



## Benefits & Terms of Employment

January 1, 2024 through December 31, 2024

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

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### Overview

#### Daily Work Hours

Work hours will vary, based on the position

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### 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.

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### 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.

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### Voluntary Benefits

#### Supplemental Retirement Plans

At any time, employees can elect to contribute on a pre-tax basis to the 403(b) or 457(b) and post-tax basis to the Roth 403(b) or Roth 457(b) to save for retirement through participation in the AACPS Supplemental Retirement Plan.

For guidance on how to enroll, visit [www.aacps.org/SupplementalRetirement](http://www.aacps.org/SupplementalRetirement).

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### 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.

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### Savings Account

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

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### 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.