Negotiated Agreement
between the
Association of Educational Leaders
and the
Board of Education of
Anne Arundel County

AEL
July 1, 2017 to June 30, 2019
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PREAMBLE

The Board of Education recognizes the Bill of Respect adopted by AEL as follows:

The Bill of Respect

The Association of Educational Leaders holds these tenets to be true and self-evident. We believe that:

1. Our Negotiated Agreement is critical to the professional stature of our membership.

2. We should be adequately and equitably compensated for the duties and responsibilities to which we are assigned in accordance with the salary guidelines and work schedules.

3. The membership shall have optimal options for fringe benefits.

4. The personal and professional leave time shall be respected according to individual needs.

5. Professional improvement is essential for continued excellence in leadership performance.

6. Fair, consistent, and equitable practices should be adhered to when dealing with promotions, assignments, and discipline.

7. There should be mutual support when resolving school and community conflicts.

The Bill of Respect shall not be subject to grievance.
ARTICLE 1
GENERAL PROVISIONS OF THE AGREEMENT

A. Parties to the Agreement
This Agreement is made and entered into by and between the Board of Education of Anne Arundel County and the Association of Educational Leaders.

B. Definition of "Items"
The portions of this Agreement designated by capital letters shall be referred to as "items."

C. Definition of "Board" and "AEL"
The Board of Education of Anne Arundel County is hereinafter referred to as the "Board" and the Association of Educational Leaders is hereinafter referred to as "AEL."

D. Definition of "Unit II Employee"
As used in the Unit II Negotiated Agreement, the term "Unit II Employee" refers to any professional employee of the Board included in the Unit for which AEL is designated the representative.

The composition of Unit II shall be determined by the following criteria:

Certificated professional employee shall be represented in negotiations by Unit II if they spend less than 50% of their time in required working hours in any of the following:
- instructing pupils
- preparing, processing and distributing learning materials for pupils
- planning activities for pupils
- guiding and counseling pupils
- supervising the discipline of the student population or providing other assigned administrative tasks
- diagnosing and helping to solve adjustment and learning problems of pupils provided they also:
  - have the responsibility for a segment or area of overall operation of the school system or its programs or
  - have the responsibility to plan, organize, direct, coordinate or control the work of other certificated professional employees, and their relationships to other certificated professional employees is characterized by one or more of the following:
    - have responsibility for the development of instructional programs to be implemented by them
    - have the responsibility to direct or supervise their work and to evaluate their performance
    - have the authority to hire, transfer, suspend, promote, discharge, assign, or discipline them, or effectively recommend such action.

As new positions are created involving certificated personnel who meet the above criteria these professional employees will be included in Unit II.

Existing positions as specified by the job groups in Article 4 or added thereto by agreement of both parties shall be maintained as Unit II employees during the length of this Agreement. The following exceptions shall be made: The Superintendent, Executive Staff, Assistant Superintendents, Directors, and other positions assigned to the Executive Salary scales, shall be excluded from representation in negotiations and are not subject to this agreement.

E. Authority of the Board
AEL recognizes that the Board is the legally responsible agency charged with the successful operation of the Anne Arundel County Public Schools (AACPS). The determination and administration of school policy, the operation and management of the schools, and the direction of employees are vested exclusively in the Board, subject only to its Negotiated Agreements and state and federal laws.
The Board recognizes that Unit II employees are responsible to the Board for the administration of school policy, the operation and management of schools, and the direction of subordinate employees subject to its Negotiated Agreements, state and federal laws.

Nothing in this Agreement shall be construed as an abrogation of the legal responsibilities, powers and duties of the Board.

F. **Recognition of AEL**
The Board recognizes AEL as the exclusive representative to serve as the negotiating agent for Unit II employees for salaries, hours and working conditions in accordance with the provisions of Maryland Law, Education Article 6-404.

G. **Non-Discrimination by AEL**
AEL agrees to continue its policy of admitting eligible Unit II employees to membership without discrimination and to represent all such persons without regard to membership.

H. **Effect of Agreement on Other Policies**
This Agreement shall affect existing and future policy of the Board only to the extent that the provisions hereof are inconsistent with such policy in which case the provisions hereof shall take precedence to the extent of such inconsistency.

