variations there from to which the Associate Superintendent for Human Resources may have resorted from time to time in the past, in order to promote the efficient operation of the Prince George's County Public Schools, consistent with prior established Board policies, administrative directives and the Regulations for Supporting Personnel.

A. Involuntary Transfer defined: The transfer of an employee within a specific grade and class from one work location to another. An "involuntary transfer" is not an "administrative transfer" which shall be effectuated, without regard to the hereafter procedures, when such "administrative transfer" is ordered implemented by the Associate Superintendent for Human Resources upon his or her determination that same is deemed necessary to improve an employee's job performance.

B. Should it be necessary for the Board to initiate involuntary transfers from any school or work location, the following steps shall be taken:

1. Volunteers within the class and grade who are qualified for the new assignment shall be sought from the affected school or work location.
2. If the number of volunteers exceeds the number to be involuntarily transferred, the most senior qualified employee/employees within the class and grade from among the volunteers shall be transferred.
3. Should no volunteer be found the least senior employee/employees within class and grade in the affected school or work location shall be transferred.
4. The employee/employees subject to an involuntary transfer shall have the opportunity by seniority, within class and grade, to select from all openings available at the time of transfer if qualified for the new assignment.
5. If, upon the exhaustion of the above selection process, the employee/ employees do not select an available opening and one or more of such still exist, the Director of Human Resources shall assign such remaining unassigned employee/employees at his or her sole discretion to whatever opening(s) remain prior to implementing the procedures set forth in Section 15 of this Article VII.
6. No vacancies shall be filled by temporary employees or new hires until all employees to be transferred have been offered all vacant positions.

SECTION 15 — Reductions in Force

A. Definition: A reduction in force is the termination of employment of one or more employees when it is necessary to reduce the number of employees. The following are not reduction-in-force actions and are not covered by these regulations:

1. Separations other than for the purpose of reducing the number of employees.

2. Terminations of temporary appointments.

3. The return of an employee to his or her former position after temporary promotion.

B. Procedures: When it becomes necessary to reduce employees within a particular class because of lack of funds or other cause, the following procedures shall apply:

1. **Temporary and Probationary Employees:** All temporary and probationary employees in the affected classification shall be separated before any permanent employees are reduced.

2. **Permanent Employees:** The reduction of permanent employees shall be on the basis of the following three factors:

- a. Seniority in a particular class and grade;
- b. Seniority with the Prince George's County Public Schools;
- c. Where seniority in a particular class and grade is equal, skill, ability and efficiency may be taken into consideration by the Board in determining reductions in force.

3. **Bumping:** If a permanent employee is scheduled to be laid off, he or she shall be offered a transfer or demotion to a lower class if he or she has preference over an employee in that class in accordance with paragraph b. of this section and is qualified for the position occupied by the employee over whom he or she has preference.

4. **Recall:** Permanent employees shall be recalled from layoff in the reverse order in which they have been laid off in accordance with the procedure set forth above for reduction in force. An individual will retain recall rights for a period of two (2) years. If at any time during this period he declines an offer of recall he or she shall forfeit all recall rights. During a period of layoff no individual will be hired to fill a position of the grade and qualification of an individual on layoff unless such person declines the recall. An individual who is offered recall must indicate within seventy-two (72) hours whether or not he or she accepts the position offered and must be available for return to work within thirty (30) days.

C. Upon recall employees will have the same entitlement to sick and annual leave as they had at the time of termination.

D. In the eventuality an employee is recalled within two (2) months of their normal work year, there shall not be an adjustment to their anniversary date.

SECTION 16 — Job Security

For the duration of this Agreement, no permanent employee will lose employment due to services being provided by an outside contractor, provided that such employee will accept temporary assignment to a position for which he or she is qualified on the same or lower grade until such time he or she is offered a permanent assignment to a position for which he is qualified at the original grade and pay.

The foregoing provision shall not apply in the event Board actions are needed to implement Federal, State or County mandates or action required by other boards having authority to direct Board activities and as a result, the Board does not have sufficient vacancies to transfer the affected employee. In such circumstances the provisions for Involuntary Transfer (Article VII, Section 14) and Reductions-in-Force (Article VII, Section 15) will apply.

SECTION 17 — Use of Substitutes

A substitute or temporary employee will not be used to fill an authorized position in excess of sixty (60) working days except (1)

when a qualified individual is not available to fill a position on a permanent basis or (2) where necessary to hold a position for a person on an approved leave of absence or (3) to preserve a vacancy for an employee currently assigned to a position scheduled to be eliminated (e.g., school closings, budget reductions, reorganization).

SECTION 18 — Tuition Reimbursement

The Board shall reimburse employees for tuition costs up to the amount of one hundred twenty dollars (\$120.00) per credit for approved job-related for courses successfully completed, when approved in advance by the Office of Staff Development and within limitation of funds budgeted. Upon request, the President of the Union will be advised of the amount budgeted for tuition reimbursement for non-certificated personnel.

SECTION 19 — Liability Protection

A. Any criminal action, civil suit, or loss or damage to personal property occurring to an employee while acting within the scope of the employee's duties and resulting from an act alleged to have been performed by such personnel in the performance of such duties shall be promptly reported to the Board or its designated representatives. The Board of Education shall provide legal counsel or at the Board's discretion may provide reimbursement for the reasonable expenses of the legal defense of any criminal charges arising from an incident occurring while the employee was performing assigned duties for the Prince George's County Public School System, provided it is evident to the Board of Education that such criminal charge is without cause or justification. Time lost by personnel in connection with any such aforesaid action shall be handled as follows:

1. Time for appearance as a defendant or witness before a judicial body or legal authority shall result in no loss of salary or accumulated sick or personal leave.
2. In case of disability an employee's salary shall continue in full without reduction in accumulated leave. If Worker's Compensation payment is forthcoming, the amount shall be deducted from the salary.
3. In the event that total disability results due to the incident mentioned in this section, the Board of Education shall pay the difference between the compensation payment and the contractual salary of the employee without reduction of accumulated leave.
4. The length of time for which one receives compensation under this section shall be determined by the Worker's Compensation ruling.

B. Each employee shall be reimbursed in the sum of not more than two hundred dollars (\$200.00) per occurrence for proven destruction of clothing, including eyeglasses and contact lenses, caused by an act performed in the performance of his or her duties.

SECTION 20 — Food Service Employees

A. The specific duties and responsibilities of the custodial personnel as related to the kitchen and cafeteria area shall be made known in writing to the Food Service manager of each school.

B. Food Service employees designated the responsibilities of operating a satellite lunch program transporting up to one hundred (100) lunches daily will be paid their regular salary plus two percent (2%); those operating and transporting between one hundred one (101) and two hundred (200) lunches daily will be paid their regular salary plus seven percent (7%); those operating and transporting between two hundred one (201) and four hundred (400) lunches daily will be paid their regular salary plus ten percent (10%); and those operating and

transporting more than four hundred (400) lunches daily will be paid their regular salary plus eleven percent (11%).

C. Food Service assistants who are required to attend summer workshops will be paid at their regular hourly rate of pay or be granted compensatory time off during the school year. The compensatory time off is to be selected by the Food Service assistant but must be approved by the leave granting authority.

D. In addition to being paid their regular salary, Food Service managers responsible for serving breakfast shall receive annually prior to the end of June, an additional payment as follows: one hundred fifty dollars (\$150.00) if the average daily breakfast participation during that school year was up to twenty-five (25) pupils; two hundred dollars (\$200.00) if more than twenty-five (25) but not more than seventy-five (75); two hundred fifty dollars (\$250.00) if more than seventy-five (75) but not more than one hundred (100); and three hundred dollars (\$300.00) if such daily breakfast participation, as averaged for said school year, exceeded more than one hundred (100) pupils.

E. In addition to being paid their regular salary, Food Service managers responsible for preparing satellite lunches shall receive annually prior to the end of June, an additional payment as follows: two hundred dollars (\$200.00) if the average daily satellite lunch preparation during that school year was more than twenty-five (25) but not more than one hundred (100); two hundred seventy-five dollars (\$275.00) if more than one hundred (100) but not more than one hundred and fifty (150); three hundred fifty dollars (\$350.00) if more than one hundred and fifty (150) but not more than two hundred (200); and four hundred twenty-five dollars (\$425.00) if such daily satellite lunch preparation, as averaged for said school year, exceeded more than two hundred (200) lunches.

F. If necessary, reduction in the hours of Food Service employees, below the hours established for the beginning of the school year due to reduced participation shall be made no more than once during a school year. The adjustment, if necessary, shall be based on average participation through January. It is understood if an employee's hours increased above the level established at the beginning of the school year, as a result of an increase in participation, the employee's additional hours may be reduced at any time if the increase in participation does not continue.

G. Involuntary transfer of Food Service employees will be accomplished on a seniority basis, as long as the person is qualified to perform the necessary job function.

H. Food Service managers shall receive a signed copy of the monthly Food Services Report and a copy of the appropriate cafeteria items on all Health Department Reports.

I. Food Service managers will be paid at their regular rate of pay for the additional hours worked outside of the regular duty day for time devoted to the completion of the Food and Labor Cost Study, up to a maximum of five (5) hours.

J. Two (2) hours of the Food Service manager's daily time will be excluded from the staffing formula.

K. Managers shall not be required to notify employees of reduction in hours during the summer months. In addition, managers shall not be required to locate employees for vacant positions.

L. The Board and the Union shall form a joint committee to study the current staffing ratio for Food Service employees and other matters of mutual concern.

M. Food Services Assistants who operate satellite facilities shall be titled Food Services Satellite Leader.

N. Food Services Field Representatives shall be titled Food Services Field Specialist.

O. No food service 10-month employee shall be required to work between June 30 and August 1, except for unusual circumstances.

SECTION 21 — Central Garage

A. All personnel will be assigned on an as needed basis.

B. Budgeted mechanic positions will not be filled with garagemen or trades helpers.

C. A foreman or mechanic will supervise all work done by trade's helpers.

D. Road calls will be assigned to personnel who have displayed the proper aptitude and ability for this type of assignment. When an employee dispatched on a road call requests assistance, an additional employee shall be dispatched to accompany and assist him or her when available.

E. The equivalent of sixteen (16) hours of in-service training will be provided each school year.

F. When stolen or damaged tools are replaced in accordance with current procedures, the replacement will be of the same quality and brand if available of the tools stolen or damaged. It is understood that replacement of damaged tools is limited to tools which have been damaged beyond the control of the employee and not as a result of negligence or carelessness on the part of the employee or through normal wear and tear. The Central Garage shall notify any employee who does not have a tool inventory list on file in the Central Garage office. A tool inventory list shall be provided to each employee semi-annually for comparison of the office list with his or her own tool inventory.

G. The working day of full-time Central Garage personnel shall be scheduled so as to permit a thirty (30) minute duty-free lunch period.

H. Central Garage Executive Board members shall meet quarterly with the Supervisor of Garage Operations to discuss matters of mutual concern. Central Garage Executive Board members and shop stewards shall meet semi-annually with the Supervisor of Garage Operations to discuss matters of mutual concern. Such meetings shall not interfere with the normal operations of the Central Garage.

I. Consistent with safety, feasibility and budget limitations efforts will be made to provide heat in an appropriate location on bus lots.

J. For the duration of this agreement, permanent Central Garage employees in the positions listed below will receive an annual tool allotment as specified.

- 1. Tire Specialist, Lube Specialist \$50.00
- 2. Glass Technician, Upholsterer \$100.00
- 3. Automotive Service Attendant, Trades Helper ... \$175.00
- 4. Mechanic, Machinist \$250.00

The payment will be made during the first quarter of the fiscal year. A receipt verifying purchase of such tools will be required prior to reimbursement. Tools may be purchased through the Purchasing Department up to the amount of the tool allotment. Central Garage employees promoted to one (1) of the positions specified above prior to April 1 will be paid the difference between the tool allotment for the position from which the employee was promoted and the position to which he or she was promoted.

K. Asbestos Medical Monitoring — Any employee who is employed in a position whose job activity causes them to break, cut into, tear out,

or otherwise disturbs asbestos or asbestos-containing materials, or who shall be obligated to work in such areas while this activity is taking place, will have an entitlement to annual medical monitoring at Board's expense either at a medical facility of the Board's selection of at one of the employee's own choosing, the Board being the sole determinant therefore. Such medical monitoring shall consist only of such services as are from time to time approved and authorized for employees of the State of Maryland with Level II exposure, as such services and Level are defined pursuant to Executive Order 01.01.1983.09, April 13, 1983. If any employee refuses to work with asbestos, he or she shall not be eligible for medical monitoring unless previous Level II exposure to asbestos as a Board employee can be documented.

L. The Board shall provide appropriate replacement of First Aid materials for each garage and bus lot upon being notified of need. Appropriate safety items such as safety goggles, gloves (rubber, latex and nitril), and glasses shall be provided at all Central Garage locations.

M. All central garage employees will be provided the opportunity to be trained in First Aid including the course which leads to CPR certification.

N. All garage personnel shall have access to lunchrooms at their work site one half-hour before and after each shift change in addition to lunchtime for each shift.

SECTION 22 — Non-School Based Administrative Office Personnel

A. The Board shall provide parking spaces within a reasonable walking distance of the administrative office building.

B. The Board shall provide soft drink, potato chip and cracker machines for all central office buildings.

C. The equivalent of one day of in-service training will be provided each school year.

D. In the event of hazardous temperatures or environmental conditions, the Associate Superintendent for Human Resources may close an office at his or her discretion.

E. There will be a liberal leave policy in effect for central office personnel when schools are closed due to inclement weather.

F. There will be a liberal tardiness policy in effect for Central Office personnel when schools are closed or there is a delayed opening due to inclement weather.

G. Employees who are in a probationary status as a result of having been promoted to a higher grade may apply for and be considered for promotion to a different position during the period of time they are completing a probationary period following promotion. It is understood that, if the employee is selected, they will begin a new probationary period in the new position.

H. All security alarm technicians shall receive an annual tool allotment of \$175.00 per year. Alarm technician helpers shall receive an annual tool allotment of \$100.00 per year.

SECTION 23 — Health Services Personnel and Vision-Hearing Technicians

A. If reassignment or transfer of employees should be required, the Board will give as much advance notice as possible of such anticipated reassignment.

B. The Board shall provide a separate telephone for the use of health services personnel. The phone shall have 911 access.

C. The working day of full-time health services employees shall be scheduled so as to permit a thirty (30) minute duty free lunch period.

D. Health services personnel shall not be required to work beyond the regular workweek without compensation in wages or compensatory time.

E. The Board shall install air conditioners in Health rooms in accordance with need and availability of funds.

F. Re-certification training in CPR and first aid for health services personnel will be conducted within the prescribed number of working days where feasible. When the Board conducts such re-certification training outside of the regular work period, compensatory time off will be granted, or each participating Health Services employee will be paid a stipend as determined by the Superintendent.

G. Vision-hearing technicians will be paid at their regular rate of pay for any authorized workdays scheduled in addition to the one hundred sixty (160) days required pursuant to the provisions of Pay Table 600.

H. Health services personnel who had been previously classified as vision-hearing technicians shall receive full credit toward their seniority as a health services personnel for time spent as vision-hearing technicians since the most recent date of hire.

I. Health services personnel and vision-hearing technicians desiring to attend job-related workshops scheduled during the duty day may submit a request to the Health Services Supervisor for consideration.

J. Health services personnel will not be required to substitute for teachers except in emergency situations and for a limited and reasonable duration.

K. Except in emergencies, health services personnel will not normally be required to discipline students except those who are confined to the health room for health reasons.

L. On days preceding scheduled non-workdays or days when schools are closed early (not scheduled early dismissal days) Health Services personnel shall be permitted to leave their school building after student dismissal and after their assigned responsibilities are met as determined by the school administration.

SECTION 24 – Paraprofessional Educators

A. Paraprofessional educators are entitled to receive instruction from the teachers with whom they work on at least a weekly basis.

B. When a reduction in force is necessary, all paraprofessional educators regularly employed by the Board shall be deemed of one class and the provisions of Section 15 shall apply, unless a paraprofessional educator who is the subject of such provision has specialized training, such as an interpreter or similar type of special education paraprofessional educators, in which event the Director of Human Resources may establish a separate class for persons of such extraordinary qualifications.

C. The equivalent of one (1) day of in-service training will be provided each school year.

D. The working day of full-time paraprofessional educators shall be scheduled so as to permit a thirty (30) minute duty-free lunch period. All paraprofessional educators working full-time summer positions shall receive a thirty (30) minute duty-free lunch period.

E. Personnel presently employed as paraprofessional educators will receive their regular hourly rate of pay for work performed as a paraprofessional educator in the summer school program.

F. Involuntary transfer of paraprofessional educators will be on a seniority basis within each program or area of specialization.

G. When special education students in a specific program are transferred to a different school or center for summer school, special education paraprofessional educators of that school will be augmented by special education paraprofessional educators from the feeder schools on a seniority basis, provided they possess the qualifications appropriate to the program and additional vacant positions are available.

H. Credit for advancement to a higher grade on the paraprofessional educators salary schedule shall be given for all approved educational courses, not limited to SAW-ME courses. To be approved by the Division of Human Resources, the educational course must be directly related to the duties performed by the paraprofessional educator.

I. Paraprofessional educators will not be required to substitute for teachers except in emergency situations and for a limited and reasonable duration.

J. A joint committee shall be formed to study the duties and responsibilities of all categories of paraprofessional educators. The committee will study the paraprofessional educators salary schedule and report their findings to the respective negotiating teams by January 1, 2000 unless there is mutual agreement for a later date.

K. Paraprofessional educators shall not be required to assist student teachers with preparation for classes.

L. On days preceding scheduled non-workdays or days when schools are closed early (not scheduled early dismissal days) Paraprofessional educators shall be permitted to leave their school building after student dismissal and their assigned responsibilities are met as determined by the school administration.

M. Interpreters:

1. Full-time Interpreters are entitled to a planning period each workday to prepare for assigned classes and/or activities. The Interpreter's supervisor shall schedule all planning periods.

2. Interpreters shall not be required to substitute for teachers, paraprofessional educators, or tutors except in emergency situations.

SECTION 25 – Maintenance Department

A. The Maintenance Department Executive Board members shall meet quarterly with the Director of Maintenance to discuss matters of mutual concern. The Maintenance Department Executive Board members and shop stewards shall meet semi-annually with the Director of Maintenance to discuss matters of mutual concern. Such meetings shall not interfere with the normal operations of the Maintenance Department.

B. When stolen or damaged tools are replaced in accordance with current procedures, the replacement will be of the same quality and brand, if available, of the tools stolen or damaged up to the quality which is the standard for the trade.

C. The Board will provide additional study the training programs requirements for Maintenance Department personnel to determine if additional training programs are needed, such as more in-service, workshops, specific course offerings incorporated into the adult education program and apprenticeship type training experience.

D. The working day of full-time Maintenance Department personnel shall be scheduled so as to permit a thirty (30) minute duty-free lunch period.

E. Uniform personnel evaluation procedures will be followed.

F. The Board will provide an asbestos safety orientation program for all Maintenance Department employees.

G. In addition to the orientation program, Maintenance Department employees whose daily duties require them to come into contact with asbestos will be provided comprehensive asbestos safety training.

H. Asbestos Medical Monitoring - Any employee who is employed in a position whose job activity causes them to break, cut into, tear or otherwise disturb asbestos or asbestos-containing materials, or who shall be obligated to work in such areas while this activity is taking place, will have an entitlement to annual medical monitoring at Board's expense either at a medical facility of the Board's selection or at one of the employee's own choosing, the Board being the sole determinant therefor. Such medical monitoring shall consist only of such services as are from time to time approved and authorized for employees of the State of Maryland with Level II exposure, as such services and Level are defined pursuant to Executive Order 01.01.1983.09, April 13, 1983. If any employee refuses to work with asbestos, he or she shall not be eligible for medical monitoring unless previous Level II exposure to asbestos as a Board employee can be documented.

I. First consideration for overtime shall be given to the 700 shop for work that is normally assigned to the 700 shop.

J. In-service training opportunities will be made available to employees in the 700 Shop.

K. For the duration of this agreement, permanent Maintenance Department employees on Grade 15 or higher and assigned to the Electric, Glass and Paint, Grounds, AHERA (Asbestos), Electronics, Carpentry, Roofing and Sheet Metal, Heating, Ventilation and Air Conditioning shops will be eligible for an annual tool allotment of \$175.00 and all trades helpers will be entitled to \$100.00.

The payment will be made during the first quarter of the fiscal year. A receipt verifying purchase of such tools will be required prior to reimbursement.

SECTION 26 — School Clerical Employees

A. Involuntary transfers due to school closings or declining enrollment will be made to available positions on the basis of seniority in class and grade.

B. The working day of school clerical personnel shall be scheduled so as to permit a thirty (30) minute duty-free lunch period.

C. The Board shall make available summer job assignments to regularly employed school secretaries, provided they are qualified for the position, prior to these vacancies being filled from other school employees or from outside the school system.

D. The allocation for school secretaries will be as funded in the approved school budget.

E. The workdays set forth for School Clerical employees in Table 700 will be scheduled after August 20th and prior to the end of the fiscal year, with the exception of the school registrars.

F. The Board and the Union will study the current staffing ratio for school office employees.

G. The equivalent of one (1) day of in-service training will be provided each school year.

H. A study will be conducted to determine the need for summer clerical help in the schools, including the feasibility of twelve-month employment.

I. School secretaries working in their regular assignment during the summer will be paid at their regular hourly rate.

J. Successful completion of Board sponsored training programs in

the use of computer terminals will be recorded in the school secretary's personnel folder.

K. Except in emergency situations, school clerical personnel shall not be required to arrange for teacher substitutes beyond their scheduled workday.

L. Except in an emergency, school clerical personnel shall not be responsible for disciplining students who are sent to the office for disciplinary reasons.

M. School secretaries will not be required to substitute for teachers except in emergency situations and for a limited and reasonable duration.

SECTION 27 – Transportation Employees

A. To the extent possible, all bus drivers and transportation attendants working overtime or receiving additional compensation for activity runs, kindergarten runs, etc., shall be paid no later than the following pay period. No bus driver may drive more than ten (10) hours daily nor have a paid duty day of more than fifteen (15) hours. For the purpose of computing a bus driver's "driving time", such time shall be constituted as his or her "regular paid daily work day", irrespective of actual time devoted to driving, plus such actual time driven over and above his "regular paid daily work day". Furthermore, no bus driver may drive in excess of eight (8) hours daily as such time includes his or her "regular paid daily work day" on more than three (3) days per Monday through Friday week, of which no more than two (2) days may be consecutive. The only exception shall be in the case of a postponed "field trip" resulting from an event for which a driver has actually signed a commitment to drive and which has been postponed within seven (7) days of its original date.

B. Effective July 1, 1990, bus drivers will be compensated for field trips at an hourly rate of pay equivalent to sixty-five percent (65%) of the entry level salary for a bus driver rounded to the lowest five cents (\$.05), with a minimum of three (3) hours per trip. It is understood that the subsequent to July 1, 1990, the hourly pay rate for field trips will increase on the same effective date as pay rate increases consistent with the above.

C. Transportation attendants will be compensated for field trips at an hourly rate of pay equivalent to sixty-five percent (65%) of the entry level salary for a transportation attendant rounded to the lowest five cents (\$.05), with a minimum of three (3) hours per trip. It is understood that the subsequent to July 1, 1990, the hourly pay rate for field trips will increase on the same effective date as pay rate increases consistent with the above.

D. The Board shall provide each transportation department employee with an identification badge containing the employee's picture, name, and department.

E. Each bus driver and transportation attendant shall receive an itemized statement indicating what the driver or attendant is being paid for and the hourly rate of pay.

