



**Custodial, Logistics, Maintenance,
Mail Room, & Warehouse Employees**

Benefits & Terms of Employment (Unit III)

January 1, 2019 through December 31, 2019

This overview provides highlights of your benefits and terms of employment. Refer to your Negotiated Agreement and/or Board Policy and Regulations for more details.

(12-Month)

Overview

Work Year: 12 months

Daily Work Hours

Custodial: 4, 6, or 8 Hours
All others: 8 Hours

Probationary Period

New Custodial and Maintenance employees shall serve a probationary period of six calendar months.

Compensation

Payday

Biweekly (every other Wednesday) through direct deposit. 26 per year.

Pay Advancements

Step increase—July 1, if applicable.

Bonuses

Bonuses are awarded for attendance and performance (see Negotiated Agreement).

Travel Reimbursement (authorized)

Prevailing IRS rate at time of travel.

Tuition Reimbursement

For details, visit the AACPS Intranet page, *click on Staff > Benefits > Tuition Reimbursement* and see Article 18.10 of the Unit III Negotiated Master Agreement.

Leave

All leave is tracked in hours. Reference to days accrued or used must be converted to the hourly equivalent based on the employee's Full Time Equivalent (FTE) status.

Sick Leave

1-9 years employed = 13 days received
10+ years employed = 15 days received
Sick leave accrued in other Maryland Public School Systems transferable.

Sick Leave Bank

All Unit III employees on active duty are eligible; enrollment required.

Annual Leave

Years 1-5: ½ day per pay = 12 days per year
Years 6-14: ¾ day per pay = 18 days per year
Years 15+: 1 day per pay = 26 days per year

Religious Leave

Up to three days per school year with pay for observance of religious holy days.

Paid Holidays

Paid holidays are based on the Board of Education approved school calendar and relevant negotiated agreement.

Retirement

Maryland State Teachers'/Employees' Pension System

Mandatory enrollment as condition of employment. Contribution is 7% of annual salary.

Employee Assistance Program (EAP)

The EAP provides counseling and resources for personal, family, and work-related concerns, including legal and financial issues, for employees and their household members. Services are free and confidential.

Voluntary Benefits

Employees may elect to participate in any of the many voluntary benefit programs available through employment with AACPS.

Deferred Compensation/Supplemental Retirement Plans

At any time, employees can elect to defer income on a tax-free basis to save for retirement through participation in the AACPS Supplemental Retirement Plan (403(b) and/or 457(b)). Employees should visit www.aacps.org > Staff > Benefits > Supplemental Retirement Program for enrollment guidance.

Flexible Spending Accounts

Employees of AACPS may enroll in Flexible Spending Accounts for both healthcare expenses and dependent care expenses.

Other voluntary programs available include College Savings Plans (Section 529) and Long-Term Care insurance. More are described in the booklet *Voluntary Benefits Guide* available on the AACPS website.

Insurance

The rate of employer subsidy varies by plan and is contained in the Unit III Negotiated Agreement. Employees working less than full-time receive a prorated employer contribution.

Employees hired on or after December 1, 2017, must work 20 hours per week or more to be eligible for healthcare benefits.

Medical

Employees may select a medical plan from three plans offered: two HMOs and a Triple Option plan.

Employees enrolled in medical plans may access mental health benefits through The CareFirst Assist Behavioral Health Plan.

Dental

Employees may select a dental plan from three plans offered: a dental HMO plan, a PPO plan, and a Traditional plan.

Vision

An annual benefit is available for eye exams and eyewear reimbursement. Additional vision discounts are available with the medical plans.

Prescriptions

Employees enrolled in any AACPS medical plan are provided prescription coverage. Employees may purchase their short-term prescriptions (30-day supply plus one refill) at local participating pharmacies. Long-term or maintenance medication prescriptions are filled by mail order or at a CVS pharmacy (Maintenance Choice) providing a 90-day supply of medication.

The program has four tiers: generic, preferred brand, non-preferred brand, or specialty. At retail, the co-pays are \$5/\$20/\$35/\$65 respectively. At mail order or CVS retail pharmacies (Maintenance Choice), the co-pays are \$10/\$40/\$70/\$130 respectively, for a 90-day supply.

Term Life Insurance

All Unit III permanent employees are covered by a \$50,000 policy paid by the Board of Education. Additional voluntary term life insurance is available to all permanent employees up to \$200,000. Evidence of Insurability requirements apply for new hires for coverage in excess of \$100,000, and for any employee applying during open enrollment.

Liability Insurance

The Board's insurance program will pay all sums which employees may become legally obligated to pay as damages because of bodily injury or property damage arising out of their activities while on duty.

Workers' Compensation

All Board employees covered under Maryland State Law. 60-day injury on the job benefit for permanent employees.