I. **Effective Dates of Items and Agreement: Renegotiations**
Each item of this Agreement shall be valid and binding upon ratification of the Agreement by AEL and the Board. Unless another effective date is indicated, each item shall become effective on July 1, 2017. The terms and conditions of this Agreement shall remain in effect through June 30, 2019.

If categories which contain requests for funds to support the items of this Agreement are reduced by the County Council, and the Board feels that it cannot implement the provisions of one or more of the items as negotiated, further negotiations between the Board and AEL on such items shall be instituted within five (5) duty days after enactment of the budget by the Council. Agreements reached shall be submitted promptly to the parties for ratification, after which the Board shall take final action on the allocation of funds.

**RENEGOTIATIONS**
If a fiscal item is not funded, preference of renegotiations shall be: salary scale adjustment, COLA, and then performance pay reserve.

**REOPENERS**
In FY 2019 and FY2020, each party shall be entitled to one (1) economic reopener and two (2) wild cards per year. Either party may waive its reopener.

J. **Severability**
The Board and AEL agree that if any of the provisions of this Agreement or the application thereof to any person or circumstance shall be held legally invalid such invalidity shall not affect the other provisions or any other application of this Agreement which can be given effect without the invalid provision or application, and to that end all provisions of the Agreement are hereby agreed and declared to be severable.

K. **Printing and Distributing Agreement**
The Board agrees to print and make available this Agreement to all current Unit II employees promptly after its ratification and to newly employed Unit II employees as soon as practicable after their appointment.

L. **Temporary Suspension of Agreement During Emergency**
In circumstances resulting from civil disorder, national emergency, fire, flood, or other natural catastrophe beyond the control of the Board, AEL and the Board agree that any provisions of this Agreement which restrict the Board from taking emergency action for the safety and welfare of all citizens may be suspended for the duration of the emergency.
ARTICLE 2
AEL RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

A. Payroll Deduction
The Board agrees to make payroll deductions for AEL members who request it in writing for dues to be paid to professional organizations. Said payroll deductions shall remain in effect for AEL members until the Board is notified in writing by the member to discontinue the same.

Disbursement to the professional associations will be made by AEL.

The Board shall also make payroll deductions for payments to the Educational Employees of State Employee Credit Union of Maryland (SECU)...

Tax deferred supplemental retirement programs shall be made available to Unit II employees from carriers mutually approved by the Board and AEL. Deductions taken will be submitted for processing on a bi-weekly basis on or before a regularly schedule pay day.

B. Leave for President
The president of AEL shall, upon request, be granted a leave of absence without pay but with experience credit for service to AEL for the tenure of the presidency. This leave shall begin on July 1 and continue until June 30 for each president whose term of office shall have begun the preceding May. AEL shall reimburse the Board for the total cost of continuing benefits to the President during this leave.

C. Exchange of Communications
The Board shall provide AEL designee with copies of all communications concerning salaries, wages, hours and other working conditions of Unit II employees which are given general distribution. Similarly, decisions made by the Board affecting groups of Unit II employees shall be provided to AEL. AEL shall supply the Board with ten (10) copies of each flyer, newsletter, or other communication which is given general distribution to its employees. Distribution to the Board and AEL shall be made concurrently with other distribution.

When an AEL-Board joint study committee mutually engages a consultant, a copy of the consultant’s report and credentials shall be provided by the Board for each employee of the committee. Fifteen (15) copies shall also be provided for AEL.

D. Use of Mailboxes
AEL shall be granted the privilege of placing in the mailboxes of Unit II employees at their worksites its official publications and other materials bearing the signature of the Executive Director, Administrator or President of AEL.

E. Payroll Deduction - Insurance Programs
The Board shall provide payroll deduction of premiums for Unit II employees for their share of any partially funded insurance programs mutually agreed upon in Article 5 of this Agreement.

F. Board Data
The Board shall provide AEL with reasonable data necessary for the formulation of its negotiations proposals, except that no confidential information shall be released.

G. Use of School Facilities
Use of school facilities, school buildings, equipment, and other facilities shall be available to AEL in accordance with Board policy. Officers of AEL and Unit II employees shall not use school materials or duty time in the transaction of AEL business.

H. