



Benefits & Terms of Employment

January 1, 2019 through December 31, 2019

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

Overview

Daily Work Hours

Work hours will vary, based on the position

Compensation

Pay Rates

Pay rate will vary, based on the position

Payday

Biweekly (every other Wednesday) **through direct deposit.**
The 10-day pay period is from Wednesday through Tuesday.

Leave

In accordance with the *Maryland Healthy Working Families Act*, temporary employees may accrue paid leave. This leave can be used in increments of at least one hour and becomes available 106 days from your date of employment.

Eligibility for Leave Accrual: The temporary employee works at least 24 hours in a biweekly pay period.

Amount earned: Eligible temporary employees earn paid leave at the rate of one hour of leave for every 30 hours worked in a pay period.

Maximum earned in a fiscal year: 40 hours

Maximum carryover to the subsequent year: 40 hours

Maximum total accumulation: 64 hours

Eligible Absence: Leave can be used for any purpose, and can be used on code red or code blue days **but not** when AACPS is closed for holidays, spring, or winter break.

Voluntary Benefits

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.

Insurance

Medical and Prescription

The Low Option HMO, including prescription coverage, is available to eligible employees (certain requirements must be met). AACPS pays a portion of coverage for the employee only.

Liability Insurance

The Board's liability insurance program covers employees for damages caused to third parties because of bodily injury or property damage arising out of their activities while on duty.

Workers' Compensation

All Board employees are covered according to Maryland State Law.

Savings Account

Direct deposit of paycheck funds into a savings account is available.

Unemployment

In accordance with Section 8-909 of the Annotated Code of Maryland, unemployment benefits will not be paid for periods of unemployment between successive academic years when a reasonable assurance of returning to work is provided.