F. At the beginning of the school year, bus drivers' and transportation attendants' average daily driving time (transportation attendants' average daily riding time) port-to-port will initially be predicated upon an actual estimate of the time required to run the route as determined by the Department of Transportation. When experience demonstrates that the average daily driving time port-to-port is different from the estimated time, appropriate plus or minus adjustments will be made. These adjustments shall be made by the third pay period. Any dispute between the driver and the foreman over the time shall be resolved by the trainer or other appropriate personnel riding with the driver, if necessary, to

determine if appropriate adjustments need to be made. Additionally, if plus adjustments are required, the driver or attendant will be paid from the first day the plus adjustment is necessary until the pay adjustment is made. Such plus adjustments must be completed by the third pay period of the school year. After November 15 of each school year, management shall not be allowed to reduce a driver's or attendant's daily time and shall be required to work with a driver or attendant to add schools, stops, or overloads to make up any time that has decreased due to adjusting the estimated time, deletion of stops, students, or schools. Additionally, if a driver's or attendant's estimated daily time increases, and the additional time added to their mid-day runs causes him or her to work over forty (40) hours a week, management shall make a good faith effort to ensure that the driver or attendant shall not lose time or his or her mid-day run. The driver or attendant shall have the option of accepting or rejecting any proposed changes to his or her schedule.

G. Announcements of pre-school meetings will be posted prior to last duty day of the preceding school year.

H. Employees will be paid for up to one hour for attendance at an accident review meeting.

I. Seniority Policy

1. A seniority list of all bus drivers and transportation attendants assigned to each lot shall be maintained and posted on the lot. The list will contain the driver's or attendants' name, most recent date of employment as a driver or attendant, and in addition a separate list for orthopedic drivers and attendants will be maintained with the most recent date of assignment as an orthopedic driver or attendant. If an employee is promoted to a higher class or grade including bus driver trainer, lot foreman, assistant lot foreman, auxiliary bus driver, orthopedic bus driver, bus driver, and is subsequently returned to the lower class or grade the employee shall have seniority as if they had been in continuous service in the lower class or grade. An employee who is promoted from an attendant position to a higher class and grade on the same pay table and is subsequently returned to the attendant's position shall have seniority as if they had served continuously in the lower class and grade of attendant. An employee who has voluntarily or involuntarily been demoted to the class and grade of attendant and who has never worked in the class and grade of attendant shall not receive seniority credit for the time worked in a higher class and grade, and will be treated as a new employee but will receive credit on the salary scale for years of service. Placement on the seniority list of employees employed after July 1, 1979 shall be determined by the date and time such employee was hired at the Division of Human Resources.

2. All special education, orthopedic and regular runs will be posted by estimated hours, a general location of stop and size of vehicle, (Example: 5 hours, Central Avenue to Surrattsville). These runs shall be selected by the drivers according to seniority. Seniority shall be based on original date of employment as a bus driver, except in the case of orthopedic drivers where seniority shall be based on most recent date of assignment as an orthopedic driver. After bidding on an orthopedic run or special run on bid day, an orthopedic driver or attendant may not vacate that run until all bidding is completed. Orthopedic drivers and attendants shall bid first for the orthopedic runs and shall have priority for that type of work. If the driver is absent on bid day and the driver has not made prior arrangements in writing for someone to bid for them, the supervisor will make a run assignment after all drivers present have bid their runs. All runs that become available during the year shall be posted within seven (7) days

and remain posted three (3) working days. An available run will be assigned to the most senior driver bidding on the run. The successful bidder may bid on any and all additional runs which become available during the remainder of the year. The successful bidder may take his or her bus with him or her to the vacant run, provided it is appropriate and compatible for the run. The run vacated by the successful bidder will be re-bid as above and the run vacated by this second successful bidder will be assigned to a new employee. In the eventuality the run vacated by the second successful bidder is an orthopedic run, the orthopedic run will be re-bid, and the run vacated by this third successful bidder will be continually bid as long as it is an orthopedic run. New employees shall be assigned to the buses and runs remaining.

On or prior to the date for bidding, all non-public school runs will be clearly designated on the bidding board and bus drivers will be advised about these runs which are subject to a different calendar than the public school system; e.g., runs may be made on dates public schools are closed or not made on dates public schools are open. In addition, at the time of bidding, drivers will be provided with the most recent information concerning the details of the non-public school run as such details are known by the Transportation Department.

3. Special Runs

Kindergarten, Head Start, work-study, etc., runs shall be assigned at the beginning of each year. Orthopedic drivers can bid on special runs and, for this purpose, the orthopedic drivers' seniority shall be based on their most recent date of employment as a bus driver, unless the special run is an orthopedic run in which case orthopedic drivers will have priority for that run and orthopedic drivers' seniority shall be based on their most recent date of assignment as an orthopedic driver. When a run becomes available during the year, it shall be posted on the lot for three (3) working days. The new selection cannot, in any way, interfere with the driver's existing assignment (regular or other special type). These special runs will be re-posted at the beginning of each year, or when they become available. Drivers' daily time may exceed eight (8) hours by making these selections provided the selection conforms to the limitations described in #1 above. The Board shall provide a sign-up sheet at each lot to allow permanent drivers and attendants, including special education drivers and attendants, to sign up as substitutes for such vacant runs that become available of absences of auxiliary drivers or break-downs. The substitute sign-up sheet shall be provided for kindergarten, work-study, activity, extra, or any middle-of-day runs that become available. The Bus Lot Foreman will assign the special run to the first available driver or attendant. When two or more drivers or attendants are available at the same time, the assignment will be offered to the most senior driver or attendant present. Nonpublic drivers or attendants shall be allowed to bid on all extra work (Example: Mid-day runs, kindergarten) that do not interfere with their regular run(s). Orthopedic drivers and attendants who sign up will be given priority for orthopedic work which will then be assigned by orthopedic seniority provided that the special run does not result in a schedule that exceeds 40 hours in a week. If there is no orthopedic work available, their regular seniority will be used.

The daily sign-up sheet shall be made available from opening to closing of business so that drivers and attendants may check theirs' and other's assignments.

4. Activity Runs

Those drivers desiring activity runs shall so indicate by signing an activity run list. The assignment shall be made by the supervisor according to seniority. A driver's daily time plus activity run cannot exceed eight (8) hours. The list may be signed at any time. A driver may re-bid at any time during the year if it means more weekly hours than previously worked, but a driver may re-bid only once during the year for a run with a lesser number of hours. This provision is not to be construed as an entitlement in a driver to have his or her daily run and activity run in greater than a forty (40) hour work week. All activity runs to be paid at a minimum of one (1) hour.

5. Field Trips

Field trips will be recruited by individual drivers. A driver may not recruit trips for other drivers. Field trips may not interfere with an a.m., p.m., other special type runs, nor may they interfere with safety meetings. Auxiliary drivers and substitutes shall not be permitted to take field trips except in the case of an emergency. When an orthopedic bus is used to take a group of orthopedic children on a field trip, the orthopedic transportation attendant is authorized to accompany the children on the trip.

6. Assignment of Buses

The seniority assignment of buses shall occur in August of each year or later (depending upon delivery of buses). The assignment of buses will be made by the Supervisor according to the seniority lists.

Brand new buses are to be given according to seniority and that driver will not be entitled to another brand new bus for five (5) years (effective 1976-77). New buses shall be assigned when they are delivered to the lot. In the event that new buses are not available at the beginning of the school year, drivers shall keep their past years' assigned bus until new buses are available unless the driver's new run requires a different type of bus.

Unless there are extenuating circumstances that dictate otherwise, and which are mutually agreed to by the Union and the Board, assignment of special education buses will be from the special education drivers' seniority list. Similarly, assignment of conventional and pusher buses shall be by seniority and orthopedic buses' will come from the standard list of drivers.

The Union shall have the opportunity to provide meaningful input on bus specifications.

Orthopedic buses shall be assigned in the same manner as special education buses from the orthopedic list.

7. Transfers:

- a. A driver who is transferred from one lot to another for the convenience of the Prince George's County Public School shall take his or her bus with him or her unless circumstances dictate otherwise and which are mutually agreed to by the Union and the Transportation Department and shall operate whatever run is available at the time. He or she shall be placed at the proper place on the seniority list for that lot and shall receive appropriate benefits. A driver who transfers for his or her own convenience shall operate whatever bus and run is available, if any, for the remainder of that school year and shall be placed at the proper place on the seniority list on the first of August.
- b. A driver who transfers or who is transferred from either the regular, special education or regular seniority list on the lot to

which assigned shall be placed at the appropriate position on the seniority list according to his most recent date of hire in that classification.

8. Summer Employment

These assignments shall be made upon the availability of the runs. Initial assignment of summer runs will be made in accordance with a and b above.

In addition summer runs which become vacant prior to the final five (5) duty days of the program, will be re-bid after having been posted for one (1) day. The vacancy created by the successful bidder will be assigned to the most senior applicant on the summer run list.

Assignments shall be made according to the overall seniority list (orthopedic drivers and attendants are the first people eligible for orthopedic runs).

All drivers or attendants who bid on runs, including recreation runs, may substitute for other drivers who are not able to do a trip or run.

A driver may accept an attendant's position, but if a run becomes available that driver (attendant) may bid on the run.

Assignments shall be made for each lot. The assignments shall include for grades one (1) through six (6).

Seniority will be the basis for assigning summer runs.

Daily time for summer runs will include the fifteen (15) minute time credit for safety inspection.

Once each summer, summer bus drivers shall be authorized an additional two (2) hours time credit when the bus is washed by them and verified by the lot foreman.

Announcements of summer runs shall be posted as soon as feasible after runs have been confirmed.

9. Guidelines:

- a. When assigning runs, drivers will not be considered for more than forty (40) hours per week.
- b. Bus drivers and attendants may remain on the seniority list during authorized leaves of absence for no more than fifteen (15) consecutive calendar months.
- c. Seniority among individuals with the same date of hire will be determined by a drawing of names.
- d. If any run or assignment is unclaimed, the appropriate Supervisor shall assign the position.

J. Pay Procedures for Bus Drivers:

1. A driver's daily time, including special runs, shall be comprised of the sum total of the following:
 - a. His or her driving as same is calculated upon the average daily driving time port-to-port as such is determined by the Department of Transportation.
 - b. A fifteen (15) minute time credit for safety inspection.
 - c. A fifteen (15) minute time credit for report preparation time, and cleaning and securing the bus.
2. It is understood, however, that no bus driver's daily run shall be scheduled for an average daily run, the time of which when added to any activity run and the additional daily time credits allowed shall exceed eight (8) hours per day.

3. Bus Driver's Additional Compensation:

- a. Bus drivers shall receive as additional compensation two (2) hours credit for each time their bus is washed by them and verified by the lot foreman and, providing further that their shall be no more than one (1) bus washing per month.
- b. Bus drivers shall receive as additional compensation one (1) hour time credit for each monthly safety meeting they attend.
- c. Bus drivers shall receive as additional compensation a minimum of two (2) hours time credit for attendance at the pre-school orientation meeting.
- d. Bus drivers shall receive additional compensation at their regular hourly rate of pay for time spent participating in a conference at a school when their participation is authorized and required by the area assistant supervisor of transportation and the conference requires time beyond the driver's daily time.
- e. The additional compensation defined above will be included in the paycheck for the reporting period in which the work was performed.

K. Pay Procedures for Transportation Attendants:

- 1. A transportation attendant's daily time, including special runs, shall be comprised of the sum total of the average daily driving time port-to-port as such is determined by the Department of Transportation.
- 2. A transportation attendant shall receive as additional compensation one (1) hour time credit for each monthly safety meeting they attend.
- 3. A transportation attendant shall receive as additional compensation a minimum of two (2) hours time credit for attendance at the pre-school orientation meeting.
- 4. A transportation attendant shall receive as additional compensation a minimum of six (6) hours time credit for attendance at in-service training program(s).
- 5. Transportation attendants shall receive additional compensation at their regular hourly rate of pay for time spent participating in a conference at a school when their participation is authorized and required by the Area Assistant Supervisor of Transportation and the conference requires time beyond the driver's daily time.
- 6. The additional compensation defined above will be included in the paycheck for the reporting period in which the work was performed.
- 7. Attendants will receive training on emergency bus operations (the use of the radio and safely bringing the bus to a stop). This may be conducted in conjunction with the six (6) hour attendants training referred to in "d" above. Attendants will also receive all necessary safety equipment needed for the care of special education students.

L. The Transportation Department will not provide home numbers of bus drivers or transportation attendants to parents.

M. Bus drivers returning from an approved leave of absence will be paid up to four (4) hours. There will be no entitlement to payment for retraining which requires more than four (4) hours.

N. The Board will conduct a study of current pay reporting procedures to assess the feasibility of including additional overtime pay, plus or minus pay adjustments and leave information on the paycheck stub and/or providing all overtime adjustments within the pay period they are worked. Transportation Department employees shall be included in the study committee.

O. When possible, within available budgeted resources, the Board will provide lavatory facilities in those bus lot lounges which have sewer and water hookup available.

P. Transportation attendants will not be required to complete either manifests or run sheets.

Q. Transportation attendants will not be required to contact parents outside of their duty day.

SECTION 28 — Reclassification

When a request for reclassification is received in the Division of Human Resources, reasonable effort will be made to complete the position audit within ninety (90) days. When the audit is not completed within ninety (90) days, the employee will be notified as to the reason why, and when the audit can be expected to be accomplished. Upon receipt of a request from the Union to study a particular class of employees with regard to classification the Division of Human Resources will conduct such study.

SECTION 29 — Video Display Work Stations

A joint committee will be established to study factors related to health and safety considerations for employees whose duties regularly require utilization of video display terminals for prolonged periods of time. Unless there is mutual agreement that additional time is needed, the committee is to complete its study and submit this report, including any recommendations, if any, to the respective negotiating teams by July 1, 2000. The committee will consist of six (6) Board employees and three (3) each appointed by the Union and administration.

SECTION 30 — Smoke-Free Environment

All work locations will have a smoke-free environment.

SECTION 31 — Breaks

Full-time employees are entitled to a fifteen-minute morning break and a fifteen-minute afternoon break to be scheduled by their supervisor.

ARTICLE VIII - GRIEVANCE PROCEDURE

A. Purpose

The goal of a grievance procedure is to secure at the lowest possible level an equitable solution to complaints and/or grievances, which may arise from time to time. Both parties agree that these proceedings shall be kept confidential among the parties involved at each level of

this procedure. Nothing contained herein shall be construed as limiting the right of any person with a grievance to discuss the matter with the appropriate member of the administration or proceeding independently as described herein. Every effort must be exhausted at each step before appealing to the next step.

B. Definitions

1. A “complaint” is any problem or misunderstanding that can be settled orally between the parties involved.
2. A “grievance” is any unsettled complaint by a classified person or by the Union on its own behalf concerning any alleged violation or misinterpretation of this Agreement.
3. A “grievant” is a person making the claim.
4. The term “classified personnel” includes individuals or groups who are members of the bargaining unit covered by this Negotiated Contract.
5. A “party of interest” is the person(s) making claim and person(s) who may be required to take action or against whom action may be taken in order to resolve the claim.
6. The term “days” shall mean days other than Saturday, Sunday, and School Holidays. In the event a grievance is filed on or after June 1, the time limits set forth herein may be reduced so that the grievance procedure for ten month employees may be exhausted prior to the end of the school term or as soon thereafter as is practicable.

C. Procedures

Should a person elect the grievance procedure, he or she is admonished to follow the steps outlined below specifically. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. The time limits specified may, however, be extended by mutual agreement by the Administration and the Union.

Step One

An individual with a complaint or grievance should first discuss it with his or her immediate supervisor(s) before proceeding to the principal/department head. He or she may have a Union representative with him or her if he or she desires. In the event the problem cannot be settled in this manner, it should then be processed as follows:

Step Two

After discussing his or her complaint or grievance with his or her immediate supervisor(s), the employee should then discuss it with the principal/department head. He or she may have a Union representative with him or her if he or she desires. This discussion should take place within ten (10) days of the alleged wrong. The Area Executive Director may, if they desire, involve themselves in complaints and grievances at the level of the school principal.

Step Three

- a. In the event that the grievant is not satisfied with the outcome of the oral conference, he or she shall submit his or her grievance to the principal/department head in writing on the form provided at each school and department within ten (10) days of said conference. If the grievant so chooses, a Union representative will assist him or her in writing his or her claim.
- b. Within **ten (10)** days, the school principal/department head will, on the form provided, write his or her opinion.

Step Four

In the event the grievant is not satisfied with the decision at Step 3, he or she will within ten (10) days, by registered mail or by hand, cause to be delivered the copy of his or her grievance and its

answer to the appropriate Associate Superintendent and one to the Union office. The Associate Superintendent within ten (10) days from the receipt of the grievance shall render a written decision as to the solution. Copies will be sent to the grievant, the principal/department head and the Union.

Step Five

- a. If a grievant is not satisfied with the decision of the Associate Superintendent or if the Associate Superintendent fails to render a decision within the prescribed time, an arbitrator shall be appointed within ten (10) days. Such arbitrator shall be selected by the Superintendent and the representative of the Union.
- b. If they cannot agree, a request will be made to the American Arbitration Association for a list of not less than five names. Each side may add two names to this list. Selection shall be made by alternately striking names from the list until one name remains. Such person shall be designated as the arbitrator.
- c. The arbitrator shall be provided space at the Central Office, together with secretarial help and other assistance needed to conduct his hearing. He or she shall have the right to contact any person who has any involvement in the case either directly or indirectly and require their attendance in any hearing or decision-making process, at his or her discretion. The Union and the Board shall each bear its own expenses in these arbitration proceedings, except that they shall share equally the cost of the arbitrator and any joint administrative costs in connection with the grievance submitted to him or her.
- d. The decision of the arbitrator shall be binding on both parties unless the Superintendent or the Board of Education deems it to be evident that said decision is in violation of Board rules and regulations promulgated from existing policy, in which event the Superintendent or the Board may set aside the decision of the arbitrator and hold a hearing on said matter, pursuant to Maryland Law.

D. Miscellaneous

1. A grievance may be withdrawn at any level without prejudice or record.
2. Copies of all written decisions of grievances shall be sent to all parties involved and the Union.
3. Grievances shall be filed on the official personnel grievance form.
4. Upon written request, information not of confidential nature which is pertinent to a grievance will be made available to the grievant.
5. A party of interest shall be released without loss of leave or salary to attend meetings held pursuant to the respective steps of the procedure.
6. If, at the grievant’s request, the Union is not present during the processing of a grievance, that grievance shall not be cited as a precedent. Furthermore, the Union shall be informed of the final disposition of any such grievance.

ARTICLE IX - SALARY PROVISIONS

SECTION 1 — Salary

Salaries are according to the attached Salary Tables (Fiscal Year 2002 Table is improved by four (4) percent over Fiscal Year 2001 Table; Fiscal Year 2003 Table is improved by four (4) percent over Fiscal Year 2002 Table).

Increments for eligible employees effective on their respective anniversary dates.

SECTION 2 — Anniversary Date

The anniversary date of each employee hired after June 30, 1979 will be the first day of the month following the date of commencing work. This date shall remain as his or her anniversary date during the entire time the employee continuously works with the Prince George's County Public Schools. All employees hired before July 1, 1979, will keep their present anniversary date as long as they continuously work with the Prince George's County Public Schools. Adjustments in anniversary date will continue to be made for leaves of absence. Furthermore, in the event an employee is promoted, his or her anniversary date shall remain the same. An employee who is promoted after having earned time toward a longevity pay step will be given credit for that time when moving to the last annual increment of a new grade or beyond. If the employee moves to a step below the last annual increment of the scale, he or she will be eligible to earn an increment on the next anniversary date.

SECTION 3 — Merit Increases

Employees who qualify will receive a one step increase on their anniversary date. The granting of these salary increments is based on the demonstration by the employee of an acceptable level of competence in the performance of his or her job.

A. An employee is considered to have attained an acceptable level of competence only if his or her performance is adequate in the major aspects of his or her work. Standards must not only include the required quality of work, but also other essential elements of job performance, such as personal qualifications and conduct, which directly affect an employee's work.

B. It is the responsibility of the individual who supervises the work of an employee to insure that the employee understands what constitutes an acceptable level of competence and to advise the employee when his or her work is below this level. Such advice will be in writing. The employee should be made aware of his or her deficiencies at least forty-five (45) days prior to the date on which he or she can become eligible for a salary increment in order that he or she may have an opportunity to raise his or her performance to an acceptable level.

C. When an employee's salary increment is to be withheld, he or she will be so notified in writing with the specific reasons why such action is being taken.

SECTION 4 — Longevity Increases

A. FISCAL YEAR 2002

After an employee reaches the first longevity step for his or her class, he or she shall be entitled to receive a one-step increase after three years of service at that step. He or she shall receive another step increase at the completion of three years service at the second, third and fourth longevity step for his or her class. He or she shall receive another step increase at the completion of two years service at the fifth and sixth longevity steps for his or her class.

B. FISCAL YEAR 2003

After an employee reaches the first longevity step for his or her class, he or she shall be entitled to receive a one-step increase after two years of service at that step. He or she shall receive another step increase at the completion of two years service at the second, third and fourth longevity step for his or her class. He or she shall receive another step increase at the completion of one year of service at the fifth and sixth longevity steps for his or her class.

SECTION 5 — Retention of Salary

A. An employee whose position has been reduced in grade or who is involuntarily transferred due to a school closing or decline in enrollment will continue to be paid at his or her current salary for a period of one year, unless he or she declines assignment to a position of the same grade as previously held, in the same administrative area or another administrative area provided the distance is not greater than the distance he or she could be transferred within the present administrative area, in which such cases the salary of the employee will be reduced as appropriate for the position being occupied. Every reasonable effort will be made to find a vacancy in the same administrative area or another administrative area which is no greater in distance than the distance he or she could be transferred within the present administrative area.

B. Food Service manager's estimated annual salary shall not be reduced for a period of one year as a result of declining enrollment or lunch participation.

SECTION 6 — Summer Pay Rates

All ten-, and eleven-month employees employed for additional work during the summer months in the same grade and class will be paid at the rate of pay to which they are entitled in accordance with their appropriate placement on the salary schedule in effect at the time the work is performed.

SECTION 7 — Sponsorship of Compensatory Activity

If a compensatory emolument activity has not been filled by a certificated employee, the position may be filled by a member of this bargaining unit provided that any extra time requirement would not result in any duty week that exceeded forty (40) hours and further, that such bargaining unit member is otherwise qualified for the assignment.

SECTION 8 — Reduced School Year

For the 1990-91 school year, bargaining unit members will have their work year reduced by three (3) days without loss of salary. Twelve-month employees shall receive compensatory leave in an equivalent amount and may utilize this entitlement during the next fiscal year if necessary.

For the 1991-92 and 1992-93 school year, if the number of days schools are scheduled to be open for students is reduced below the number of days which have been adopted by the Board of Education, bargaining unit members will have their work year reduced by the same number of days as the reduction in the number of days schools are scheduled to be open for students, without loss of salary. Twelve-month employees shall receive compensatory leave in an equivalent amount based upon the Board's action, if any, and may utilize this entitlement during the next fiscal year if necessary.

SECTION 9 — Payroll Direct Deposit

Employees at their option, may elect to directly deposit payroll checks in any financial institution that is a participating member of the Mid-Atlantic Clearing House Association. Participation in the Payroll Direct Deposit Program will be consistent with regulations established by the Board. Employees who do not elect to enroll in the direct deposit program will have payroll checks mailed through the U.S. Postal Service to their address of record on the working day prior to payday unless there are extenuating documented circumstances.

SECTION 10 — Staff Development Incentives**A. Food Services**

Food Services personnel shall receive a twenty-five cents (.25) per hour salary increase for active American School Food Services Association (ASFSA) Certification.

B. Central Garage

1. Central Garage personnel shall receive a stipend of one hundred dollars (\$100.00) for each Automobile Service Excellence (ASE) Certification Test successfully completed.
2. Central Garage personnel shall receive a five (5) percent per hour salary increase for active ASE Master Technician Certification.

AIDE PAY TABLE

**Prince George's County Public Schools
July 1, 1998 - November 30, 1998**

TABLE 100

Classification	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Aide, Non-High School Graduate Aide, Special Education III	01	8.00 10,640	8.86 11,784	9.50 12,635	10.04 13,353	10.68 14,204	11.27 14,989	11.86 15,774	12.29 16,346	12.90 17,157	13.52 17,982	14.18 18,859	14.88 19,790
Aide, High School Graduate	02	9.13 12,143	9.94 13,220	10.68 14,204	11.27 14,989	11.86 15,774	12.43 16,532	13.01 17,303	13.59 18,075	14.18 18,859	14.84 19,737	15.55 20,682	16.33 21,719
Aide, Special Education I	03	10.15 13,500	11.20 14,896	11.94 15,880	12.57 16,718	13.24 17,609	13.85 18,421	14.52 19,312	15.20 20,216	15.87 21,107	16.65 22,145	17.44 23,195	18.31 24,352
Aide, 30 Hours College	04	11.27 14,989	12.24 16,279	13.01 17,303	13.60 18,088	14.18 18,859	14.73 19,591	15.29 20,336	16.03 21,320	16.72 22,238	17.53 23,315	18.41 24,485	19.33 25,709
Aide, 60 Hours College Physical Therapy Assistant	05	11.81 15,707	12.83 17,064	13.60 18,088	14.16 18,833	14.76 19,631	15.29 20,336	15.87 21,107	16.62 22,105	17.41 23,155	18.21 24,219	19.12 25,430	20.07 26,693
Aide, 90 Hours College Aide, College Degree	06	12.34 16,412	13.47 17,915	14.18 18,859	14.73 19,591	15.29 20,336	15.86 21,094	16.46 21,892	17.21 22,889	18.02 23,967	18.89 25,124	19.78 26,307	20.77 27,624
Interpreter for Hearing Impaired I	07	12.95 16,770	14.14 18,311	14.88 19,270	15.46 20,021	16.05 20,785	16.66 21,575	17.28 22,378	18.06 23,388	18.93 24,514	19.83 25,680	20.77 26,897	21.81 28,244
Interpreter for Hearing Impaired II	09	14.25 18,454	15.55 20,137	16.37 21,199	17.01 22,028	17.66 22,870	18.33 23,737	19.01 24,618	19.87 25,732	20.82 26,962	21.81 28,244	22.85 29,591	23.99 31,067

NOTE:

- Personnel on this salary scale are hourly employees and are paid for actual hours worked. The estimated annual salary is for information only. The estimated annual salaries are based on seven (7) working hours per day for 190 work days (except for interpreters who will work 185 work days), if so scheduled by the Board of Education. Work hours do not include a thirty (30) minute lunch period.

AIDE PAY TABLE

**Prince George's County Public Schools
December 1, 1998 - October 31, 1999**

TABLE 100

Classification	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Aide, Non-High School Graduate Aide, Special Education III	01	8.24 10,959	9.13 12,143	9.79 13,021	10.34 13,752	11.00 14,630	11.61 15,441	12.22 16,253	12.66 16,838	13.29 17,676	13.93 18,527	14.61 19,431	15.33 20,389
Aide, High School Graduate	02	9.40 12,502	10.24 13,619	11.00 14,630	11.61 15,441	12.22 16,253	12.80 17,024	13.40 17,822	14.00 18,620	14.61 19,431	15.29 20,336	16.02 21,307	16.82 22,371
Aide, Special Education I	03	10.45 13,899	11.54 15,348	12.30 16,359	12.95 17,224	13.64 18,141	14.27 18,979	14.96 19,897	15.66 20,828	16.35 21,746	17.15 22,810	17.96 23,887	18.86 25,084
Aide, 30 Hours College	04	11.61 15,441	12.61 16,771	13.40 17,822	14.01 18,633	14.61 19,431	15.17 20,176	15.75 20,948	16.51 21,958	17.22 22,903	18.06 24,020	18.96 25,217	19.91 26,480
Aide, 60 Hours College Physical Therapy Assistant	05	12.16 16,173	13.21 17,569	14.01 18,633	14.58 19,391	15.20 20,216	15.75 20,948	16.35 21,746	17.12 22,770	17.93 23,847	18.76 24,951	19.69 26,188	20.67 27,491
Aide, 90 Hours College Aide, College Degree	06	12.71 16,904	13.87 18,447	14.61 19,431	15.17 20,176	15.75 20,948	16.34 21,732	16.95 22,544	17.73 23,581	18.56 24,685	19.46 25,882	20.37 27,092	21.39 28,449
Interpreter for Hearing Impaired I	07	13.34 17,275	14.56 18,855	15.33 19,852	15.92 20,616	16.53 21,406	17.16 22,222	17.80 23,051	18.60 24,087	19.50 25,253	20.42 26,444	21.39 27,700	22.46 29,086
Interpreter for Hearing Impaired II	09	14.68 19,011	16.02 20,746	16.86 21,834	17.52 22,688	18.19 23,556	18.88 24,450	19.58 25,356	20.47 26,509	21.44 27,765	22.46 29,086	23.54 30,484	24.71 31,999

NOTE:

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PARAPROFESSIONAL EDUCATOR/ PHYSICAL THERAPY ASSISTANT/ INTERPRETER

**Prince George's County Public Schools
November 1, 1999 - June 30, 2000**

TABLE 100

Classification	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step 1/2/3	Step MAX
Paraprofessional Educator (Non- High School & Special Education II)	01	8.40 11,172	9.31 12,382	9.99 13,287	10.55 14,032	11.22 14,923	11.84 15,747	12.46 16,572	12.91 17,170	13.56 18,035	14.21 18,899	14.90 19,817	15.64 20,801	16.42 21,839
Paraprofessional Educator (High School Graduate)	02	9.59 12,755	10.44 13,885	11.22 14,923	11.84 15,747	12.46 16,572	13.06 17,370	13.67 18,181	14.28 18,992	14.90 19,817	15.60 20,748	16.34 21,732	17.16 22,823	18.02 23,967
Paraprofessional Educator (Special Education I)	03	10.66 14,178	11.77 15,654	12.55 16,692	13.21 17,569	13.91 18,500	14.56 19,365	15.26 20,296	15.97 21,240	16.68 22,184	17.49 23,262	18.32 24,366	19.24 25,589	20.20 26,866
Paraprofessional Educator (30 Hours College)	04	11.84 15,747	12.86 17,104	13.67 18,181	14.29 19,006	14.90 19,817	15.47 20,575	16.07 21,373	16.84 22,397	17.56 23,355	18.42 24,499	19.34 25,722	20.31 27,012	21.33 28,369
Paraprofessional Educator (60 Hours College)	05	12.40 16,492	13.47 17,915	14.29 19,006	14.87 19,777	15.50 20,615	16.07 21,373	16.68 22,184	17.46 23,222	18.29 24,326	19.14 25,456	20.08 26,706	21.08 28,036	22.13 29,433
Physical Therapy Assistant Paraprofessional Educator (90 Hours College & College Degree)	06	12.96 17,237	14.15 18,820	14.90 19,817	15.47 20,575	16.07 21,373	16.67 22,171	17.29 22,996	18.08 24,046	18.93 25,177	19.85 26,401	20.78 27,637	21.82 29,021	22.91 30,470
Interpreter for Hearing Impaired I	07	13.61 17,625	14.85 19,231	15.64 20,254	16.24 21,031	16.86 21,834	17.50 22,663	18.16 23,517	18.97 24,566	19.89 25,758	20.83 26,975	21.82 28,257	22.91 29,668	24.06 31,158
Interpreter for Hearing Impaired II	09	14.97 19,386	16.34 21,160	17.20 22,274	17.87 23,142	18.55 24,022	19.26 24,942	19.97 25,861	20.88 27,040	21.87 28,322	22.91 29,668	24.01 31,093	25.20 32,634	26.46 34,266

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PARAPROFESSIONAL EDUCATOR/ PHYSICAL THERAPY ASSISTANT/ INTERPRETER

**Prince George's County Public Schools
July 1, 2000 - June 30, 2001**

TABLE 100

Classification	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X/Y	Step Z/1/2	Step MAX
Paraprofessional Educator (Non- High School & Special Education II)	01	8.57 11,398	9.50 12,635	10.19 13,553	10.76 14,311	11.44 15,215	12.08 16,066	12.71 16,904	13.17 17,516	13.83 18,394	14.49 19,272	15.20 20,216	15.95 21,214	16.75 22,278
Paraprofessional Educator (High School Graduate)	02	9.78 13,007	10.65 14,165	11.44 15,215	12.08 16,066	12.71 16,904	13.32 17,716	13.94 18,540	14.57 19,378	15.20 20,216	15.91 21,160	16.67 22,171	17.50 23,275	18.38 24,445
Paraprofessional Educator (Special Education I)	03	10.87 14,457	12.01 15,973	12.80 17,024	13.47 17,915	14.19 18,873	14.85 19,751	15.57 20,708	16.29 21,666	17.01 22,623	17.84 23,727	18.69 24,858	19.62 26,095	20.60 27,398
Paraprofessional Educator (30 Hours College)	04	12.08 16,066	13.12 17,450	13.94 18,540	14.58 19,391	15.20 20,216	15.78 20,987	16.39 21,799	17.18 22,849	17.91 23,820	18.79 24,991	19.73 26,241	20.72 27,558	21.76 28,941
Paraprofessional Educator (60 Hours College)	05	12.65 16,825	13.74 18,274	14.58 19,391	15.17 20,176	15.81 21,027	16.39 21,799	17.01 22,623	17.81 23,687	18.66 24,818	19.52 25,962	20.48 27,238	21.50 28,595	22.58 30,031
Physical Therapy Assistant Paraprofessional Educator (90 Hours College & College Degree)	06	13.22 17,583	14.43 19,192	15.20 20,216	15.78 20,987	16.39 21,799	17.00 22,610	17.64 23,461	18.44 24,525	19.31 25,682	20.25 26,933	21.20 28,196	22.26 29,606	23.37 31,082
Interpreter for Hearing Impaired I	07	13.88 17,975	15.15 19,619	15.95 20,655	16.56 21,445	17.20 22,274	17.85 23,116	18.52 23,983	19.35 25,058	20.29 26,276	21.25 27,519	22.26 28,827	23.37 30,264	24.54 31,779
Interpreter for Hearing Impaired II	09	15.27 19,775	16.67 21,588	17.54 22,714	18.23 23,608	18.92 24,501	19.65 25,447	20.37 26,379	21.30 27,584	22.31 28,891	23.37 30,264	24.49 31,715	25.70 33,282	26.99 34,952

NOTE:

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- The table includes 2.0% improvement effective July 1, 2000. If the CPI-W published by the U.S. Department of Labor for March 2000 in Table 2 of the Philadelphia Office Regional CPI Announcement for the Washington-Baltimore area exceeds 4.0%, negotiations on salaries will reopen with salary tables improved by no less than 2.0% effective July 1, 2000.

AUTOMOTIVE AND BUILDING MAINTENANCE PAY TABLE

**Prince George's County Public Schools
July 1, 1998 - November 30, 1998**

TABLE 200

Classification	Grade	Step B	Step C	Step D	Step E	Step F	Step G	Step H/I J/K	Step L/M N/O	Step P/Q R/S	Step T/U V/W	Step X/Y Z/I	Step MAX
Automotive Service Attendant Laborer II Warehouseman/Driver Helper	10	9.85 20,567	10.68 22,300	11.32 23,636	11.90 24,847	12.29 25,662	12.99 27,123	13.55 28,292	14.21 29,670	14.85 31,007	15.54 32,448	16.31 34,055	17.12 35,747
Lubrication Specialist I Sanitation Worker-Laborer Tire Specialist I Trades Helper	11	10.26 21,423	11.18 23,344	11.90 24,847	12.29 25,662	12.99 27,123	13.55 28,292	14.21 29,670	14.85 31,007	15.50 32,364	16.20 33,826	16.97 35,433	17.83 37,229
Equipment Operator I Warehouseman I Working Truck Driver	12	10.73 22,404	11.73 24,492	12.29 25,662	12.99 27,123	13.55 28,292	14.21 29,670	14.85 31,007	15.50 32,364	16.23 33,888	16.97 35,433	17.83 37,229	18.72 39,087
Sanitation Truck Driver Shop Stores Clerk Supply Materials Clerk I Tree Trimmer	13	11.28 23,553	12.20 25,474	12.99 27,123	13.55 28,292	14.21 29,670	14.85 31,007	15.50 32,364	16.23 33,888	16.95 35,392	17.75 37,062	18.60 38,837	19.52 40,758
Air Compressor Operator Electronics Technician Equipment Operator II Furniture Repairman Warehouseman II	14	11.73 24,492	12.83 26,789	13.55 28,292	14.21 29,670	14.85 31,007	15.50 32,364	16.23 33,888	16.95 35,392	17.79 37,146	18.64 38,920	19.53 40,779	20.52 42,846
Automotive Upholsterer I Carpenter I Carpet Technician Cement Finisher I Equipment Mechanic Glazier I Painter I Senior Shop Stores Clerk Sheet Metal & Roof Repairman I Supply Materials Clerk II Warehouse Leader Welder I	15	12.33 25,745	13.38 27,937	14.21 29,670	14.85 31,007	15.50 32,364	16.23 33,888	16.95 35,392	17.79 37,146	18.75 39,150	19.64 41,008	20.60 43,013	21.63 45,163
Automotive Glass Technician Automotive Mechanic I Automotive Parts Man Electrician I Electronics Technician I Facility Maintenance Mechanic I Heavy Equipment Operator I HVAC Mechanic I Lubrication Specialist II Maintenance Materials Clerk Oil Burner Mechanic I Plumber I Preventive Maintenance Team Mechanic Supply Materials Clerk III Tire Specialist II	16	12.87 26,873	14.08 29,399	14.85 31,007	15.50 32,364	16.23 33,888	16.95 35,392	17.79 37,146	18.75 39,150	19.60 40,925	20.54 42,888	21.55 44,996	22.63 47,251
Preventive Maintenance Water Treatment Technician Recycling Technician I Warehouse Foreman	17	13.53 28,251	14.73 30,756	15.50 32,364	16.23 33,888	16.95 35,392	17.79 37,146	18.75 39,150	19.60 40,925	20.63 43,075	21.60 45,101	22.67 47,335	23.82 49,736

AUTOMOTIVE AND BUILDING MAINTENANCE PAY TABLE

Prince George's County Public Schools July 1, 1998 - November 30, 1998

TABLE 200

Classification	Grade	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	
		B	C	D	E	F	G	H/I J/K	L/M N/O	P/Q R/S	T/U V/W	X/Y Z/I	MAX	
Alarm Maintenance Technician	18	14.16	15.37	16.23	16.95	17.79	18.75	19.60	20.63	21.54	22.53	23.66	24.84	
Asbestos Abatement Worker II		29,566	32,093	33,888	35,392	37,146	39,150	40,925	43,075	44,976	47,043	49,402	51,866	
Automotive Machinist														
Automotive Mechanic II														
Automotive Upholsterer II														
Carpenter II														
Electrician II														
Electronics Technician II														
Glazier II														
Grounds Maintenance Foreman I														
HVAC Engineer														
HVAC Refrigeration Mechanic II														
Insulation Mechanic														
Mason II														
Metals - Roof Repairer II														
Oil Burner Mechanic II														
Painter II														
Plumber II														
Sheet Metal & Roof Repairman II														
Welder II														
AHERA/Environmental Inspector	19	14.77	16.11	16.95	17.79	18.75	19.60	20.63	21.54	22.53	23.60	24.76	25.99	
Garage Service Writer		30,840	33,638	35,392	37,146	39,150	40,925	43,075	44,976	47,043	49,277	51,699	54,267	
Lead Carpenter														
Lead Electrician														
Lead Electronics Technician														
Lead Garage Coordinator														
Lead Grounds Maintenance Foreman I														
Lead Oil Burner Mechanic														
Lead Painter														
Lead Sheet Metal/Roof Repairer														
Recycling Technician II														
CADD Operator I		20	15.49	16.82	17.79	18.75	19.60	20.63	21.54	22.53	23.58	24.73	25.96	27.26
Draftsman / Surveyor			32,343	35,120	37,146	39,150	40,925	43,075	44,976	47,043	49,235	51,636	54,204	56,919
Licensed Lead Plumber														
Maintenance Planner														
Warranty Labor/Body Works Appraiser														
Warranty Parts Manager														

NOTE:

1. Personnel on this salary scale are hourly employees and are paid for actual hours worked. Estimated annual salary is shown for information only. Regular working day is 8 hours excluding 30 minutes for lunch.
2. Employees assigned to work a forty (40) hour week which includes Saturday and Sunday will be paid a two step differential.
3. Employees assigned to the 3:30 P.M. to Midnight shift shall receive a one step differential.
4. Employees assigned to the Midnight to 8:30 A.M. shift shall receive a two step differential.

AUTOMOTIVE AND BUILDING MAINTENANCE PAY TABLE

Prince George's County Public Schools December 1, 1998 - June 30, 1999

TABLE 200

Classification	Grade	Step B	Step C	Step D	Step E	Step F	Step G	Step H/I J/K	Step L/M N/O	Step P/Q R/S	Step T/U V/W	Step X/Y Z/1	Step MAX
Automotive Service Attendant Laborer II Warehouseman/Driver Helper	10	10.15 21,193	11.00 22,968	11.66 24,346	12.26 25,599	12.66 26,434	13.38 27,937	13.96 29,148	14.64 30,568	15.30 31,946	16.01 33,429	16.80 35,078	17.63 36,811
Lubrication Specialist I Sanitation Worker-Laborer Tire Specialist I Trades Helper	11	10.57 22,070	11.52 24,054	12.26 25,599	12.66 26,434	13.38 27,937	13.96 29,148	14.64 30,568	15.30 31,946	15.97 33,345	16.69 34,849	17.48 36,498	18.36 38,336
Equipment Operator I Warehouseman I Working Truck Driver	12	11.05 23,072	12.08 25,223	12.66 26,434	13.38 27,937	13.96 29,148	14.64 30,568	15.30 31,946	15.97 33,345	16.72 34,911	17.48 36,498	18.36 38,336	19.28 40,257
Sanitation Truck Driver Shop Stores Clerk Supply Materials Clerk I Tree Trimmer	13	11.62 24,263	12.57 26,246	13.38 27,937	13.96 29,148	14.64 30,568	15.30 31,946	15.97 33,345	16.72 34,911	17.46 36,456	18.28 38,169	19.16 40,006	20.11 41,990
Air Compressor Operator Electronics Technician Equipment Operator II Furniture Repairman Warehouseman II	14	12.08 25,223	13.21 27,582	13.96 29,148	14.64 30,568	15.30 31,946	15.97 33,345	16.72 34,911	17.46 36,456	18.32 38,252	19.20 40,090	20.12 42,011	21.14 44,140
Automotive Upholsterer I Carpenter I Carpet Technician Cement Finisher I Equipment Mechanic Glazier I Painter I Senior Shop Stores Clerk Sheet Metal & Roof Repairman I Supply Materials Clerk II Warehouse Leader Welder I	15	12.70 26,518	13.78 28,773	14.64 30,568	15.30 31,946	15.97 33,345	16.72 34,911	17.46 36,456	18.32 38,252	19.31 40,319	20.23 42,240	21.22 44,307	22.28 46,521
Automotive Glass Technician Automotive Mechanic I Automotive Parts Man Electrician I Electronics Technician I Facility Maintenance Mechanic I Heavy Equipment Operator I HVAC Mechanic I Lubrication Specialist II Maintenance Materials Clerk Oil Burner Mechanic I Plumber I Preventive Maintenance Team Mechanic Supply Materials Clerk III Tire Specialist II	16	13.26 27,687	14.50 30,276	15.30 31,946	15.97 33,345	16.72 34,911	17.46 36,456	18.32 38,252	19.31 40,319	20.19 42,157	21.16 44,182	22.20 46,354	23.31 48,671
Preventive Maintenance Water Treatment Technician Recycling Technician I Warehouse Foreman	17	13.94 29,107	15.17 31,675	15.97 33,345	16.72 34,911	17.46 36,456	18.32 38,252	19.31 40,319	20.19 42,157	21.25 44,370	22.25 46,458	23.35 48,755	24.53 51,219

AUTOMOTIVE AND BUILDING MAINTENANCE PAY TABLE

**Prince George's County Public Schools
December 1, 1998 - June 30, 1999**

TABLE 200

Classification	Grade	Step B	Step C	Step D	Step E	Step F	Step G	Step H/I J/K	Step L/M N/O	Step P/Q R/S	Step T/U V/W	Step X/Y Z/I	Step MAX
Alarm Maintenance Technician	18	14.58	15.83	16.72	17.46	18.32	19.31	20.19	21.25	22.19	23.21	24.37	25.59
Asbestos Abatement Worker II		30,443	33,053	34,911	36,456	38,252	40,319	42,157	44,370	46,333	48,462	50,885	53,432
Automotive Machinist													
Automotive Mechanic II													
Automotive Upholsterer II													
Carpenter II													
Electrician II													
Electronics Technician II													
Glazier II													
Grounds Maintenance Foreman I													
HVAC Engineer													
HVAC Refrigeration Mechanic II													
Insulation Mechanic													
Mason II													
Metals - Roof Repairer II													
Oil Burner Mechanic II													
Painter II													
Plumber II													
Sheet Metal & Roof Repairman II													
Welder II													
AHERA/Environmental Inspector	19	15.21	16.59	17.46	18.32	19.31	20.19	21.25	22.19	23.21	24.31	25.50	26.77
Garage Service Writer		31,758	34,640	36,456	38,252	40,319	42,157	44,370	46,333	48,462	50,759	53,244	55,896
Lead Carpenter													
Lead Electrician													
Lead Electronics Technician													
Lead Garage Coordinator													
Lead Grounds Maintenance Foreman I													
Lead Oil Burner Mechanic													
Lead Painter													
Lead Sheet Metal/Roof Repairer													
Recycling Technician II													
CADD Operator I	20	15.95	17.32	18.32	19.31	20.19	21.25	22.19	23.21	24.29	25.47	26.74	28.08
Draftsman / Surveyor		33,304	36,164	38,252	40,319	42,157	44,370	46,333	48,462	50,718	53,181	55,833	58,631
Licensed Lead Plumber													
Maintenance Planner													
Warranty Labor/Body Works Appraiser													
Warranty Parts Manager													

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1. Personnel on this salary scale are hourly employees and are paid for actual hours worked. Estimated annual salary is shown for information only. Regular working day is 8 hours excluding 30 minutes for lunch.
2. Employees assigned to work a forty (40) hour week which includes Saturday and Sunday will be paid a two step differential.
3. Employees assigned to the 3:30 P.M. to Midnight shift shall receive a one step differential.
4. Employees assigned to the Midnight to 8:30 A.M. shift shall receive a two step differential.

AUTOMOTIVE AND BUILDING MAINTENANCE PAY TABLE

Prince George's County Public Schools July 1, 1999 - October 31, 1999

TABLE 200

Classification	Grade	Step B	Step C	Step D	Step E	Step F	Step G	Step H/I J/K	Step L/M N/O	Step P/Q R/S	Step T/U V/W	Step X/Y Z/1	Step MAX
Automotive Service Attendant Laborer II Warehouseman/Driver Helper	10	10.15 21,274	11.00 23,056	11.66 24,439	12.26 25,697	12.66 26,535	13.38 28,044	13.96 29,260	14.64 30,685	15.30 32,069	16.01 33,557	16.80 35,213	17.63 36,952
Lubrication Specialist I Sanitation Worker-Laborer Tire Specialist I Trades Helper	11	10.57 22,155	11.52 24,146	12.26 25,697	12.66 26,535	13.38 28,044	13.96 29,260	14.64 30,685	15.30 32,069	15.97 33,473	16.69 34,982	17.48 36,638	18.36 38,483
Equipment Operator I Warehouseman I Working Truck Driver	12	11.05 23,161	12.08 25,320	12.66 26,535	13.38 28,044	13.96 29,260	14.64 30,685	15.30 32,069	15.97 33,473	16.72 35,045	17.48 36,638	18.36 38,483	19.28 40,411
Sanitation Truck Driver Shop Stores Clerk Supply Materials Clerk I Tree Trimmer	13	11.62 24,356	12.57 26,347	13.38 28,044	13.96 29,260	14.64 30,685	15.30 32,069	15.97 33,473	16.72 35,045	17.46 36,596	18.28 38,315	19.16 40,159	20.11 42,151
Air Compressor Operator Electronics Technician Equipment Operator II Furniture Repairman Warehouseman II	14	12.08 25,320	13.21 27,688	13.96 29,260	14.64 30,685	15.30 32,069	15.97 33,473	16.72 35,045	17.46 36,596	18.32 38,399	19.20 40,243	20.12 42,172	21.14 44,309
Automotive Upholsterer I Carpenter I Carpet Technician Cement Finisher I Equipment Mechanic Glazier I Painter I Senior Shop Stores Clerk Sheet Metal & Roof Repairman I Supply Materials Clerk II Warehouse Leader Welder I	15	12.70 26,619	13.78 28,883	14.64 30,685	15.30 32,069	15.97 33,473	16.72 35,045	17.46 36,596	18.32 38,399	19.31 40,474	20.23 42,402	21.22 44,477	22.28 46,699
Automotive Glass Technician Automotive Mechanic I Automotive Parts Man Electrician I Electronics Technician I Facility Maintenance Mechanic I Heavy Equipment Operator I HVAC Mechanic I Lubrication Specialist II Maintenance Materials Clerk Oil Burner Mechanic I Plumber I Preventive Maintenance Team Mechanic Supply Materials Clerk III Tire Specialist II	16	13.26 27,793	14.50 30,392	15.30 32,069	15.97 33,473	16.72 35,045	17.46 36,596	18.32 38,399	19.31 40,474	20.19 42,318	21.16 44,351	22.20 46,531	23.31 48,858
Preventive Maintenance Water Treatment Technician Warehouse Foreman	17	13.94 29,218	15.17 31,796	15.97 33,473	16.72 35,045	17.46 36,596	18.32 38,399	19.31 40,474	20.19 42,318	21.25 44,540	22.25 46,636	23.35 48,942	24.53 51,415

AUTOMOTIVE AND BUILDING MAINTENANCE PAY TABLE

Prince George's County Public Schools July 1, 1999 - October 31, 1999

TABLE 200

Classification	Grade	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	
		B	C	D	E	F	G	H/I J/K	L/M N/O	P/Q R/S	T/U V/W	X/Y Z/I	MAX	
Alarm Maintenance Technician	18	14.58	15.83	16.72	17.46	18.32	19.31	20.19	21.25	22.19	23.21	24.37	25.59	
Asbestos Abatement Worker II		30,560	33,180	35,045	36,596	38,399	40,474	42,318	44,540	46,510	48,648	51,080	53,637	
Automotive Machinist														
Automotive Mechanic II														
Automotive Upholsterer II														
Carpenter II														
Electrician II														
Electronics Technician II														
Glazier II														
Grounds Maintenance Foreman I														
HVAC Engineer														
HVAC Refrigeration Mechanic II														
Insulation Mechanic														
Mason II														
Metals - Roof Repairer II														
Oil Burner Mechanic II														
Painter II														
Plumber II														
Sheet Metal & Roof Repairman II														
Welder II														
AHERA/Environmental Inspector	19	15.21	16.59	17.46	18.32	19.31	20.19	21.25	22.19	23.21	24.31	25.50	26.77	
Garage Service Writer		31,880	34,773	36,596	38,399	40,474	42,318	44,540	46,510	48,648	50,954	53,448	56,110	
Lead Carpenter														
Lead Electrician														
Lead Electronics Technician														
Lead Garage Coordinator														
Lead Grounds Maintenance Foreman I														
Lead Oil Burner Mechanic														
Lead Painter														
Lead Sheet Metal/Roof Repairer														
CADD Operator I		20	15.95	17.32	18.32	19.31	20.19	21.25	22.19	23.21	24.29	25.47	26.74	28.08
Draftsman / Surveyor			33,431	36,303	38,399	40,474	42,318	44,540	46,510	48,648	50,912	53,385	56,047	58,856
Licensed Lead Plumber														
Maintenance Planner														
Warranty Labor/Body Works Appraiser														
Warranty Parts Manager														

NOTE:

1. Personnel on this salary scale are hourly employees and are paid for actual hours worked. Estimated annual salary is shown for information only. Regular working day is 8 hours excluding 30 minutes for lunch.
2. Employees assigned to work a forty (40) hour week which includes Saturday and Sunday will be paid a two step differential.
3. Employees assigned to the 3:30 P.M. to Midnight shift shall receive a one step differential.
4. Employees assigned to the Midnight to 8:30 A.M. shift shall receive a two step differential.

AUTOMOTIVE AND BUILDING MAINTENANCE PAY TABLE

Prince George's County Public Schools
November 1, 1999 - June 30, 2000

TABLE 200

Classification	Grade	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
		B	C	D	E	F	G	H/I J/K	L/M N/O	P/Q R/S	T/U V/W	X/Y Z/1	2,3,4	MAX
Automotive Service Attendant Laborer II Warehouseman/Driver Helper	10	10.35 21,694	11.22 23,517	11.89 24,921	12.51 26,221	12.91 27,059	13.65 28,610	14.24 29,847	14.93 31,293	15.61 32,719	16.33 34,228	17.14 35,925	17.98 37,686	18.88 39,572
Lubrication Specialist I Sanitation Worker-Laborer Tire Specialist I Trades Helper	11	10.78 22,595	11.75 24,628	12.51 26,221	12.91 27,059	13.65 28,610	14.24 29,847	14.93 31,293	15.61 32,719	16.29 34,144	17.02 35,674	17.83 37,372	18.73 39,258	19.67 41,228
Equipment Operator I Warehouseman I Working Truck Driver	12	11.27 23,622	12.32 25,823	12.91 27,059	13.65 28,610	14.24 29,847	14.93 31,293	15.61 32,719	16.29 34,144	17.05 35,737	17.83 37,372	18.73 39,258	19.67 41,228	20.65 43,282
Sanitation Truck Driver Shop Stores Clerk Supply Materials Clerk I Tree Trimmer	13	11.85 24,838	12.82 26,871	13.65 28,610	14.24 29,847	14.93 31,293	15.61 32,719	16.29 34,144	17.05 35,737	17.81 37,330	18.65 39,090	19.54 40,956	20.51 42,989	21.54 45,148
Air Compressor Operator Electronics Technician Equipment Operator II Furniture Repairman Warehouseman II	14	12.32 25,823	13.47 28,233	14.24 29,847	14.93 31,293	15.61 32,719	16.29 34,144	17.05 35,737	17.81 37,330	18.69 39,174	19.58 41,040	20.52 43,010	21.56 45,190	22.64 47,453
Automotive Upholsterer I Carpenter I Carpet Technician Cement Finisher I Equipment Mechanic Glazier I Painter I Senior Shop Stores Clerk Sheet Metal & Roof Repairman I Supply Materials Clerk II Warehouse Leader Welder I	15	12.95 27,143	14.06 29,470	14.93 31,293	15.61 32,719	16.29 34,144	17.05 35,737	17.81 37,330	18.69 39,174	19.70 41,291	20.63 43,240	21.64 45,357	22.73 47,642	23.87 50,032
Automotive Glass Technician Automotive Mechanic I Automotive Parts Man Electrician I Electronics Technician I Facility Maintenance Mechanic I Heavy Equipment Operator I HVAC Mechanic I Lubrication Specialist II Maintenance Materials Clerk Oil Burner Mechanic I Plumber I Preventive Maintenance Team Mechanic Supply Materials Clerk III Tire Specialist II	16	13.53 28,359	14.79 31,000	15.61 32,719	16.29 34,144	17.05 35,737	17.81 37,330	18.69 39,174	19.70 41,291	20.59 43,157	21.58 45,232	22.64 47,453	23.78 49,843	24.97 52,337
Preventive Maintenance Water Treatment Technician Warehouse Foreman	17	14.22 29,805	15.47 32,425	16.29 34,144	17.05 35,737	17.81 37,330	18.69 39,174	19.70 41,291	20.59 43,157	21.68 45,441	22.70 47,579	23.82 49,927	25.02 52,442	26.27 55,062

AUTOMOTIVE AND BUILDING MAINTENANCE PAY TABLE

**Prince George's County Public Schools
November 1, 1999 - June 30, 2000**

TABLE 200

Classification	Grade	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
		B	C	D	E	F	G	H/I J/K	L/M N/O	P/Q R/S	T/U V/W	X/Y Z/1	2,3,4	MAX
Alarm Maintenance Technician	18	14.87	16.15	17.05	17.81	18.69	19.70	20.59	21.68	22.63	23.67	24.86	26.10	27.41
Asbestos Abatement Worker II		31,168	33,850	35,737	37,330	39,174	41,291	43,157	45,441	47,432	49,612	52,107	54,706	57,451
Automotive Machinist														
Automotive Mechanic II														
Automotive Upholsterer II														
Carpenter II														
Electrician II														
Electronics Technician II														
Glazier II														
Grounds Maintenance Foreman I														
HVAC Engineer														
HVAC Refrigeration Mechanic II														
Insulation Mechanic														
Mason II														
Metals - Roof Repairer II														
Oil Burner Mechanic II														
Painter II														
Plumber II														
Sheet Metal & Roof Repairman II														
Welder II														
AHERA/Environmental Inspector	19	15.51	16.92	17.81	18.69	19.70	20.59	21.68	22.63	23.67	24.80	26.01	27.31	28.68
Garage Service Writer		32,509	35,464	37,330	39,174	41,291	43,157	45,441	47,432	49,612	51,981	54,517	57,242	60,113
Lead Carpenter														
Lead Electrician														
Lead Electronics Technician														
Lead Garage Coordinator														
Lead Grounds Maintenance Foreman I														
Lead Oil Burner Mechanic														
Lead Painter														
Lead Sheet Metal/Roof Repairer														
CADD Operator I	20	16.27	17.67	18.69	19.70	20.59	21.68	22.63	23.67	24.78	25.98	27.27	28.64	30.07
Draftsman / Surveyor		34,102	37,036	39,174	41,291	43,157	45,441	47,432	49,612	51,939	54,454	57,158	60,029	63,027
Licensed Lead Plumber														
Maintenance Planner														
Warranty Labor/Body Works Appraiser														
Warranty Parts Manager														

NOTE:

1. Personnel on this salary scale are hourly employees and are paid for actual hours worked. Estimated annual salary is shown for information only. Regular working day is 8 hours excluding 30 minutes for lunch.
2. Employees assigned to work a forty (40) hour week which includes Saturday and Sunday will be paid a two step differential.
3. Employees assigned to the 3:30 P.M. to Midnight shift shall receive a one step differential.
4. Employees assigned to the Midnight to 8:30 A.M. shift shall receive a two step differential.

AUTOMOTIVE AND BUILDING MAINTENANCE PAY TABLE

**Prince George's County Public Schools
July 1, 2000 - June 30, 2001**

TABLE 200

Classification	Grade	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
		B	C	D	E	F	G	H/I J/K	L/M N/O	P/Q R/S	T/U V/W	X/Y Z	1,2,3	MAX
Automotive Service Attendant Laborer II Warehouseman/Driver Helper	10	10.56 21,965	11.44 23,795	12.13 25,230	12.76 26,541	13.17 27,394	13.92 28,954	14.52 30,202	15.23 31,678	15.92 33,114	16.66 34,653	17.48 36,358	18.34 38,147	19.26 40,061
Lubrication Specialist I Sanitation Worker-Laborer Tire Specialist I Trades Helper	11	11.00 22,880	11.99 24,939	12.76 26,541	13.17 27,394	13.92 28,954	14.52 30,202	15.23 31,678	15.92 33,114	16.62 34,570	17.36 36,109	18.19 37,835	19.10 39,728	20.06 41,725
Equipment Operator I Warehouseman I Working Truck Driver	12	11.50 23,920	12.57 26,146	13.17 27,394	13.92 28,954	14.52 30,202	15.23 31,678	15.92 33,114	16.62 34,570	17.39 36,171	18.19 37,835	19.10 39,728	20.06 41,725	21.06 43,805
Sanitation Truck Driver Shop Stores Clerk Supply Materials Clerk I Tree Trimmer	13	12.09 25,147	13.08 27,206	13.92 28,954	14.52 30,202	15.23 31,678	15.92 33,114	16.62 34,570	17.39 36,171	18.17 37,794	19.02 39,562	19.93 41,454	20.92 43,514	21.97 45,698
Air Compressor Operator Electronics Technician Equipment Operator II Furniture Repairman Warehouseman II	14	12.57 26,146	13.74 28,579	14.52 30,202	15.23 31,678	15.92 33,114	16.62 34,570	17.39 36,171	18.17 37,794	19.06 39,645	19.97 41,538	20.93 43,534	21.99 45,739	23.09 48,027
Automotive Upholsterer I Carpenter I Carpet Technician Cement Finisher I Equipment Mechanic Glazier I Painter I Senior Shop Stores Clerk Sheet Metal & Roof Repairman I Supply Materials Clerk II Warehouse Leader Welder I	15	13.21 27,477	14.34 29,827	15.23 31,678	15.92 33,114	16.62 34,570	17.39 36,171	18.17 37,794	19.06 39,645	20.09 41,787	21.04 43,763	22.07 45,906	23.18 48,214	24.34 50,627
Automotive Glass Technician Automotive Mechanic I Automotive Parts Man Electrician I Electronics Technician I Facility Maintenance Mechanic I Heavy Equipment Operator I HVAC Mechanic I Lubrication Specialist II Maintenance Materials Clerk Oil Burner Mechanic I Plumber I Preventive Maintenance Team Mechanic Supply Materials Clerk III Tire Specialist II	16	13.80 28,704	15.09 31,387	15.92 33,114	16.62 34,570	17.39 36,171	18.17 37,794	19.06 39,645	20.09 41,787	21.00 43,680	22.01 45,781	23.09 48,027	24.26 50,461	25.47 52,978
Preventive Maintenance Water Treatment Technician Recycling Technician I Warehouse Foreman	17	14.50 30,160	15.78 32,822	16.62 34,570	17.39 36,171	18.17 37,794	19.06 39,645	20.09 41,787	21.00 43,680	22.11 45,989	23.15 48,152	24.30 50,544	25.52 53,082	26.80 55,744

AUTOMOTIVE AND BUILDING MAINTENANCE PAY TABLE

**Prince George's County Public Schools
July 1, 2000 - June 30, 2001**

TABLE 200

Classification	Grade	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
		B	C	D	E	F	G	H/I J/K	L/M N/O	P/Q R/S	T/U V/W	X/Y Z	1,2,3	MAX
Alarm Maintenance Technician	18	15.17	16.47	17.39	18.17	19.06	20.09	21.00	22.11	23.08	24.14	25.36	26.62	27.95
Asbestos Abatement Worker II		31,554	34,258	36,171	37,794	39,645	41,787	43,680	45,989	48,006	50,211	52,749	55,370	58,136
Automotive Machinist														
Automotive Mechanic II														
Automotive Upholsterer II														
Carpenter II														
Electrician II														
Electronics Technician II														
Glazier II														
Grounds Maintenance Foreman I														
HVAC Engineer														
HVAC Refrigeration Mechanic II														
Insulation Mechanic														
Mason II														
Metals - Roof Repairer II														
Oil Burner Mechanic II														
Painter II														
Plumber II														
Sheet Metal & Roof Repairman II														
Welder II														
AHERA/Environmental Inspector	19	15.82	17.26	18.17	19.06	20.09	21.00	22.11	23.08	24.14	25.30	26.53	27.86	29.25
Garage Service Writer		32,906	35,901	37,794	39,645	41,787	43,680	45,989	48,006	50,211	52,624	55,182	57,949	60,840
Lead Carpenter														
Lead Electrician														
Lead Electronics Technician														
Lead Garage Coordinator														
Lead Grounds Maintenance Foreman I														
Lead Oil Burner Mechanic														
Lead Painter														
Lead Sheet Metal/Roof Repairer														
CADD Operator I	20	16.60	18.02	19.06	20.09	21.00	22.11	23.08	24.14	25.28	26.50	27.82	29.21	30.67
Draftsman / Surveyor		34,528	37,482	39,645	41,787	43,680	45,989	48,006	50,211	52,582	55,120	57,866	60,757	63,794
Licensed Lead Plumber														
Maintenance Planner														
Warranty Labor/Body Works Appraiser														
Warranty Parts Manager														

NOTE:

1. Personnel on this salary scale are hourly employees and are paid for actual hours worked. Estimated annual salary is shown for information only. Regular working day is 8 hours excluding 30 minutes for lunch.
2. Employees assigned to work a forty (40) hour week which includes Saturday and Sunday will be paid a two step differential.
3. Employees assigned to the 3:30 P.M. to Midnight shift shall receive a one step differential.
4. Employees assigned to the Midnight to 8:30 A.M. shift shall receive a two step differential.
5. The table includes 2.0% improvement effective July 1, 2000. If the CPI-W published by the U.S. Department of Labor for March 2000 in Table 2 of the Philadelphia Office Regional CPI Announcement for the Washington-Baltimore area exceeds 4.0%, negotiations on salaries will reopen with salary tables improved by no less than 2.0% effective July 1, 2000.

FOOD SERVICE PAY TABLE

Prince George's County Public Schools July 1, 1998 - November 30, 1998

TABLE 400

Classification	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Food Services Assistant 3 hours	02	7.84 4,469	8.47 4,828	8.84 5,039	9.20 5,244	9.59 5,466	10.00 5,700	10.44 5,951	10.91 6,219	11.41 6,504	11.95 6,812	12.51 7,131	13.15 7,496
Food Services Assistant 3 1/2 hours	02	7.84 5,214	8.47 5,633	8.84 5,879	9.20 6,118	9.59 6,377	10.00 6,650	10.44 6,943	10.91 7,255	11.41 7,588	11.95 7,947	12.51 8,319	13.15 8,745
Food Services Assistant 4 hours	02	7.84 5,958	8.47 6,437	8.84 6,718	9.20 6,992	9.59 7,288	10.00 7,600	10.44 7,934	10.91 8,292	11.41 8,672	11.95 9,082	12.51 9,508	13.15 9,994
Food Services Assistant 4 1/2 hours	02	7.84 6,703	8.47 7,242	8.84 7,558	9.20 7,866	9.59 8,199	10.00 8,550	10.44 8,926	10.91 9,328	11.41 9,756	11.95 10,217	12.51 10,696	13.15 11,243
Food Services Assistant 5 hours	02	7.84 7,448	8.47 8,047	8.84 8,398	9.20 8,740	9.59 9,111	10.00 9,500	10.44 9,918	10.91 10,365	11.41 10,840	11.95 11,353	12.51 11,885	13.15 12,493
Food Services Assistant 5 1/2 hours	02	7.84 8,193	8.47 8,851	8.84 9,238	9.20 9,614	9.59 10,022	10.00 10,450	10.44 10,910	10.91 11,401	11.41 11,923	11.95 12,488	12.51 13,073	13.15 13,742
Food Services Assistant 6 hours	02	7.84 8,938	8.47 9,656	8.84 10,078	9.20 10,488	9.59 10,933	10.00 11,400	10.44 11,902	10.91 12,437	11.41 13,007	11.95 13,623	12.51 14,261	13.15 14,991
Food Services Assistant 6 1/2 hours	02	7.84 9,682	8.47 10,460	8.84 10,917	9.20 11,362	9.59 11,844	10.00 12,350	10.44 12,893	10.91 13,474	11.41 14,091	11.95 14,758	12.51 15,450	13.15 16,240
Food Services Manager I 7 hours	09	9.22 12,585	9.85 13,445	10.43 14,237	10.90 14,879	11.39 15,547	11.96 16,325	12.51 17,076	13.03 17,786	13.63 18,605	14.26 19,465	14.94 20,393	15.69 21,417
Food Services Manager I 7 1/2 hours	09	9.22 13,484	9.85 14,406	10.43 15,254	10.90 15,941	11.39 16,658	11.96 17,492	12.51 18,296	13.03 19,056	13.63 19,934	14.26 20,855	14.94 21,850	15.69 22,947
Food Services Manager II 8 hours	11	9.86 15,382	10.73 16,739	11.39 17,768	11.96 18,658	12.51 19,516	13.04 20,342	13.63 21,263	14.22 22,183	14.89 23,228	15.56 24,274	16.35 25,506	17.16 26,770
Food Services Manager III 8 hours	14	11.31 17,644	12.36 19,282	13.04 20,342	13.63 21,263	14.25 22,230	14.91 23,260	15.63 24,383	16.39 25,568	17.14 26,738	17.97 28,033	18.84 29,390	19.78 30,857
Food Services Manager IV 8 hours	16	12.44 19,406	13.59 21,200	14.34 22,370	15.01 23,416	15.66 24,430	16.40 25,584	17.20 26,832	18.03 28,127	18.87 29,437	19.77 30,841	20.73 32,339	21.75 33,930
Food Services Field Rep 8 hours	17	13.06 20,896	14.27 22,832	15.06 24,096	15.76 25,216	16.44 26,304	17.22 27,552	18.06 28,896	18.93 30,288	19.81 31,696	20.76 33,216	21.77 34,832	22.84 36,544

Food Services Manager Grade Criteria is as follows:

Grade	Number of Lunches Served
09	up to 375
11	376 to 750
14	751 to 900
16	901 and over

NOTE:

1. Personnel on this salary scale are hourly employees and are paid on the basis of actual hours worked. The estimated annual salary is shown for information only.
2. Food Services Assistant estimated annual salary is based on 190 work days to be scheduled by the Board of Education.
3. Food Services Manager estimated annual salary is based on 195 work days to be scheduled by the Board of Education.
4. Food Services Field Representative annual salary is based on 200 work days to be scheduled by the Board of Education.
5. Food Services employees designated the responsibility of operating a satellite lunch program transporting up to 100 lunches daily will be paid their regular salary plus 2%; those operating and transporting between 101 and 200 lunches daily will be paid their regular salary plus 7%; those operating and transporting between 201 and 400 lunches daily will be paid their regular salary plus 10% and those operating and transporting more than 400 lunches daily will be paid their regular salary plus 11%.

FOOD SERVICE PAY TABLE

Prince George's County Public Schools December 1, 1998 - October 31, 1999

TABLE 400

Classification	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Food Services Assistant 3 hours	02	8.08 4,606	8.72 4,970	9.11 5,193	9.48 5,404	9.88 5,632	10.30 5,871	10.75 6,128	11.24 6,407	11.75 6,698	12.31 7,017	12.89 7,347	13.54 7,718
Food Services Assistant 3 1/2 hours	02	8.08 5,373	8.72 5,799	9.11 6,058	9.48 6,304	9.88 6,570	10.30 6,850	10.75 7,149	11.24 7,475	11.75 7,814	12.31 8,186	12.89 8,572	13.54 9,004
Food Services Assistant 4 hours	02	8.08 6,141	8.72 6,627	9.11 6,924	9.48 7,205	9.88 7,509	10.30 7,828	10.75 8,170	11.24 8,542	11.75 8,930	12.31 9,356	12.89 9,796	13.54 10,290
Food Services Assistant 4 1/2 hours	02	8.08 6,908	8.72 7,456	9.11 7,789	9.48 8,105	9.88 8,447	10.30 8,807	10.75 9,191	11.24 9,610	11.75 10,046	12.31 10,525	12.89 11,021	13.54 11,577
Food Services Assistant 5 hours	02	8.08 7,676	8.72 8,284	9.11 8,655	9.48 9,006	9.88 9,386	10.30 9,785	10.75 10,213	11.24 10,678	11.75 11,163	12.31 11,695	12.89 12,246	13.54 12,863
Food Services Assistant 5 1/2 hours	02	8.08 8,444	8.72 9,112	9.11 9,520	9.48 9,907	9.88 10,325	10.30 10,764	10.75 11,234	11.24 11,746	11.75 12,279	12.31 12,864	12.89 13,470	13.54 14,149
Food Services Assistant 6 hours	02	8.08 9,211	8.72 9,941	9.11 10,385	9.48 10,807	9.88 11,263	10.30 11,742	10.75 12,255	11.24 12,814	11.75 13,395	12.31 14,033	12.89 14,695	13.54 15,436
Food Services Assistant 6 1/2 hours	02	8.08 9,979	8.72 10,769	9.11 11,251	9.48 11,708	9.88 12,202	10.30 12,721	10.75 13,276	11.24 13,881	11.75 14,511	12.31 15,203	12.89 15,919	13.54 16,722
Food Services Manager I 7 hours	09	9.50 12,968	10.15 13,855	10.74 14,660	11.23 15,329	11.73 16,011	12.32 16,817	12.89 17,595	13.42 18,318	14.04 19,165	14.69 20,052	15.39 21,007	16.16 22,058
Food Services Manager I 7 1/2 hours	09	9.50 13,894	10.15 14,844	10.74 15,707	11.23 16,424	11.73 17,155	12.32 18,018	12.89 18,852	13.42 19,627	14.04 20,534	14.69 21,484	15.39 22,508	16.16 23,634
Food Services Manager II 8 hours	11	10.16 15,850	11.05 17,238	11.73 18,299	12.32 19,219	12.89 20,108	13.43 20,951	14.04 21,902	14.65 22,854	15.34 23,930	16.03 25,007	16.84 26,270	17.67 27,565
Food Services Manager III 8 hours	14	11.65 18,174	12.73 19,859	13.43 20,951	14.04 21,902	14.68 22,901	15.36 23,962	16.10 25,116	16.88 26,333	17.65 27,534	18.51 28,876	19.41 30,280	20.37 31,777
Food Services Manager IV 8 hours	16	12.81 19,984	14.00 21,840	14.77 23,041	15.46 24,118	16.13 25,163	16.89 26,348	17.72 27,643	18.57 28,969	19.44 30,326	20.36 31,762	21.35 33,306	22.40 34,944
Food Services Field Rep 8 hours	17	13.45 20,982	14.70 22,932	15.51 24,196	16.23 25,319	16.93 26,411	17.74 27,674	18.60 29,016	19.50 30,420	20.40 31,824	21.38 33,353	22.42 34,975	23.53 36,707

Food Services Manager Grade Criteria is as follows:

Grade	Number of Lunches Served
09	up to 375
11	376 to 750
14	751 to 900
16	901 and over

NOTE:

1. Personnel on this salary scale are hourly employees and are paid on the basis of actual hours worked. The estimated annual salary is shown for information only.
2. Food Services Assistant estimated annual salary is based on 190 work days to be scheduled by the Board of Education.
3. Food Services Manager estimated annual salary is based on 195 work days to be scheduled by the Board of Education.
4. Food Services Field Representative annual salary is based on 200 work days to be scheduled by the Board of Education.
5. Food Services employees designated the responsibility of operating a satellite lunch program transporting up to 100 lunches daily will be paid their regular salary plus 2%; those operating and transporting between 101 and 200 lunches daily will be paid their regular salary plus 7%; those operating and transporting between 201 and 400 lunches daily will be paid their regular salary plus 10% and those operating and transporting more than 400 lunches daily will be paid their regular salary plus 11%.

FOOD SERVICE PAY TABLE

Prince George's County Public Schools November 1, 1999 - June 30, 2000

TABLE 400

Classification	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step 1,2,3	Step MAX
Food Services Assistant 3 hours	02	8.24 4,697	8.89 5,067	9.29 5,295	9.67 5,512	10.08 5,746	10.51 5,991	10.97 6,253	11.46 6,532	11.99 6,834	12.56 7,159	13.15 7,496	13.81 7,872	14.50 8,265
Food Services Assistant 3 1/2 hours	02	8.24 5,480	8.89 5,912	9.29 6,178	9.67 6,431	10.08 6,703	10.51 6,989	10.97 7,295	11.46 7,621	11.99 7,973	12.56 8,352	13.15 8,745	13.81 9,184	14.50 9,643
Food Services Assistant 4 hours	02	8.24 6,262	8.89 6,756	9.29 7,060	9.67 7,349	10.08 7,661	10.51 7,988	10.97 8,337	11.46 8,710	11.99 9,112	12.56 9,546	13.15 9,994	13.81 10,496	14.50 11,020
Food Services Assistant 4 1/2 hours	02	8.24 7,045	8.89 7,601	9.29 7,943	9.67 8,268	10.08 8,618	10.51 8,986	10.97 9,379	11.46 9,798	11.99 10,251	12.56 10,739	13.15 11,243	13.81 11,808	14.50 12,398
Food Services Assistant 5 hours	02	8.24 7,828	8.89 8,446	9.29 8,826	9.67 9,187	10.08 9,576	10.51 9,985	10.97 10,422	11.46 10,887	11.99 11,391	12.56 11,932	13.15 12,493	13.81 13,120	14.50 13,775
Food Services Assistant 5 1/2 hours	02	8.24 8,611	8.89 9,290	9.29 9,708	9.67 10,105	10.08 10,534	10.51 10,983	10.97 11,464	11.46 11,976	11.99 12,530	12.56 13,125	13.15 13,742	13.81 14,431	14.50 15,153
Food Services Assistant 6 hours	02	8.24 9,394	8.89 10,135	9.29 10,591	9.67 11,024	10.08 11,491	10.51 11,981	10.97 12,506	11.46 13,064	11.99 13,669	12.56 14,318	13.15 14,991	13.81 15,743	14.50 16,530
Food Services Assistant 6 1/2 hours	02	8.24 10,176	8.89 10,979	9.29 11,473	9.67 11,942	10.08 12,449	10.51 12,980	10.97 13,548	11.46 14,153	11.99 14,808	12.56 15,512	13.15 16,240	13.81 17,055	14.50 17,908
Food Services Manager I 7 hours	09	9.69 13,227	10.35 14,128	10.95 14,947	11.45 15,629	11.96 16,325	12.57 17,158	13.15 17,950	13.69 18,687	14.32 19,547	14.98 20,448	15.70 21,431	16.48 22,495	17.30 23,615
Food Services Manager I 7 1/2 hours	09	9.69 14,172	10.35 15,137	10.95 16,014	11.45 16,746	11.96 17,492	12.57 18,384	13.15 19,232	13.69 20,022	14.32 20,943	14.98 21,908	15.70 22,961	16.48 24,102	17.30 25,301
Food Services Manager II 8 hours	11	10.36 16,162	11.27 17,581	11.96 18,658	12.57 19,609	13.15 20,514	13.70 21,372	14.32 22,339	14.94 23,306	15.65 24,414	16.35 25,506	17.18 26,801	18.02 28,111	18.92 29,515
Food Services Manager III 8 hours	14	11.88 18,533	12.98 20,249	13.70 21,372	14.32 22,339	14.97 23,353	15.67 24,445	16.42 25,615	17.22 26,863	18.00 28,080	18.88 29,453	19.80 30,888	20.78 32,417	21.82 34,039
Food Services Manager IV 8 hours	16	13.07 20,389	14.28 22,277	15.07 23,509	15.77 24,601	16.45 25,662	17.23 26,879	18.07 28,189	18.94 29,546	19.83 30,935	20.77 32,401	21.78 33,977	22.85 35,646	23.99 37,424
Food Services Field Rep 8 hours	17	13.72 21,952	14.99 23,984	15.82 25,312	16.55 26,480	17.27 27,632	18.09 28,944	18.97 30,352	19.89 31,824	20.81 33,296	21.81 34,896	22.87 36,592	24.00 38,400	25.20 40,320

Food Services Manager Grade Criteria is as follows:

Grade	Number of Lunches Served
09	up to 375
11	376 to 750
14	751 to 900
16	901 and over

NOTE:

1. Personnel on this salary scale are hourly employees and are paid on the basis of actual hours worked. The estimated annual salary is shown for information only.
2. Food Services Assistant estimated annual salary is based on 190 work days to be scheduled by the Board of Education.
3. Food Services Manager estimated annual salary is based on 195 work days to be scheduled by the Board of Education.
4. Food Services Field Representative annual salary is based on 200 work days to be scheduled by the Board of Education.
5. Food Services employees designated the responsibility of operating a satellite lunch program transporting up to 100 lunches daily will be paid their regular salary plus 2%; those operating and transporting between 101 and 200 lunches daily will be paid their regular salary plus 7%; those operating and transporting between 201 and 400 lunches daily will be paid their regular salary plus 10% and those operating and transporting more than 400 lunches daily will be paid their regular salary plus 11%.

FOOD SERVICE PAY TABLE

Prince George's County Public Schools July 1, 2000 - June 30, 2001

TABLE 400

Classification	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y	Step Z,1,2	Step MAX
Food Services Assistant 3 hours	02	8.40 4,788	9.07 5,170	9.48 5,404	9.86 5,620	10.28 5,860	10.72 6,110	11.19 6,378	11.69 6,663	12.23 6,971	12.81 7,302	13.41 7,644	14.09 8,031	14.79 8,430
Food Services Assistant 3 1/2 hours	02	8.40 5,586	9.07 6,032	9.48 6,304	9.86 6,557	10.28 6,836	10.72 7,129	11.19 7,441	11.69 7,774	12.23 8,133	12.81 8,519	13.41 8,918	14.09 9,370	14.79 9,835
Food Services Assistant 4 hours	02	8.40 6,384	9.07 6,893	9.48 7,205	9.86 7,494	10.28 7,813	10.72 8,147	11.19 8,504	11.69 8,884	12.23 9,295	12.81 9,736	13.41 10,192	14.09 10,708	14.79 11,240
Food Services Assistant 4 1/2 hours	02	8.40 7,182	9.07 7,755	9.48 8,105	9.86 8,430	10.28 8,789	10.72 9,166	11.19 9,567	11.69 9,995	12.23 10,457	12.81 10,953	13.41 11,466	14.09 12,047	14.79 12,645
Food Services Assistant 5 hours	02	8.40 7,980	9.07 8,617	9.48 9,006	9.86 9,367	10.28 9,766	10.72 10,184	11.19 10,631	11.69 11,106	12.23 11,619	12.81 12,170	13.41 12,740	14.09 13,386	14.79 14,051
Food Services Assistant 5 1/2 hours	02	8.40 8,778	9.07 9,478	9.48 9,907	9.86 10,304	10.28 10,743	10.72 11,202	11.19 11,694	11.69 12,216	12.23 12,780	12.81 13,386	13.41 14,013	14.09 14,724	14.79 15,456
Food Services Assistant 6 hours	02	8.40 9,576	9.07 10,340	9.48 10,807	9.86 11,240	10.28 11,719	10.72 12,221	11.19 12,757	11.69 13,327	12.23 13,942	12.81 14,603	13.41 15,287	14.09 16,063	14.79 16,861
Food Services Assistant 6 1/2 hours	02	8.40 10,374	9.07 11,201	9.48 11,708	9.86 12,177	10.28 12,696	10.72 13,239	11.19 13,820	11.69 14,437	12.23 15,104	12.81 15,820	13.41 16,561	14.09 17,401	14.79 18,266
Food Services Manager I 7 hours	09	9.88 13,486	10.56 14,414	11.17 15,247	11.68 15,943	12.20 16,653	12.82 17,499	13.41 18,305	13.96 19,055	14.61 19,943	15.28 20,857	16.01 21,854	16.81 22,946	17.65 24,092
Food Services Manager I 7 1/2 hours	09	9.88 14,450	10.56 15,444	11.17 16,336	11.68 17,082	12.20 17,843	12.82 18,749	13.41 19,612	13.96 20,417	14.61 21,367	15.28 22,347	16.01 23,415	16.81 24,585	17.65 25,813
Food Services Manager II 8 hours	11	10.57 16,489	11.50 17,940	12.20 19,032	12.82 19,999	13.41 20,920	13.97 21,793	14.61 22,792	15.24 23,774	15.96 24,898	16.68 26,021	17.52 27,331	18.38 28,673	19.30 30,108
Food Services Manager III 8 hours	14	12.12 18,907	13.24 20,654	13.97 21,793	14.61 22,792	15.27 23,821	15.98 24,929	16.75 26,130	17.56 27,394	18.36 28,642	19.26 30,046	20.20 31,512	21.20 33,072	22.26 34,726
Food Services Manager IV 8 hours	16	13.33 20,795	14.57 22,729	15.37 23,977	16.09 25,100	16.78 26,177	17.57 27,409	18.43 28,751	19.32 30,139	20.23 31,559	21.19 33,056	22.22 34,663	23.31 36,364	24.48 38,189
Food Services Field Rep 8 hours	17	13.99 22,384	15.29 24,464	16.14 25,824	16.88 27,008	17.62 28,192	18.45 29,520	19.35 30,960	20.29 32,464	21.23 33,968	22.25 35,600	23.33 37,328	24.48 39,168	25.70 41,120

Food Services Manager Grade Criteria is as follows:

Grade	Number of Lunches Served
09	up to 375
11	376 to 750
14	751 to 900
16	901 and over

NOTE:

1. Personnel on this salary scale are hourly employees and are paid on the basis of actual hours worked. The estimated annual salary is shown for information only.
2. Food Services Assistant estimated annual salary is based on 190 work days to be scheduled by the Board of Education.
3. Food Services Manager estimated annual salary is based on 195 work days to be scheduled by the Board of Education.
4. Food Services Field Representative annual salary is based on 200 work days to be scheduled by the Board of Education.
5. Food Services employees designated the responsibility of operating a satellite lunch program transporting up to 100 lunches daily will be paid their regular salary plus 2%; those operating and transporting between 101 and 200 lunches daily will be paid their regular salary plus 7%; those operating and transporting between 201 and 400 lunches daily will be paid their regular salary plus 10% and those operating and transporting more than 400 lunches daily will be paid their regular salary plus 11%.
6. The table includes 2.0% improvement effective July 1, 2000. If the CPI-W published by the U.S. Department of Labor for March 2000 in Table 2 of the Philadelphia Office Regional CPI Announcement for the Washington-Baltimore area exceeds 4.0%, negotiations on salaries will reopen with salary tables improved by no less than 2.0% effective July 1, 2000.

TRANSPORTATION PAY TABLE

Prince George's County Public Schools July 1, 1998 - November 30, 1998

TABLE 500

Classification	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Transportation Aide Bus Monitor	01	8.62	9.40	9.79	10.22	10.59	11.04	11.56	12.01	12.60	13.23	13.85	14.55
Transportation Aide, Orthopedic	02	9.04	9.68	10.22	10.59	11.04	11.56	12.01	12.60	13.24	13.82	14.51	15.24
Bus Driver	04	11.71	12.73	13.47	14.07	14.67	15.37	16.07	16.83	17.59	18.42	19.31	20.28
Bus Driver, Orthopedic	05	12.24	13.31	14.07	14.67	15.37	16.07	16.83	17.59	18.43	19.33	20.26	21.28
Auxiliary Bus Driver	06	12.82	13.93	14.72	15.38	16.10	16.84	17.63	18.43	19.31	19.80	21.79	22.29
Assistant Bus Driver Foreman	07	13.38	14.53	15.37	16.07	16.83	17.59	18.43	19.27	20.20	21.11	22.19	23.31
Bus Driver Trainer	09	14.66	15.92	16.86	17.60	18.47	19.38	20.29	21.25	22.25	23.33	24.46	25.69
Bus Driver Foreman	10	15.26	16.70	17.65	18.58	19.47	20.40	21.30	22.31	23.44	24.55	25.76	27.05

NOTE:

- Personnel on this salary scale are hourly employees and are paid for actual hours worked. Estimated annual salary for an individual driver or aide may be determined by multiplying the hourly rate of pay, times the daily time, and multiplying the result by the 185 work days to be scheduled by the Board of Education. The estimated salary thus determined for Bus Drivers does not include additional earnings defined in Article VII, Section 27, sub-section 2.10,a,(1),(2),(3),b,c,(1),(2),(3),(4). The salary thus determined for Transportation Aides does not include additional earnings as defined in Article VII, Section 27, sub-section 3.11,a,b,c,d,e.
- The Assistant Bus Driver Foreman, Bus Driver Trainer and the Bus Driver Foreman are employed for 12 months. The regular work day is eight (8) hours excluding 30 minutes for lunch.

TRANSPORTATION PAY TABLE

Prince George's County Public Schools December 1, 1998 - October 31, 1999

TABLE 500

Classification	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Transportation Aide Bus Monitor	01	8.88	9.68	10.08	10.53	10.91	11.37	11.91	12.37	12.98	13.63	14.27	14.99
Transportation Aide, Orthopedic	02	9.31	9.97	10.53	10.91	11.37	11.91	12.37	12.98	13.64	14.23	14.95	15.70
Bus Driver	04	12.06	13.11	13.87	14.49	15.11	15.83	16.55	17.33	18.12	18.97	19.89	20.89
Bus Driver, Orthopedic	05	12.61	13.71	14.49	15.11	15.83	16.55	17.33	18.12	18.98	19.91	20.87	21.92
Auxiliary Bus Driver	06	13.20	14.35	15.16	15.84	16.58	17.35	18.16	18.98	19.89	20.39	22.44	22.96
Assistant Bus Driver Foreman	07	13.78	14.97	15.83	16.55	17.33	18.12	18.98	19.85	20.81	21.74	22.86	24.01
Bus Driver Trainer	09	15.10	16.40	17.37	18.13	19.02	19.96	20.90	21.89	22.92	24.03	25.19	26.46
Bus Driver Foreman	10	15.72	17.20	18.18	19.14	20.05	21.01	21.94	22.98	24.14	25.29	26.53	27.86

NOTE:

- Personnel on this salary scale are hourly employees and are paid for actual hours worked. Estimated annual salary for an individual driver or aide may be determined by multiplying the hourly rate of pay, times the daily time, and multiplying the result by the 185 work days to be scheduled by the Board of Education. The estimated salary thus determined for Bus Drivers does not include additional earnings defined in Article VII, Section 27, sub-section 2.10,a,(1),(2),(3),b,c,(1),(2),(3),(4). The salary thus determined for Transportation Aides does not include additional earnings as defined in Article VII, Section 27, sub-section 3.11,a,b,c,d,e.
- The Assistant Bus Driver Foreman, Bus Driver Trainer and the Bus Driver Foreman are employed for 12 months. The regular work day is eight (8) hours excluding 30 minutes for lunch.

TRANSPORTATION PAY TABLE

**Prince George's County Public Schools
November 1, 1999 - June 30, 2000**

TABLE 500

Classification	Grade	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
		A	B	C	D	E	F	G/H I/J	K/L M/N	O/P Q/R	S/T U/V	W/X Y/Z	1,2,3	MAX
Transportation Attendant	01	9.06	9.87	10.28	10.74	11.13	11.60	12.15	12.62	13.24	13.90	14.56	15.29	16.05
Transportation Attendant, Orthopedic	02	9.50	10.17	10.74	11.13	11.60	12.15	12.62	13.24	13.91	14.51	15.25	16.01	16.81
Bus Driver	04	12.30	13.37	14.15	14.78	15.41	16.15	16.88	17.68	18.48	19.35	20.29	21.31	22.38
Bus Driver, Orthopedic	05	12.86	13.98	14.78	15.41	16.15	16.88	17.68	18.48	19.36	20.31	21.29	22.36	23.48
Auxiliary Bus Driver Lead Driver	06	13.46	14.64	15.46	16.16	16.91	17.70	18.52	19.36	20.29	20.80	22.89	23.42	24.59
Assistant Bus Driver Foreman	07	14.06	15.27	16.15	16.88	17.68	18.48	19.36	20.25	21.23	22.17	23.32	24.49	25.71
Bus Driver Trainer	09	15.40	16.73	17.72	18.49	19.40	20.36	21.32	22.33	23.38	24.51	25.69	26.99	28.34
Bus Driver Foreman	10	16.03	17.54	18.54	19.52	20.45	21.43	22.38	23.44	24.62	25.80	27.06	28.42	29.84

NOTE:

- Personnel on this salary scale are hourly employees and are paid for actual hours worked. Estimated annual salary for an individual driver or aide may be determined by multiplying the hourly rate of pay, times the daily time, and multiplying the result by the 185 work days to be scheduled by the Board of Education. The estimated salary thus determined for Bus Drivers does not include additional earnings defined in Article VII, Section 27, sub-section 2.10,a,(1),(2),(3),b,c,(1),(2),(3),(4). The salary thus determined for Transportation Aides does not include additional earnings as defined in Article VII, Section 27, sub-section 3.11,a,b,c,d,e.
- The Assistant Bus Driver Foreman, Bus Driver Trainer and the Bus Driver Foreman are employed for 12 months. The regular work day is eight (8) hours excluding 30 minutes for lunch.

TRANSPORTATION PAY TABLE

**Prince George's County Public Schools
July 1, 2000 - June 30, 2001**

TABLE 500

Classification	Grade	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
		A	B	C	D	E	F	G/H I/J	K/L M/N	O/P Q/R	S/T U/V	W/X Y	Z,1,2	MAX
Transportation Attendant	01	9.24	10.07	10.49	10.95	11.35	11.83	12.39	12.87	13.50	14.18	14.85	15.60	16.38
Transportation Attendant, Orthopedic	02	9.69	10.37	10.95	11.35	11.83	12.39	12.87	13.50	14.19	14.80	15.56	16.33	17.15
Bus Driver	04	12.55	13.64	14.43	15.08	15.72	16.47	17.22	18.03	18.85	19.74	20.70	21.74	22.83
Bus Driver, Orthopedic	05	13.12	14.26	15.08	15.72	16.47	17.22	18.03	18.85	19.75	20.72	21.72	22.81	23.95
Auxiliary Bus Driver Lead Driver	06	13.73	14.93	15.77	16.48	17.25	18.05	18.89	19.75	20.70	21.22	23.35	23.89	25.08
Assistant Bus Driver Foreman	07	14.34	15.58	16.47	17.22	18.03	18.85	19.75	20.66	21.65	22.61	23.79	24.98	26.23
Bus Driver Trainer	09	15.71	17.06	18.07	18.86	19.79	20.77	21.75	22.78	23.85	25.00	26.20	27.53	28.91
Bus Driver Foreman	10	16.35	17.89	18.91	19.91	20.86	21.86	22.83	23.91	25.11	26.32	27.60	28.99	30.44

NOTE:

- Personnel on this salary scale are hourly employees and are paid for actual hours worked. Estimated annual salary for an individual driver or aide may be determined by multiplying the hourly rate of pay, times the daily time, and multiplying the result by the 185 work days to be scheduled by the Board of Education. The estimated salary thus determined for Bus Drivers does not include additional earnings defined in Article VII, Section 27, sub-section 2.10,a,(1),(2),(3),b,c,(1),(2),(3),(4). The salary thus determined for Transportation Aides does not include additional earnings as defined in Article VII, Section 27, sub-section 3.11,a,b,c,d,e.
- The Assistant Bus Driver Foreman, Bus Driver Trainer and the Bus Driver Foreman are employed for 12 months. The regular work day is eight (8) hours excluding 30 minutes for lunch.
- The table includes 2.0% improvement effective July 1, 2000. If the CPI-W published by the U.S. Department of Labor for March 2000 in Table 2 of the Philadelphia Office Regional CPI Announcement for the Washington-Baltimore area exceeds 4.0%, negotiations on salaries will reopen with salary tables improved by no less than 2.0% effective July 1, 2000.

SCHOOL CLERICAL PAY TABLE

**Prince George's County Public Schools
July 1, 1998 - November 30, 1998**

TABLE 600

Classification	Normal Daily Work Hrs	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
(1) School Secretary I (Half-time)	3.5	01	10.27 7,189	11.20 7,840	11.90 8,330	12.36 8,652	13.01 9,107	13.63 9,541	14.22 9,954	14.89 10,423	15.56 10,892	16.33 11,431	17.12 11,984	17.98 12,586
(3) Floating Media Aide	7	01	10.27	11.20	11.90	12.36	13.01	13.63	14.22	14.89	15.56	16.33	17.12	17.98
(3) Instructional Media Aide			14,378	15,680	16,660	17,304	18,214	19,082	19,908	20,846	21,784	22,862	23,968	25,172
(3) School Secretary I														
(4) School Secretary I	7	01	15,816	17,248	18,326	19,034	20,035	20,990	21,899	22,931	23,962	25,148	26,365	27,689
(3) School Accounting Secretary	7	03	10.77	11.73	12.36	13.01	13.63	14.22	14.89	15.56	16.30	17.05	17.86	18.75
(3) School Guidance Secretary			15,078	16,422	17,304	18,214	19,082	19,908	20,846	21,784	22,820	23,870	25,004	26,250
(4) School Guidance Secretary			16,586	18,064	19,034	20,035	20,990	21,899	22,931	23,962	25,102	26,257	27,504	28,875
(2) Health Aide	7	04	10.81	11.74	12.43	13.01	13.60	14.28	14.91	15.57	16.33	17.10	17.92	18.80
(2) Vision and Hearing Technician			14,377	15,614	16,532	17,303	18,088	18,992	19,830	20,708	21,719	22,743	23,834	25,004
School Secretary II	7	05	11.28	12.23	13.01	13.63	14.22	14.89	15.56	16.30	17.04	17.84	18.71	19.65
(3)			15,792	17,122	18,214	19,082	19,908	20,846	21,784	22,820	23,856	24,976	26,194	27,510
(4)			17,371	18,834	20,035	20,990	21,899	22,931	23,962	25,102	26,242	27,474	28,813	30,261
(5)			20,609	22,344	23,769	24,902	25,980	27,204	28,428	29,780	31,132	32,594	34,183	35,901
(4) School Registrar	7	05	11.28	12.23	13.01	13.63	14.22	14.89	15.56	16.30	17.04	17.84	18.71	19.65
(4) School Business Manager			17,371	18,834	20,035	20,990	21,899	22,931	23,962	25,102	26,242	27,474	28,813	30,261
School Licensed Practical Nurse	7	06	11.76	12.85	13.63	14.22	14.89	15.56	16.30	17.04	17.84	18.68	19.60	20.58
(2)			15,641	17,091	18,128	18,913	19,804	20,695	21,679	22,663	23,727	24,844	26,068	27,371
(3)			16,464	17,990	19,082	19,908	20,846	21,784	22,820	23,856	24,976	26,152	27,440	28,812
(4)			18,110	19,789	20,990	21,899	22,931	23,962	25,102	26,242	27,474	28,767	30,184	31,693
School Registered Nurse	7	10	14.26	15.51	16.38	17.12	17.93	18.74	19.62	20.58	21.55	22.57	23.69	24.88
(2)			18,966	20,628	21,785	22,770	23,847	24,924	26,095	27,371	28,662	30,018	31,508	33,090
(3)			19,964	21,714	22,932	23,968	25,102	26,236	27,468	28,812	30,171	31,598	33,166	34,832
(4)			21,961	23,885	25,225	26,365	27,612	28,859	30,215	31,693	33,188	34,758	36,483	38,315

- (1) These estimated annual salaries are based on 200 work days to be scheduled by the Board of Education, 3 1/2 hours per day, 700 working hours per year.
- (2) These estimated annual salaries are based on 7 hours per day for 190 work days to be scheduled by the Board of Education, 1330 working hours per year.
- (3) These estimated annual salaries are based on 200 work days to be scheduled by the Board of Education, 7 hours per day, 1400 working hours per year.
- (4) These estimated annual salaries are based on 220 work days to be scheduled by the Board of Education, 7 hours per day, 1540 working hours per year.
- (5) These estimated annual salaries are based on 261 work days to be scheduled by the Board of Education, 7 hours per day, 1827 working hours per year.

NOTE:

1. Personnel on this salary scale are hourly employees and are paid on the basis of actual hours worked. The estimated annual salary is for information only. The work hours shown do not include a thirty (30) minute lunch period.

SCHOOL CLERICAL PAY TABLE

**Prince George's County Public Schools
December 1, 1998 - June 30, 1999**

TABLE 600

Classification	Normal Daily Work Hrs	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
(1) School Secretary I (Half-time)	3.5	01	10.58 7,406	11.54 8,078	12.26 8,582	12.73 8,911	13.40 9,380	14.04 9,828	14.65 10,255	15.34 10,738	16.03 11,221	16.82 11,774	17.63 12,341	18.52 12,964
(3) Floating Media Aide (3) Instructional Media Aide	7	01	10.58 14,812	11.54 16,156	12.26 17,164	12.73 17,822	13.40 18,760	14.04 19,656	14.65 20,510	15.34 21,476	16.03 22,442	16.82 23,548	17.63 24,682	18.52 25,928
(3) School Secretary I (4) School Secretary I	7	01	16,293	17,772	18,880	19,604	20,636	21,622	22,561	23,624	24,686	25,903	27,150	28,521
(3) School Accounting Secretary (3) School Guidance Secretary (4) School Guidance Secretary	7	03	11.09 15,526 17,079	12.08 16,912 18,603	12.73 17,822 19,604	13.40 18,760 20,636	14.04 19,656 21,622	14.65 20,510 22,561	15.34 21,476 23,624	16.03 22,442 24,686	16.79 23,506 25,857	17.56 24,584 27,042	18.40 25,760 28,336	19.31 27,034 29,737
(2) Health Aide (2) Vision and Hearing Technician	7	04	11.13 14,803	12.09 16,080	12.80 17,024	13.40 17,822	14.01 18,633	14.71 19,564	15.36 20,429	16.04 21,333	16.82 22,371	17.61 23,421	18.46 24,552	19.36 25,749
School Secretary II (3) (4) (5)	7	05	11.62 16,268 17,895 21,230	12.60 17,640 19,404 23,020	13.40 18,760 20,636 24,482	14.04 19,656 21,622 25,651	14.65 20,510 22,561 26,766	15.34 21,476 23,624 28,026	16.03 22,442 24,686 29,287	16.79 23,506 25,857 30,675	17.55 24,570 27,027 32,064	18.38 25,732 28,305 33,580	19.27 26,978 29,676 35,206	20.24 28,336 31,170 36,978
(4) School Registrar (4) School Business Manager	7	05	11.62 17,895	12.60 19,404	13.40 20,636	14.04 21,622	14.65 22,561	15.34 23,624	16.03 24,686	16.79 25,857	17.55 27,027	18.38 28,305	19.27 29,676	20.24 31,170
School Licensed Practical Nurse (2) (3) (4)	7	06	12.11 16,106 16,954 18,649	13.24 17,609 18,536 20,390	14.04 18,673 19,656 21,622	14.65 19,485 20,510 22,561	15.34 20,402 21,476 23,624	16.03 21,320 22,442 24,686	16.79 22,331 23,506 25,857	17.55 23,342 24,570 27,027	18.38 24,445 25,732 28,305	19.24 25,589 26,936 29,630	20.19 26,853 28,266 31,093	21.20 28,196 29,680 32,648
School Registered Nurse (2) (3) (4)	7	10	14.69 19,538 20,566 22,623	15.98 21,253 22,372 24,609	16.87 22,437 23,618 25,980	17.63 23,448 24,682 27,150	18.47 24,565 25,858 28,444	19.30 25,669 27,020 29,722	20.21 26,879 28,294 31,123	21.20 28,196 29,680 32,648	22.20 29,526 31,080 34,188	23.25 30,923 32,550 35,805	24.40 32,452 34,160 37,576	25.63 34,088 35,882 39,470

- (1) These estimated annual salaries are based on 200 work days to be scheduled by the Board of Education, 3 1/2 hours per day, 700 working hours per year.
- (2) These estimated annual salaries are based on 7 hours per day for 190 work days to be scheduled by the Board of Education, 1330 working hours per year.
- (3) These estimated annual salaries are based on 200 work days to be scheduled by the Board of Education, 7 hours per day, 1400 working hours per year.
- (4) These estimated annual salaries are based on 220 work days to be scheduled by the Board of Education, 7 hours per day, 1540 working hours per year.
- (5) These estimated annual salaries are based on 261 work days to be scheduled by the Board of Education, 7 hours per day, 1827 working hours per year.

NOTE:

- 1. Personnel on this salary scale are hourly employees and are paid on the basis of actual hours worked. The estimated annual salary is for information only. The work hours shown do not include a thirty (30) minute lunch period.

SCHOOL CLERICAL PAY TABLE

**Prince George's County Public Schools
July 1, 1999 - October 31, 1999**

TABLE 600

Classification	Normal Daily Work Hrs	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
(1) School Secretary I (Half-time)	3.5	01	10.58 7,406	11.54 8,078	12.26 8,582	12.73 8,911	13.40 9,380	14.04 9,828	14.65 10,255	15.34 10,738	16.03 11,221	16.82 11,774	17.63 12,341	18.52 12,964
(3) Floating Media Aide	7	01	10.58	11.54	12.26	12.73	13.40	14.04	14.65	15.34	16.03	16.82	17.63	18.52
(3) Instructional Media Aide			14,812	16,156	17,164	17,822	18,760	19,656	20,510	21,476	22,442	23,548	24,682	25,928
(3) School Secretary I														
(4) School Secretary I	7	01	16,293	17,772	18,880	19,604	20,636	21,622	22,561	23,624	24,686	25,903	27,150	28,521
(3) School Accounting Secretary	7	03	11.09	12.08	12.73	13.40	14.04	14.65	15.34	16.03	16.79	17.56	18.40	19.31
(3) School Guidance Secretary			15,526	16,912	17,822	18,760	19,656	20,510	21,476	22,442	23,506	24,584	25,760	27,034
(4) School Guidance Secretary			17,079	18,603	19,604	20,636	21,622	22,561	23,624	24,686	25,857	27,042	28,336	29,737
(2) Health Aide	7	04	11.13	12.09	12.80	13.40	14.01	14.71	15.36	16.04	16.82	17.61	18.46	19.36
(2) Vision and Hearing Technician			14,803	16,080	17,024	17,822	18,633	19,564	20,429	21,333	22,371	23,421	24,552	25,749
School Secretary II	7	05	11.62	12.60	13.40	14.04	14.65	15.34	16.03	16.79	17.55	18.38	19.27	20.24
(3)			16,268	17,640	18,760	19,656	20,510	21,476	22,442	23,506	24,570	25,732	26,978	28,336
(4)			17,895	19,404	20,636	21,622	22,561	23,624	24,686	25,857	27,027	28,305	29,676	31,170
(5)			21,311	23,108	24,576	25,749	26,868	28,134	29,399	30,793	32,187	33,709	35,341	37,120
(4) School Registrar	7	05	11.62	12.60	13.40	14.04	14.65	15.34	16.03	16.79	17.55	18.38	19.27	20.24
(4) School Business Manager			17,895	19,404	20,636	21,622	22,561	23,624	24,686	25,857	27,027	28,305	29,676	31,170
School Licensed Practical Nurse	7	06	12.11	13.24	14.04	14.65	15.34	16.03	16.79	17.55	18.38	19.24	20.19	21.20
(2)			16,106	17,609	18,673	19,485	20,402	21,320	22,331	23,342	24,445	25,589	26,853	28,196
(3)			16,954	18,536	19,656	20,510	21,476	22,442	23,506	24,570	25,732	26,936	28,266	29,680
(4)			18,649	20,390	21,622	22,561	23,624	24,686	25,857	27,027	28,305	29,630	31,093	32,648
School Registered Nurse	7	10	14.69	15.98	16.87	17.63	18.47	19.30	20.21	21.20	22.20	23.25	24.40	25.63
(2)			19,538	21,253	22,437	23,448	24,565	25,669	26,879	28,196	29,526	30,923	32,452	34,088
(3)			20,566	22,372	23,618	24,682	25,858	27,020	28,294	29,680	31,080	32,550	34,160	35,882
(4)			22,623	24,609	25,980	27,150	28,444	29,722	31,123	32,648	34,188	35,805	37,576	39,470

- (1) These estimated annual salaries are based on 200 work days to be scheduled by the Board of Education, 3 1/2 hours per day, 700 working hours per year.
- (2) These estimated annual salaries are based on 7 hours per day for 190 work days to be scheduled by the Board of Education, 1330 working hours per year.
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- (4) These estimated annual salaries are based on 220 work days to be scheduled by the Board of Education, 7 hours per day, 1540 working hours per year.
- (5) These estimated annual salaries are based on 262 work days to be scheduled by the Board of Education, 7 hours per day, 1827 working hours per year.

NOTE:

- 1. Personnel on this salary scale are hourly employees and are paid on the basis of actual hours worked. The estimated annual salary is for information only. The work hours shown do not include a thirty (30) minute lunch period.

SCHOOL CLERICAL PAY TABLE

**Prince George's County Public Schools
November 1, 1999 - June 30, 2000**

TABLE 600

Classification	Normal Daily Work Hrs	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step 1,2,3	Step MAX
(1) School Secretary I (Half-time)	3.5	01	10.79 7,553	11.77 8,239	12.51 8,757	12.98 9,086	13.67 9,569	14.32 10,024	14.94 10,458	15.65 10,955	16.35 11,445	17.16 12,012	17.98 12,586	18.89 13,223	19.83 13,881
(3) Floating Media Aide	7	01	10.79 15,106	11.77 16,478	12.51 17,514	12.98 18,172	13.67 19,138	14.32 20,048	14.94 20,916	15.65 21,910	16.35 22,890	17.16 24,024	17.98 25,172	18.89 26,446	19.83 27,762
(3) School Secretary I	7	01	16,617	18,126	19,265	19,989	21,052	22,053	23,008	24,101	25,179	26,426	27,689	29,091	30,538
(3) School Accounting Secretary	7	03	11.31 15,834	12.32 17,248	12.98 18,172	13.67 19,138	14.32 20,048	14.94 20,916	15.65 21,910	16.35 22,890	17.13 23,982	17.91 25,074	18.77 26,278	19.70 27,580	20.69 28,966
(3) School Guidance Secretary	7	03	17,417	18,973	19,989	21,052	22,053	23,008	24,101	25,179	26,380	27,581	28,906	30,338	31,863
(2) Health Care Technician	7	04	11.35 15,096	12.33 16,399	13.06 17,370	13.67 18,181	14.29 19,006	15.00 19,950	15.67 20,841	16.36 21,759	17.16 22,823	17.96 23,887	18.83 25,044	19.75 26,268	20.74 27,584
(2) Vision and Hearing Technician	7	04	11.35 15,096	12.33 16,399	13.06 17,370	13.67 18,181	14.29 19,006	15.00 19,950	15.67 20,841	16.36 21,759	17.16 22,823	17.96 23,887	18.83 25,044	19.75 26,268	20.74 27,584
School Secretary II	7	05	11.85 16,590	12.85 17,990	13.67 19,138	14.32 20,048	14.94 20,916	15.65 21,910	16.35 22,890	17.13 23,982	17.90 25,060	18.75 26,250	19.66 27,524	20.64 28,896	21.67 30,338
(3)			18,249	19,789	21,052	22,053	23,008	24,101	25,179	26,380	27,566	28,875	30,276	31,786	33,372
(4)			21,733	23,567	25,071	26,263	27,400	28,702	29,986	31,416	32,829	34,388	36,056	37,854	39,743
(4) School Registrar	7	05	11.85 18,249	12.85 19,789	13.67 21,052	14.32 22,053	14.94 23,008	15.65 24,101	16.35 25,179	17.13 26,380	17.90 27,566	18.75 28,875	19.66 30,276	20.64 31,786	21.67 33,372
(4) School Business Manager	7	05	11.85 18,249	12.85 19,789	13.67 21,052	14.32 22,053	14.94 23,008	15.65 24,101	16.35 25,179	17.13 26,380	17.90 27,566	18.75 28,875	19.66 30,276	20.64 31,786	21.67 33,372
School Licensed Practical Nurse	7	06	12.35 16,426	13.50 17,955	14.32 19,046	14.94 19,870	15.65 20,815	16.35 21,746	17.13 22,783	17.90 23,807	18.75 24,938	19.62 26,095	20.59 27,385	21.62 28,755	22.70 30,191
(2)			17,290	18,900	20,048	20,916	21,910	22,890	23,982	25,060	26,250	27,468	28,826	30,268	31,780
(3)			19,019	20,790	22,053	23,008	24,101	25,179	26,380	27,566	28,875	30,215	31,709	33,295	34,958
(4)															
School Registered Nurse	7	10	14.98 19,923	16.30 21,679	17.21 22,889	17.98 23,913	18.84 25,057	19.69 26,188	20.61 27,411	21.62 28,755	22.64 30,111	23.72 31,548	24.89 33,104	26.14 34,766	27.45 36,509
(2)			20,972	22,820	24,094	25,172	26,376	27,566	28,854	30,268	31,696	33,208	34,846	36,596	38,430
(3)			23,069	25,102	26,503	27,689	29,014	30,323	31,739	33,295	34,866	36,529	38,331	40,256	42,273
(4)															

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- (2) These estimated annual salaries are based on 7 hours per day for 190 work days to be scheduled by the Board of Education, 1330 working hours per year.
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- (5) These estimated annual salaries are based on 262 work days to be scheduled by the Board of Education, 7 hours per day, 1827 working hours per year.

NOTE:

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SCHOOL CLERICAL PAY TABLE

**Prince George's County Public Schools
July 1, 2000 - June 30, 2001**

TABLE 600

Classification	Normal Daily Work Hrs	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y	Step Z,1,2	Step MAX
(1) School Secretary I (Half-time)	3.5	01	11.01 7,707	12.01 8,407	12.76 8,932	13.24 9,268	13.94 9,758	14.61 10,227	15.24 10,668	15.96 11,172	16.68 11,676	17.50 12,250	18.34 12,838	19.27 13,489	20.23 14,161
(3) Instructional Media Assistant	7	01	11.01	12.01	12.76	13.24	13.94	14.61	15.24	15.96	16.68	17.50	18.34	19.27	20.23
(3) School Secretary I			15,414	16,814	17,864	18,536	19,516	20,454	21,336	22,344	23,352	24,500	25,676	26,978	28,322
(4) School Secretary I	7	01	16,955	18,495	19,650	20,390	21,468	22,499	23,470	24,578	25,687	26,950	28,244	29,676	31,154
(3) School Accounting Secretary	7	03	11.54	12.57	13.24	13.94	14.61	15.24	15.96	16.68	17.47	18.27	19.15	20.09	21.09
(3) School Guidance Secretary			16,156	17,598	18,536	19,516	20,454	21,336	22,344	23,352	24,458	25,578	26,810	28,126	29,526
(4) School Guidance Secretary			17,772	19,358	20,390	21,468	22,499	23,470	24,578	25,687	26,904	28,136	29,491	30,939	32,479
(2) Health Care Technician	7	04	11.58	12.58	13.32	13.94	14.58	15.30	15.98	16.69	17.50	18.32	19.21	20.15	21.16
(2) Vision and Hearing Technician			15,401	16,731	17,716	18,540	19,391	20,349	21,253	22,198	23,275	24,366	25,549	26,800	28,143
School Secretary II	7	05	12.09	13.11	13.94	14.61	15.24	15.96	16.68	17.47	18.26	19.13	20.05	21.05	22.10
(3)			16,926	18,354	19,516	20,454	21,336	22,344	23,352	24,458	25,564	26,782	28,070	29,470	30,940
(4)			18,619	20,189	21,468	22,499	23,470	24,578	25,687	26,904	28,120	29,460	30,877	32,417	34,034
(5)			22,004	23,860	25,371	26,590	27,737	29,047	30,358	31,795	33,233	34,817	36,491	38,311	40,222
(4) School Registrar	7	05	12.09	13.11	13.94	14.61	15.24	15.96	16.68	17.47	18.26	19.13	20.05	21.05	22.10
(4) School Business Manager			18,619	20,189	21,468	22,499	23,470	24,578	25,687	26,904	28,120	29,460	30,877	32,417	34,034
School Licensed Practical Nurse	7	06	12.60	13.77	14.61	15.24	15.96	16.68	17.47	18.26	19.13	20.01	21.00	22.05	23.15
(2)			16,758	18,314	19,431	20,269	21,227	22,184	23,235	24,286	25,443	26,613	27,930	29,327	30,790
(3)			17,640	19,278	20,454	21,336	22,344	23,352	24,458	25,564	26,782	28,014	29,400	30,870	32,410
(4)			19,404	21,206	22,499	23,470	24,578	25,687	26,904	28,120	29,460	30,815	32,340	33,957	35,651
School Registered Nurse	7	10	15.28	16.63	17.55	18.34	19.22	20.08	21.02	22.05	23.09	24.19	25.39	26.66	27.99
(2)			20,322	22,118	23,342	24,392	25,563	26,706	27,957	29,327	30,710	32,173	33,769	35,458	37,227
(3)			21,392	23,282	24,570	25,676	26,908	28,112	29,428	30,870	32,326	33,866	35,546	37,324	39,186
(4)			23,531	25,610	27,027	28,244	29,599	30,923	32,371	33,957	35,559	37,253	39,101	41,056	43,105

- (1) These estimated annual salaries are based on 200 work days to be scheduled by the Board of Education, 3 1/2 hours per day, 700 working hours per year.
- (2) These estimated annual salaries are based on 7 hours per day for 190 work days to be scheduled by the Board of Education, 1330 working hours per year.
- (3) These estimated annual salaries are based on 200 work days to be scheduled by the Board of Education, 7 hours per day, 1400 working hours per year.
- (4) These estimated annual salaries are based on 220 work days to be scheduled by the Board of Education, 7 hours per day, 1540 working hours per year.
- (5) These estimated annual salaries are based on 260 work days to be scheduled by the Board of Education, 7 hours per day, 1820 working hours per year.

NOTE:

1. Personnel on this salary scale are hourly employees and are paid on the basis of actual hours worked. The estimated annual salary is for information only. The work hours shown do not include a thirty (30) minute lunch period.
2. The table includes 2.0% improvement effective July 1, 2000. If the CPI-W published by the U.S. Department of Labor for March 2000 in Table 2 of the Philadelphia Office Regional CPI Announcement for the Washington-Baltimore area exceeds 4.0%, negotiations on salaries will reopen with salary tables improved by no less than 2.0% effective July 1, 2000.

CENTRAL OFFICE PAY TABLE

Prince George's County Public Schools
July 1, 1998 - November 30, 1998

TABLE 700

Classification	Hours per work week	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Clerk I		09	8.93	9.55	10.04	10.58	11.04	11.54	12.01	12.59	13.12	13.74	14.38	15.10
Clerk Typist I	37.5		17,480	18,694	19,653	20,710	21,611	22,590	23,510	24,645	25,682	26,896	28,149	29,558
Group Activity Assistant	40		18,646	19,940	20,964	22,091	23,052	24,096	25,077	26,288	27,395	28,689	30,025	31,529
Teen Parenting Day Care Program Assistant														
Audiovisual Supply Clerk		11	9.56	10.43	11.04	11.54	12.01	12.59	13.12	13.74	14.46	15.10	15.84	16.64
Bindery Worker I	37.5		18,714	20,417	21,611	22,590	23,510	24,645	25,682	26,896	28,305	29,558	31,007	32,573
Clerk II	40		19,961	21,778	23,052	24,096	25,077	26,288	27,395	28,689	30,192	31,529	33,074	34,744
Clerk Steno I														
Clerk Typist II														
Data Entry Operator I														
Employee Services Clerk I														
Film Inspector/Packer														
Mail Clerk														
Print Shop Helper														
Security Monitor/Dispatcher														
Test Development Technician I														
Vendor Code Clerk														
Data Processing Control Clerk		12	10.03	10.91	11.54	12.01	12.59	13.12	13.74	14.46	15.09	15.79	16.59	17.42
Film Scheduling Clerk	37.5		19,634	21,356	22,590	23,510	24,645	25,682	26,896	28,305	29,539	30,909	32,475	34,100
H.S. Soc. Serv. Involvement Aide	40		20,943	22,780	24,096	25,077	26,288	27,395	28,689	30,192	31,508	32,970	34,640	36,373
Account Clerk I		13	10.49	11.36	12.01	12.59	13.12	13.74	14.46	15.09	15.83	16.59	17.40	18.26
Administrative Testing Control Clerk	37.5		20,534	22,237	23,510	24,645	25,682	26,896	28,305	29,539	30,987	32,475	34,061	35,744
American Indian Education Assistant	40		21,903	23,720	25,077	26,288	27,395	28,689	30,192	31,508	33,053	34,640	36,331	38,127
Clerk Steno II														
Clerk Typist III														
Employee Services Clerk II														
Film Library Assistant														
Inventory Control Clerk														
Library Assistant														
Payroll Clerk I														
Personnel Clerk I														
Press Operator I														
Preview Film Librarian														
Purchasing Clerk I														
Radio Dispatcher I														
Receptionist														
Scanner Operator														
School Boundaries Control Clerk														
Secretary I														
Security Assistant														
Stock Control Clerk														
Student Achievement/Mentor Program Liaison														
Test Development Technician II														
Title I Parent Inv. Program. Asst.														

CENTRAL OFFICE PAY TABLE

**Prince George's County Public Schools
July 1, 1998 - November 30, 1998**

TABLE 700

Classification	Hours per work week	Grade	TABLE 700												
			Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX	
Bindery Worker II		14	10.92	11.90	12.59	13.12	13.74	14.46	15.09	15.83	16.59	17.37	18.20	19.12	
Community Outreach Case Assistant	37.5		21,376	23,294	24,645	25,682	26,896	28,305	29,539	30,987	32,475	34,002	35,627	37,427	
Data Entry Operator II	40		22,801	24,847	26,288	27,395	28,689	30,192	31,508	33,053	34,640	36,269	38,002	39,923	
Payroll & Special Reports Clerk I															
Test Development Trainer															
Account Clerk II		15	11.44	12.49	13.12	13.74	14.46	15.09	15.83	16.59	17.43	18.25	19.16	20.12	
Clerk Steno III	37.5		22,394	24,449	25,682	26,896	28,305	29,539	30,987	32,475	34,119	35,724	37,506	39,385	
Commodities Control Clerk	40		23,887	26,079	27,395	28,689	30,192	31,508	33,053	34,640	36,394	38,106	40,006	42,011	
Curriculum/Instruction Data Technician															
Enrollment Clerk															
Instructional Data Systems															
Resource Clerk															
Language Translator															
Payroll Clerk II															
Payroll & Special Reports Clerk II															
Personnel Clerk II															
Personnel Data Entry Technician															
Pupil Accounting Control Clerk															
Purchasing Clerk II															
Radio Dispatcher II															
Risk Management Clerk															
Secretary II															
Senior Stock Control Clerk															
Statistical Clerk															
Tape Librarian - EAM/OMR Operator															
Treasury Clerk I															
Display Technician		16	11.99	13.01	13.74	14.46	15.09	15.83	16.59	17.43	18.23	19.07	19.99	20.99	
Garage Systems Network Control Tech.	37.5		23,470	25,467	26,896	28,305	29,539	30,987	32,475	34,119	35,685	37,330	39,130	41,088	
Graphic Artist I	40		25,035	27,165	28,689	30,192	31,508	33,053	34,640	36,394	38,064	39,818	41,739	43,827	
Head Mail Clerk															
Instructional Resource Technician															
Instrumental Music Technician															
Press Operator II															
Systems Network Control Clerk															
Television Studio Technician															
Test Development Technician															
Transportation Technician															
Account Clerk III		17	12.51	13.60	14.46	15.09	15.83	16.59	17.43	18.23	19.14	20.03	21.02	22.07	
Cafeteria Accounting Technician	37.5		24,488	26,622	28,305	29,539	30,987	32,475	34,119	35,685	37,467	39,209	41,147	43,202	
Composition Technician	40		26,121	28,397	30,192	31,508	33,053	34,640	36,394	38,064	39,964	41,823	43,890	46,082	
Computer Operator I/ Instr. Data Systems															
Employee Services Clerk III															
Equity 2000 Program Technician															
Expeditor															
Head Start Program Technician															
Psychometric Clerk															
Purchasing Assistant, Records Control															
Secretary III															
Treasury Clerk II															

CENTRAL OFFICE PAY TABLE

**Prince George's County Public Schools
July 1, 1998 - November 30, 1998**

TABLE 700

Classification	Hours per work week	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Adolescent Single Parent Liaison		18	13.08	14.29	15.09	15.83	16.59	17.43	18.23	19.14	20.00	20.97	21.98	23.08
Before & After School Care	37.5		25,604	27,973	29,539	30,987	32,475	34,119	35,685	37,467	39,150	41,049	43,026	45,179
Fiscal Technician	40		27,311	29,838	31,508	33,053	34,640	36,394	38,064	39,964	41,760	43,785	45,894	48,191
Coordinator, After School Care Program														
Coordinator, American Indian Education Program														
Coordinator, Before & After School Care Program														
Coordinator, Comer School Development Program														
Coordinator, Home/School Care Empowerment Program														
Coordinator, Teen Parenting Day Care Program														
Coordinator, Title I Parent Involvement Program														
ESOL Parent Involvement Liaison														
Film Librarian														
Floating Coordinator, Before & After School Care Program														
Graphic Artist II														
Photographer														
Press Operator III														
Social Service Coordinator Project Head Start														
Social Service Parent Involvement Liaison														
Administrative Secretary I		19	13.74	14.97	15.83	16.59	17.43	18.23	19.14	20.00	21.00	22.00	23.09	24.24
Architect Engineering Technician I	37.5		26,896	29,304	30,987	32,475	34,119	35,685	37,467	39,150	41,108	43,065	45,199	47,450
Budget Technician	40		28,689	31,257	33,053	34,640	36,394	38,064	39,964	41,760	43,848	45,936	48,212	50,613
Computer Operator I														
Computer Operator III/ Instr. Data Systems														
Home School Community Liaison														
Information Technology Technician														
Lead Family Services Worker														
Magnet Program Technician														
Offset Cameraman & Stripper														
Production Control Expeditor														
Property/Equipment Auditor														
Records Technician														
Statistical Data Operator I														
Security Investigator/Counselor (A)														
Television Production Technician I														
Title I Statistical Technician														
Youth Employment Program Specialist														
Head Start Nurses (B)		20	14.37	15.69	16.59	17.43	18.23	19.14	20.00	21.00	21.96	22.99	24.10	25.30
Multimedia Technician	37.5		28,129	30,713	32,475	34,119	35,685	37,467	39,150	41,108	42,987	45,003	47,176	49,525
Press Operator IV	40		30,005	32,761	34,640	36,394	38,064	39,964	41,760	43,848	45,852	48,003	50,321	52,826
Administrative Secretary II		21	15.09	16.41	17.43	18.23	19.14	20.00	21.00	21.96	23.05	24.11	25.31	26.58
Architect Engineering Technician II	37.5		29,539	32,123	34,119	35,685	37,467	39,150	41,108	42,987	45,120	47,195	49,544	52,030
Buyer I	40		31,508	34,264	36,394	38,064	39,964	41,760	43,848	45,852	48,128	50,342	52,847	55,499
Computer Operator II														
Construction Technician														
Control Specialist														
Food Services Technical Technician														
Graphic Designer														
Library Associate														
Science Center Technician														
Statistical Data Operator II														
Television Production Technician II														

NOTE:

- Personnel on this salary scale are hourly employees and are paid for actual hours worked. Estimated annual salary is provided for information only. Work hours do not include 30 minute lunch period.
 - (A) Selected employees serve 200 work days per year, 8 hours per day. Only the hourly rate applies.
 - (B) Employed for 3.5 or 4 hours per day, 190 days per year. Only the hourly rate applies.

CENTRAL OFFICE PAY TABLE

Prince George's County Public Schools

December 1, 1998 -June 30, 1999

TABLE 700

Classification	Hours per work week	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Clerk I		09	9.20	9.84	10.34	10.90	11.37	11.89	12.37	12.97	13.51	14.15	14.81	15.55
Clerk Typist I	37.5		18,009	19,262	20,241	21,337	22,257	23,275	24,214	25,389	26,446	27,699	28,991	30,439
Group Activity Assistant	40		19,210	20,546	21,590	22,759	23,741	24,826	25,829	27,081	28,209	29,545	30,923	32,468
Teen Parenting Day Care Program Assistant														
Audiovisual Supply Clerk		11	9.85	10.74	11.37	11.89	12.37	12.97	13.51	14.15	14.89	15.55	16.32	17.14
Bindery Worker I	37.5		19,281	21,024	22,257	23,275	24,214	25,389	26,446	27,699	29,147	30,439	31,946	33,552
Clerk II	40		20,567	22,425	23,741	24,826	25,829	27,081	28,209	29,545	31,090	32,468	34,076	35,788
Clerk Steno I														
Clerk Typist II														
Data Entry Operator I														
Employee Services Clerk I														
Film Inspector/Packer														
Mail Clerk														
Print Shop Helper														
Security Monitor/Dispatcher														
Test Development Technician I														
Vendor Code Clerk														
Data Processing Control Clerk		12	10.33	11.24	11.89	12.37	12.97	13.51	14.15	14.89	15.54	16.26	17.09	17.94
Film Scheduling Clerk	37.5		20,221	22,002	23,275	24,214	25,389	26,446	27,699	29,147	30,420	31,829	33,454	35,118
H.S. Soc. Serv. Involvement Aide	40		21,569	23,469	24,826	25,829	27,081	28,209	29,545	31,090	32,448	33,951	35,684	37,459
Account Clerk I		13	10.80	11.70	12.37	12.97	13.51	14.15	14.89	15.54	16.30	17.09	17.92	18.81
Administrative Testing Control Clerk	37.5		21,141	22,903	24,214	25,389	26,446	27,699	29,147	30,420	31,907	33,454	35,078	36,821
American Indian Education Assistant	40		22,550	24,430	25,829	27,081	28,209	29,545	31,090	32,448	34,034	35,684	37,417	39,275
Clerk Steno II														
Clerk Typist III														
Employee Services Clerk II														
Film Library Assistant														
Inventory Control Clerk														
Library Assistant														
Payroll Clerk I														
Personnel Clerk I														
Press Operator I														
Purchasing Clerk I														
Radio Dispatcher I														
Receptionist														
Scanner Operator														
School Boundaries Control Clerk														
Secretary I														
Security Assistant														
Stock Control Clerk														
Student Achievement/Mentor Program Liaison														
Test Development Technician II														
Title I Parent Inv. Program. Asst.														

CENTRAL OFFICE PAY TABLE

**Prince George's County Public Schools
December 1, 1998 -June 30, 1999**

TABLE 700

Classification	Hours per work week	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Bindery Worker II		14	11.25	12.26	12.97	13.51	14.15	14.89	15.54	16.30	17.09	17.89	18.75	19.69
Community Outreach Case Assistant	37.5		22,022	23,999	25,389	26,446	27,699	29,147	30,420	31,907	33,454	35,020	36,703	38,543
Data Entry Operator II	40		23,490	25,599	27,081	28,209	29,545	31,090	32,448	34,034	35,684	37,354	39,150	41,113
Payroll & Special Reports Clerk I														
Test Development Trainer														
Account Clerk II		15	11.78	12.86	13.51	14.15	14.89	15.54	16.30	17.09	17.95	18.80	19.73	20.72
Clerk Steno III	37.5		23,059	25,173	26,446	27,699	29,147	30,420	31,907	33,454	35,137	36,801	38,621	40,559
Commodities Control Clerk	40		24,597	26,852	28,209	29,545	31,090	32,448	34,034	35,684	37,480	39,254	41,196	43,263
Curriculum/Instruction Data Technician														
Enrollment Clerk														
Instructional Data Systems Resource Clerk														
Language Translator														
Payroll Clerk II														
Payroll & Special Reports Clerk II														
Personnel Clerk II														
Personnel Data Entry Technician														
Pupil Accounting Control Clerk														
Purchasing Clerk II														
Radio Dispatcher II														
Risk Management Clerk														
Secretary II														
Senior Stock Control Clerk														
Statistical Clerk														
Tape Librarian - EAM/OMR Operator														
Treasury Clerk I														
Display Technician		16	12.35	13.40	14.15	14.89	15.54	16.30	17.09	17.95	18.78	19.64	20.59	21.62
Garage Systems Network Control Tech.	37.5		24,175	26,231	27,699	29,147	30,420	31,907	33,454	35,137	36,762	38,445	40,305	42,321
Graphic Artist I	40		25,787	27,979	29,545	31,090	32,448	34,034	35,684	37,480	39,213	41,008	42,992	45,143
Head Mail Clerk														
Instructional Resource Technician														
Instrumental Music Technician														
Press Operator II														
Systems Network Control Clerk														
Television Studio Technician														
Test Development Technician														
Transportation Technician														
Account Clerk III		17	12.89	14.01	14.89	15.54	16.30	17.09	17.95	18.78	19.71	20.63	21.65	22.73
Cafeteria Accounting Technician	37.5		25,232	27,425	29,147	30,420	31,907	33,454	35,137	36,762	38,582	40,383	42,380	44,494
Composition Technician	40		26,914	29,253	31,090	32,448	34,034	35,684	37,480	39,213	41,154	43,075	45,205	47,460
Computer Operator I/ Instr. Data Systems														
Employee Services Clerk III														
Equity 2000 Program Technician														
Expeditor														
Head Start Program Technician														
Psychometric Clerk														
Purchasing Assistant, Records Control														
Secretary III														
Treasury Clerk II														

CENTRAL OFFICE PAY TABLE

**Prince George's County Public Schools
December 1, 1998 -June 30, 1999**

TABLE 700

Classification	Hours per work week	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Adolescent Single Parent Liaison		18	13.47	14.72	15.54	16.30	17.09	17.95	18.78	19.71	20.60	21.60	22.64	23.77
Before & After School Care	37.5		26,368	28,814	30,420	31,907	33,454	35,137	36,762	38,582	40,325	42,282	44,318	46,530
Fiscal Technician	40		28,125	30,735	32,448	34,034	35,684	37,480	39,213	41,154	43,013	45,101	47,272	49,632
Coordinator, After School Care Program														
Coordinator, American Indian Education Program														
Coordinator, Before & After School Care Program														
Coordinator, Comer School Development Program														
Coordinator, Home/School Care Empowerment Program														
Coordinator, Teen Parenting Day Care Program														
Coordinator, Title I Parent Involvement Program														
ESOL Parent Involvement Liaison														
Film Librarian														
Floating Coordinator, Before & After School Care Program														
Graphic Artist II														
Photographer														
Press Operator III														
Social Service Coordinator Project Head Start														
Social Service Parent Involvement Liaison														
Administrative Secretary I		19	14.15	15.42	16.30	17.09	17.95	18.78	19.71	20.60	21.63	22.66	23.78	24.97
Architect Engineering Technician I	37.5		27,699	30,185	31,907	33,454	35,137	36,762	38,582	40,325	42,341	44,357	46,549	48,879
Budget Technician	40		29,545	32,197	34,034	35,684	37,480	39,213	41,154	43,013	45,163	47,314	49,653	52,137
Computer Operator I														
Computer Operator III/ Instr. Data Systems														
Home School Community Liaison														
Information Technology Technician														
Lead Family Services Worker														
Magnet Program Technician														
Offset Cameraman & Stripper														
Production Control Expeditor														
Property/Equipment Auditor														
Records Technician														
Statistical Data Operator I														
Security Investigator/Counselor (A)														
Television Production Technician I														
Title I Statistical Technician														
Youth Employment Program Specialist														
Head Start Nurses (B)		20	14.80	16.16	17.09	17.95	18.78	19.71	20.60	21.63	22.62	23.68	24.82	26.06
Multimedia Technician	37.5		28,971	31,633	33,454	35,137	36,762	38,582	40,325	42,341	44,279	46,354	48,585	51,012
Press Operator IV	40		30,902	33,742	35,684	37,480	39,213	41,154	43,013	45,163	47,231	49,444	51,824	54,413
Administrative Secretary II		21	15.54	16.90	17.95	18.78	19.71	20.60	21.63	22.62	23.74	24.83	26.07	27.38
Architect Engineering Technician II	37.5		30,420	33,082	35,137	36,762	38,582	40,325	42,341	44,279	46,471	48,605	51,032	53,596
Buyer I	40		32,448	35,287	37,480	39,213	41,154	43,013	45,163	47,231	49,569	51,845	54,434	57,169
Computer Operator II														
Construction Technician														
Control Specialist														
Food Services Technical Technician														
Graphic Designer														
Library Associate														
Science Center Technician														
Statistical Data Operator II														
Television Production Technician II														

NOTE:

- Personnel on this salary scale are hourly employees and are paid for actual hours worked. Estimated annual salary is provided for information only. Work hours do not include 30 minute lunch period.
 - Selected employees serve 200 work days per year, 8 hours per day. Only the hourly rate applies.
 - Employed for 3.5 or 4 hours per day, 190 days per year. Only the hourly rate applies.

CENTRAL OFFICE PAY TABLE

Prince George's County Public Schools
July 1, 1999 - October 31, 1999

TABLE 700

Classification	Hours per work week	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Clerk I		09	9.20	9.84	10.34	10.90	11.37	11.89	12.37	12.97	13.51	14.15	14.81	15.55
Clerk Typist I	37.5		18,078	19,336	20,318	21,419	22,342	23,364	24,307	25,486	26,547	27,805	29,102	30,556
Group Activity Assistant	40		19,283	20,625	21,673	22,846	23,832	24,921	25,928	27,185	28,317	29,658	31,042	32,593
Teen Parenting Day Care Program Assistant														
Audiovisual Supply Clerk		11	9.85	10.74	11.37	11.89	12.37	12.97	13.51	14.15	14.89	15.55	16.32	17.14
Bindery Worker I	37.5		19,355	21,104	22,342	23,364	24,307	25,486	26,547	27,805	29,259	30,556	32,069	33,680
Clerk II	40		20,646	22,511	23,832	24,921	25,928	27,185	28,317	29,658	31,209	32,593	34,207	35,925
Clerk Steno I														
Clerk Typist II														
Data Entry Operator I														
Employee Services Clerk I														
Mail Clerk														
Print Shop Helper														
Security Monitor/Dispatcher														
Vendor Code Clerk														
Data Processing Control Clerk		12	10.33	11.24	11.89	12.37	12.97	13.51	14.15	14.89	15.54	16.26	17.09	17.94
Film Scheduling Clerk	37.5		20,298	22,087	23,364	24,307	25,486	26,547	27,805	29,259	30,536	31,951	33,582	35,252
H.S. Soc. Serv. Involvement Aide	40		21,652	23,559	24,921	25,928	27,185	28,317	29,658	31,209	32,572	34,081	35,821	37,602
Account Clerk I		13	10.80	11.70	12.37	12.97	13.51	14.15	14.89	15.54	16.30	17.09	17.92	18.81
Administrative Testing Control Clerk	37.5		21,222	22,991	24,307	25,486	26,547	27,805	29,259	30,536	32,030	33,582	35,213	36,962
American Indian Education Assistant	40		22,637	24,523	25,928	27,185	28,317	29,658	31,209	32,572	34,165	35,821	37,560	39,426
Clerk Steno II														
Clerk Typist III														
Employee Services Clerk II														
Film Library Assistant														
Inventory Control Clerk														
Librarian Assistant														
Payroll Clerk I														
Personnel Clerk I														
Press Operator I														
Purchasing Clerk I														
Radio Dispatcher I														
Receptionist														
Scanner Operator														
School Boundaries Control Clerk														
Secretary I														
Security Assistant														
Stock Control Clerk														
Student Achievement/Mentor Program Liaison														
Title I Parent Inv. Program. Asst.														

CENTRAL OFFICE PAY TABLE

**Prince George's County Public Schools
July 1, 1999 - October 31, 1999**

TABLE 700

Classification	Hours per work week	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Bindery Worker II		14	11.25	12.26	12.97	13.51	14.15	14.89	15.54	16.30	17.09	17.89	18.75	19.69
Community Outreach Case Assistant	37.5		22,106	24,091	25,486	26,547	27,805	29,259	30,536	32,030	33,582	35,154	36,844	38,691
Data Entry Operator II	40		23,580	25,697	27,185	28,317	29,658	31,209	32,572	34,165	35,821	37,497	39,300	41,270
Payroll & Special Reports Clerk I														
Test Development Trainer														
Account Clerk II		15	11.78	12.86	13.51	14.15	14.89	15.54	16.30	17.09	17.95	18.80	19.73	20.72
Clerk Steno III	37.5		23,148	25,270	26,547	27,805	29,259	30,536	32,030	33,582	35,272	36,942	38,769	40,715
Commodities Control Clerk	40		24,691	26,955	28,317	29,658	31,209	32,572	34,165	35,821	37,623	39,405	41,354	43,429
Curriculum/Instruction Data Technician														
Enrollment Clerk														
Instructional Data Systems Resource Clerk														
Language Translator														
Payroll Clerk II														
Payroll & Special Reports Clerk II														
Personnel Clerk II														
Personnel Data Entry Technician														
Pupil Accounting Control Clerk														
Purchasing Clerk II														
Radio Dispatcher II														
Risk Management Clerk														
Secretary II														
Senior Stock Control Clerk														
Statistical Clerk														
Tape Librarian - EAM/OMR Operator														
Treasury Clerk I														
Display Technician		16	12.35	13.40	14.15	14.89	15.54	16.30	17.09	17.95	18.78	19.64	20.59	21.62
Garage Systems Network Control Tech.	37.5		24,268	26,331	27,805	29,259	30,536	32,030	33,582	35,272	36,903	38,593	40,459	42,483
Graphic Artist I	40		25,886	28,086	29,658	31,209	32,572	34,165	35,821	37,623	39,363	41,165	43,157	45,316
Head Mail Clerk														
Instructional Resource Technician														
Instrumental Music Technician														
Press Operator II														
Systems Network Control Clerk														
Television Studio Technician														
Test Development Technician														
Transportation Technician														
Account Clerk III		17	12.89	14.01	14.89	15.54	16.30	17.09	17.95	18.78	19.71	20.63	21.65	22.73
Cafeteria Accounting Technician	37.5		25,329	27,530	29,259	30,536	32,030	33,582	35,272	36,903	38,730	40,538	42,542	44,664
Composition Technician	40		27,017	29,365	31,209	32,572	34,165	35,821	37,623	39,363	41,312	43,240	45,378	47,642
Computer Operator I/ Instr. Data Systems														
Employee Services Clerk III														
Equity 2000 Program Technician														
Expeditor														
Head Start Program Technician														
Program Accounting Technician														
Psychometric Clerk														
Purchasing Assistant, Records Control														
Secretary III														
Treasury Clerk II														

CENTRAL OFFICE PAY TABLE

Prince George's County Public Schools
July 1, 1999 - October 31, 1999

TABLE 700

Classification	Hours per work week	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step MAX
Adolescent Single Parent Liaison		18	13.47	14.72	15.54	16.30	17.09	17.95	18.78	19.71	20.60	21.60	22.64	23.77
Coordinator, After School Care Program	37.5		26,469	28,925	30,536	32,030	33,582	35,272	36,903	38,730	40,479	42,444	44,488	46,708
Coordinator, American Indian Program	40		28,233	30,853	32,572	34,165	35,821	37,623	39,363	41,312	43,178	45,274	47,453	49,822
Coordinator, Before & After School Education Program														
Coordinator, Comer School Care Program														
Coordinator, Home/School Care Development Program														
Coordinator, Teen Parenting Day Empowerment Program														
Coordinator, Title I Care Program														
ESOL Parent Involvement Liaison														
Film Librarian														
Floating Coordinator, Before & After School Care Program														
Graphic Artist II														
Photographer														
Press Operator III														
Social Service Coordinator Project Head Start														
Social Service Parent Involvement Liaison														
Administrative Secretary I		19	14.15	15.42	16.30	17.09	17.95	18.78	19.71	20.60	21.63	22.66	23.78	24.97
Architect Engineering Technician I	37.5		27,805	30,300	32,030	33,582	35,272	36,903	38,730	40,479	42,503	44,527	46,728	49,066
Budget Technician	40		29,658	32,320	34,165	35,821	37,623	39,363	41,312	43,178	45,336	47,495	49,843	52,337
Computer Operator I														
Computer Operator II/ Instr. Data Systems														
Home School Community Liaison														
Information Technology Technician														
Lead Family Services Worker														
Magnet Program Technician														
Offset Cameraman & Stripper														
Production Control Expeditor														
Property/Equipment Auditor														
Records Technician														
Statistical Data Operator I														
Security Investigator/Counselor (A)														
Television Production Technician I														
Title I Statistical Technician														
Youth Employment Program Specialist														
Head Start Nurses (B)		20	14.80	16.16	17.09	17.95	18.78	19.71	20.60	21.63	22.62	23.68	24.82	26.06
Multimedia Technician	37.5		29,082	31,754	33,582	35,272	36,903	38,730	40,479	42,503	44,448	46,531	48,771	51,208
Press Operator IV	40		31,021	33,871	35,821	37,623	39,363	41,312	43,178	45,336	47,412	49,633	52,023	54,622
Administrative Secretary II		21	15.54	16.90	17.95	18.78	19.71	20.60	21.63	22.62	23.74	24.83	26.07	27.38
Architect Engineering Technician II	37.5		30,536	33,209	35,272	36,903	38,730	40,479	42,503	44,448	46,649	48,791	51,228	53,802
Buyer I	40		32,572	35,422	37,623	39,363	41,312	43,178	45,336	47,412	49,759	52,044	54,643	57,388
Computer Operator II														
Control Specialist														
Food Services Technical Technician														
Graphic Designer														
Library Associate														
Science Center Technician														
Statistical Data Operator II														
Television Production Technician II														

NOTE:

- Personnel on this salary scale are hourly employees and are paid for actual hours worked. Estimated annual salary is provided for information only. Work hours do not include 30 minute lunch period.
 - (A) Selected employees serve 200 work days per year, 8 hours per day. Only the hourly rate applies.
 - (B) Employed for 3.5 or 4 hours per day, 190 days per year. Only the hourly rate applies.

CENTRAL OFFICE PAY TABLE

**Prince George's County Public Schools
November 1, 1999 - June 30, 2000**

TABLE 700

Classification	Hours per work week	Grade	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
			A	B	C	D	E	F	G/H I/J	K/L M/N	O/P Q/R	S/T U/V	W/X Y/Z	1,2,3	MAX
Clerk I		09	9.38	10.04	10.55	11.12	11.60	12.13	12.62	13.23	13.78	14.43	15.11	15.86	16.65
Clerk Typist I	37.5		18,432	19,729	20,731	21,851	22,794	23,835	24,798	25,997	27,078	28,355	29,691	31,165	32,717
Group Activity Assistant	40		19,660	21,044	22,113	23,308	24,314	25,424	26,452	27,730	28,883	30,245	31,671	33,243	34,898
Teen Parenting Day Care Program Assistant															
Audiovisual Supply Clerk		11	10.05	10.95	11.60	12.13	12.62	13.23	13.78	14.43	15.19	15.86	16.65	17.48	18.35
Bindery Worker I	37.5		19,748	21,517	22,794	23,835	24,798	25,997	27,078	28,355	29,848	31,165	32,717	34,348	36,058
Clerk II	40		21,065	22,951	24,314	25,424	26,452	27,730	28,883	30,245	31,838	33,243	34,898	36,638	38,462
Clerk Steno I															
Clerk Typist II															
Data Entry Operator I															
Employee Services Clerk I															
Mail Clerk															
Print Shop Helper															
Security Monitor/Dispatcher															
Vendor Code Clerk															
Data Processing Control Clerk		12	10.54	11.46	12.13	12.62	13.23	13.78	14.43	15.19	15.85	16.59	17.43	18.30	19.22
Film Scheduling Clerk	37.5		20,711	22,519	23,835	24,798	25,997	27,078	28,355	29,848	31,145	32,599	34,250	35,960	37,767
H.S. Soc. Serv. Involvement Aide	40		22,092	24,020	25,424	26,452	27,730	28,883	30,245	31,838	33,222	34,773	36,533	38,357	40,285
Account Clerk I		13	11.02	11.93	12.62	13.23	13.78	14.43	15.19	15.85	16.63	17.43	18.28	19.19	20.15
Administrative Testing Control Clerk	37.5		21,654	23,442	24,798	25,997	27,078	28,355	29,848	31,145	32,678	34,250	35,920	37,708	39,595
American Indian Education Assistant	40		23,098	25,005	26,452	27,730	28,883	30,245	31,838	33,222	34,856	36,533	38,315	40,222	42,234
Clerk Steno II															
Clerk Typist III															
Employee Services Clerk II															
Film Library Assistant															
Inventory Control Clerk															
Librarian Assistant															
Payroll Clerk I															
Personnel Clerk I															
Press Operator I															
Purchasing Clerk I															
Radio Dispatcher I															
Receptionist															
Scanner Operator															
School Boundaries Control Clerk															
Secretary I															
Security Assistant															
Stock Control Clerk															
Student Achievement/Mentor Program Liaison															
Title I Parent Inv. Program. Asst.															

CENTRAL OFFICE PAY TABLE

Prince George's County Public Schools
November 1, 1999 - June 30, 2000

TABLE 700

Classification	Hours per work week	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step 1,2,3	Step MAX
Bindery Worker II		14	11.48	12.51	13.23	13.78	14.43	15.19	15.85	16.63	17.43	18.25	19.13	20.08	21.08
Child/Adult Care Nutrition Assistant	37.5		22,558	24,582	25,997	27,078	28,355	29,848	31,145	32,678	34,250	35,861	37,590	39,457	41,422
Community Outreach Case Assistant	40		24,062	26,221	27,730	28,883	30,245	31,838	33,222	34,856	36,533	38,252	40,096	42,088	44,184
Data Entry Operator II															
Payroll & Special Reports Clerk I															
Test Development Trainer															
Account Clerk II		15	12.02	13.12	13.78	14.43	15.19	15.85	16.63	17.43	18.31	19.18	20.12	21.13	22.19
Clerk Steno III	37.5		23,619	25,781	27,078	28,355	29,848	31,145	32,678	34,250	35,979	37,689	39,536	41,520	43,603
Commodities Control Clerk	40		25,194	27,500	28,883	30,245	31,838	33,222	34,856	36,533	38,378	40,201	42,172	44,288	46,510
Curriculum/Instruction Data Technician															
Enrollment Clerk															
Instructional Data Systems Resource Clerk															
Language Translator															
Payroll Clerk II															
Payroll & Special Reports Clerk II															
Personnel Clerk II															
Personnel Data Entry Technician															
Pupil Accounting Control Clerk															
Purchasing Clerk II															
Radio Dispatcher II															
Risk Management Clerk															
Secretary II															
Senior Stock Control Clerk															
Statistical Clerk															
Tape Librarian - EAM/OMR Operator															
Treasury Clerk I															
Display Technician		16	12.60	13.67	14.43	15.19	15.85	16.63	17.43	18.31	19.16	20.03	21.00	22.05	23.15
Garage Systems Network Control Tech.	37.5		24,759	26,862	28,355	29,848	31,145	32,678	34,250	35,979	37,649	39,359	41,265	43,328	45,490
Graphic Artist I	40		26,410	28,652	30,245	31,838	33,222	34,856	36,533	38,378	40,159	41,983	44,016	46,217	48,522
Head Mail Clerk															
Instructional Resource Technician															
Instrumental Music Technician															
Press Operator II															
Systems Network Control Clerk															
Television Studio Technician															
Test Development Technician															
Transportation Technician															
Account Clerk III		17	13.15	14.29	15.19	15.85	16.63	17.43	18.31	19.16	20.10	21.04	22.08	23.18	24.34
Cafeteria Accounting Technician	37.5		25,840	28,080	29,848	31,145	32,678	34,250	35,979	37,649	39,497	41,344	43,387	45,549	47,828
Composition Technician	40		27,562	29,952	31,838	33,222	34,856	36,533	38,378	40,159	42,130	44,100	46,280	48,585	51,017
Computer Operator I/ Instr. Data Systems															
Employee Services Clerk III															
Equity 2000 Program Technician															
Expeditor															
Head Start Program Technician															
Program Accounting Technician															
Psychometric Clerk															
Purchasing Assistant, Records Control															
Secretary III															
Treasury Clerk II															

CENTRAL OFFICE PAY TABLE

**Prince George's County Public Schools
November 1, 1999 - June 30, 2000**

TABLE 700

Classification	Hours per work week	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/X Y/Z	Step 1,2,3	Step MAX
Adolescent Single Parent Liaison Coordinator, After School Care Program	37.5	18	13.74	15.01	15.85	16.63	17.43	18.31	19.16	20.10	21.01	22.03	23.09	24.25	25.46
Coordinator, American Indian Program	40		28,799	31,461	33,222	34,856	36,533	38,378	40,159	42,130	44,037	46,175	48,397	50,828	53,364
Coordinator, Before & After School Program															
Coordinator, Comer School Care Program															
Coordinator, Home/School Care Development Program															
Coordinator, Teen Parenting Day Empowerment Program															
Coordinator, Title I Care Program															
ESOL Parent Involvement Liaison															
Film Librarian															
Floating Coordinator, Before & After School Care Program															
Graphic Artist II															
Photographer															
Press Operator III															
Administrative Secretary I		19	14.43	15.73	16.63	17.43	18.31	19.16	20.10	21.01	22.06	23.11	24.26	25.47	26.74
Architect Engineering Technician I	37.5		28,355	30,909	32,678	34,250	35,979	37,649	39,497	41,285	43,348	45,411	47,671	50,049	52,544
Budget Technician	40		30,245	32,970	34,856	36,533	38,378	40,159	42,130	44,037	46,238	48,439	50,849	53,385	56,047
Computer Operator I															
Computer Operator II/ Instr. Data Systems															
Head Start Technology Technician															
Home School Community Liaison															
Information Technology Technician															
Lead Family Services Worker															
Magnet Program Technician															
Offset Cameraman & Stripper															
Production Control Expeditor															
Property/Equipment Auditor															
Records Technician															
Statistical Data Operator I															
Security Investigator/Counselor (A)															
Television Production Technician I															
Title I Statistical Technician															
Youth Employment Program Specialist															
Head Start Nurses (B)		20	15.10	16.48	17.43	18.31	19.16	20.10	21.01	22.06	23.07	24.15	25.32	26.58	27.91
Multimedia Technician	37.5		29,672	32,383	34,250	35,979	37,649	39,497	41,285	43,348	45,333	47,455	49,754	52,230	54,843
Press Operator IV	40		31,650	34,542	36,533	38,378	40,159	42,130	44,037	46,238	48,355	50,618	53,071	55,712	58,499
Administrative Secretary II		21	15.85	17.24	18.31	19.16	20.10	21.01	22.06	23.07	24.21	25.33	26.59	27.93	29.33
Architect Engineering Technician II	37.5		31,145	33,877	35,979	37,649	39,497	41,285	43,348	45,333	47,573	49,773	52,249	54,882	57,633
Buyer I	40		33,222	36,135	38,378	40,159	42,130	44,037	46,238	48,355	50,744	53,092	55,733	58,541	61,476
Computer Operator II															
Control Specialist															
Food Services Technical Technician															
Graphic Designer															
Hardware Procurement Specialist															
Library Associate															
Science Center Technician															
Statistical Data Operator II															
Television Production Technician II															

NOTE:

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- (A) Selected employees serve 200 work days per year, 8 hours per day. Only the hourly rate applies.
- (B) Employed for 3.5 or 4 hours per day, 190 days per year. Only the hourly rate applies.

CENTRAL OFFICE PAY TABLE

Prince George's County Public Schools

July 1, 2000 - June 30, 2001

TABLE 700

Classification	Hours per work week	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/XY	Step Z,1,2	Step MAX
Clerk I		09	9.57	10.24	10.76	11.34	11.83	12.37	12.87	13.49	14.06	14.72	15.41	16.18	16.99
Clerk Typist I	37.5		18,662	19,968	20,982	22,113	23,069	24,122	25,097	26,306	27,417	28,704	30,050	31,551	33,131
Group Activity Assistant	40		19,906	21,299	22,381	23,587	24,606	25,730	26,770	28,059	29,245	30,618	32,053	33,654	35,339
Teen Parenting Day Care Program Assistant															
Audiovisual Supply Clerk		11	10.25	11.17	11.83	12.37	12.87	13.49	14.06	14.72	15.49	16.18	16.98	17.83	18.72
Bindery Worker I	37.5		19,988	21,782	23,069	24,122	25,097	26,306	27,417	28,704	30,206	31,551	33,111	34,769	36,504
Clerk II	40		21,320	23,234	24,606	25,730	26,770	28,059	29,245	30,618	32,219	33,654	35,318	37,086	38,938
Clerk Steno I															
Clerk Typist II															
Data Entry Operator I															
Employee Services Clerk I															
Mail Clerk															
Print Shop Helper															
Security Monitor/Dispatcher															
Vendor Code Clerk															
Data Processing Control Clerk		12	10.75	11.69	12.37	12.87	13.49	14.06	14.72	15.49	16.17	16.92	17.78	18.67	19.60
Film Scheduling Clerk	37.5		20,963	22,796	24,122	25,097	26,306	27,417	28,704	30,206	31,532	32,994	34,671	36,407	38,220
H.S. Soc. Serv. Involvement Aide	40		22,360	24,315	25,730	26,770	28,059	29,245	30,618	32,219	33,634	35,194	36,982	38,834	40,768
Account Clerk I		13	11.24	12.17	12.87	13.49	14.06	14.72	15.49	16.17	16.96	17.78	18.65	19.57	20.55
Administrative Testing Control Clerk	37.5		21,918	23,732	25,097	26,306	27,417	28,704	30,206	31,532	33,072	34,671	36,368	38,162	40,073
American Indian Education Assistant	40		23,379	25,314	26,770	28,059	29,245	30,618	32,219	33,634	35,277	36,982	38,792	40,706	42,744
Clerk Steno II															
Clerk Typist III															
Employee Services Clerk II															
Film Library Assistant															
Inventory Control Clerk															
Librarian Assistant															
Payroll Clerk I															
Personnel Clerk I															
Press Operator I															
Purchasing Clerk I															
Radio Dispatcher I															
Receptionist															
Scanner Operator															
School Boundaries Control Clerk															
Secretary I															
Security Assistant															
Stock Control Clerk															
Student Achievement/Mentor Program Liaison															
Title I Parent Inv. Program. Asst.															

CENTRAL OFFICE PAY TABLE

Prince George's County Public Schools

July 1, 2000 - June 30, 2001

TABLE 700

Classification	Hours per work week	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/XY	Step Z,1,2	Step MAX
Bindery Worker II		14	11.71	12.76	13.49	14.06	14.72	15.49	16.17	16.96	17.78	18.62	19.51	20.48	21.50
Child/Adult Care Nutrition Assistant	37.5		22,835	24,882	26,306	27,417	28,704	30,206	31,532	33,072	34,671	36,309	38,045	39,936	41,925
Community Outreach Case Assistant	40		24,357	26,541	28,059	29,245	30,618	32,219	33,634	35,277	36,982	38,730	40,581	42,598	44,720
Data Entry Operator II															
Payroll & Special Reports Clerk I															
Test Development Trainer															
Account Clerk II		15	12.26	13.38	14.06	14.72	15.49	16.17	16.96	17.78	18.68	19.56	20.52	21.55	22.63
Clerk Steno III	37.5		23,907	26,091	27,417	28,704	30,206	31,532	33,072	34,671	36,426	38,142	40,014	42,023	44,129
Commodities Control Clerk	40		25,501	27,830	29,245	30,618	32,219	33,634	35,277	36,982	38,854	40,685	42,682	44,824	47,070
Curriculum/Instruction Data Technician															
Enrollment Clerk															
Instructional Data Systems Resource Clerk															
Language Translator															
Payroll Clerk II															
Payroll & Special Reports Clerk II															
Personnel Clerk II															
Personnel Data Entry Technician															
Pupil Accounting Control Clerk															
Purchasing Clerk II															
Radio Dispatcher II															
Risk Management Clerk															
Secretary II															
Senior Stock Control Clerk															
Statistical Clerk															
Tape Librarian - EAM/OMR Operator															
Treasury Clerk I															
Display Technician		16	12.85	13.94	14.72	15.49	16.17	16.96	17.78	18.68	19.54	20.43	21.42	22.49	23.61
Garage Systems Network Control Tech.	37.5		25,058	27,183	28,704	30,206	31,532	33,072	34,671	36,426	38,103	39,839	41,769	43,856	46,040
Graphic Artist I	40		26,728	28,995	30,618	32,219	33,634	35,277	36,982	38,854	40,643	42,494	44,554	46,779	49,109
Head Mail Clerk															
Instructional Resource Technician															
Instrumental Music Technician															
Press Operator II															
Systems Network Control Clerk															
Television Studio Technician															
Test Development Technician															
Transportation Technician															
Account Clerk III		17	13.41	14.58	15.49	16.17	16.96	17.78	18.68	19.54	20.50	21.46	22.52	23.64	24.82
Cafeteria Accounting Technician	37.5		26,150	28,431	30,206	31,532	33,072	34,671	36,426	38,103	39,975	41,847	43,914	46,098	48,399
Composition Technician	40		27,893	30,326	32,219	33,634	35,277	36,982	38,854	40,643	42,640	44,637	46,842	49,171	51,626
Computer Operator I/ Instr. Data Systems															
Employee Services Clerk III															
Equity 2000 Program Technician															
Expeditor															
Head Start Program Technician															
Psychometric Clerk															
Purchasing Assistant, Records Control															
Secretary III															
Treasury Clerk II															

CENTRAL OFFICE PAY TABLE

**Prince George's County Public Schools
July 1, 2000 - June 30, 2001**

TABLE 700

Classification	Hours per work week	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G/H I/J	Step K/L M/N	Step O/P Q/R	Step S/T U/V	Step W/XY	Step Z,1,2	Step MAX
Adolescent Single Parent Liaison Coordinator, After School Care Program	37.5	18	14.01	15.31	16.17	16.96	17.78	18.68	19.54	20.50	21.43	22.47	23.55	24.74	25.98
Coordinator, American Indian Education Program	40		27,320	29,855	31,532	33,072	34,671	36,426	38,103	39,975	41,789	43,817	45,923	48,243	50,661
Coordinator, Before & After School Care Program			29,141	31,845	33,634	35,277	36,982	38,854	40,643	42,640	44,574	46,738	48,984	51,459	54,038
Coordinator, Comer School Development Program															
Coordinator, Home/School Care Empowerment Program															
Coordinator, Teen Parenting Day Care Program															
Coordinator, Title I Parent Involvement Program															
ESOL Parent Involvement Liaison															
Film Librarian															
Floating Coordinator, Before & After School Care Program															
Graphic Artist II															
Photographer															
Press Operator III															
Administrative Secretary I		19	14.72	16.04	16.96	17.78	18.68	19.54	20.50	21.43	22.50	23.57	24.75	25.98	27.28
Architect Engineering Technician I	37.5		28,704	31,278	33,072	34,671	36,426	38,103	39,975	41,789	43,875	45,962	48,263	50,661	53,196
Budget Technician	40		30,618	33,363	35,277	36,982	38,854	40,643	42,640	44,574	46,800	49,026	51,480	54,038	56,742
Computer Operator I															
Computer Operator II/ Instr. Data Systems															
Head Start Technology Technician															
Home School Community Liaison															
Information Technology Technician															
Lead Family Services Worker															
Magnet Program Technician															
Offset Cameraman & Stripper															
Production Control Expeditor															
Property/Equipment Auditor															
Records Technician															
Statistical Data Operator I															
Security Investigator/Counselor (A)															
Television Production Technician I															
Title I Statistical Technician															
Youth Employment Program Specialist															
Head Start Nurses (B)		20	15.40	16.81	17.78	18.68	19.54	20.50	21.43	22.50	23.53	24.63	25.83	27.11	28.47
Multimedia Technician	37.5		30,030	32,780	34,671	36,426	38,103	39,975	41,789	43,875	45,884	48,029	50,369	52,865	55,517
Press Operator IV	40		32,032	34,965	36,982	38,854	40,643	42,640	44,574	46,800	48,942	51,230	53,726	56,389	59,218
Administrative Secretary II		21	16.17	17.58	18.68	19.54	20.50	21.43	22.50	23.53	24.69	25.84	27.12	28.49	29.91
Architect Engineering Technician II	37.5		31,532	34,281	36,426	38,103	39,975	41,789	43,875	45,884	48,146	50,388	52,884	55,556	58,325
Buyer I	40		33,634	36,566	38,854	40,643	42,640	44,574	46,800	48,942	51,355	53,747	56,410	59,259	62,213
Computer Operator II															
Control Specialist															
Food Services Technical Technician															
Graphic Designer															
Hardware Procurement Specialist															
Library Associate															
Science Center Technician															
Statistical Data Operator II															
Television Production Technician II															

NOTE:

- Personnel on this salary scale are hourly employees and are paid for actual hours worked. Estimated annual salary is provided for information only. Work hours do not include 30 minute lunch period.
 - (A) Selected employees serve 200 work days per year, 8 hours per day. Only the hourly rate applies.
 - (B) Employed for 3.5 or 4 hours per day, 190 days per year. Only the hourly rate applies.
- The table includes 2.0% improvement effective July 1, 2000. If the CPI-W published by the U.S. Department of Labor for March 2000 in Table 2 of the Philadelphia Office Regional CPI Announcement for the Washington-Baltimore area exceeds 4.0%, negotiations on salaries will reopen with salary tables improved by no less than 2.0% effective July 1, 2000.

This Contract contains the final and entire Contract between the parties hereto and they shall not be bound by any terms, conditions, statements, or representations, oral or written, not herein contained.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this 23rd day of March, 2000.

Board of Education of Prince George's County:

Franklin Rishel, *Deputy Superintendent*

Iris T. Metts, *Superintendent of Schools*

Kenneth E. Johnson, *Board Chairman*

**Association of Classified Employees/AFSCME,
Local 2250, AFL-CIO:**

Elwood R. Thompson, *Field Services Director and Chief Negotiator*

Harold Shaw, Jr., *Executive Director*

Faith Jones, *President*



**This Contract was Printed by
Unit Members of
ACE/AFSCME, Local 2250**

**Association of Classified Employees,
American Federation of State, County
and Municipal Employees
Local 2250, AFL CIO
Largo, Maryland 20774**



Prince George's County Public Schools
14201 School Lane • Upper Marlboro, Maryland 20772
www.pgcps.org

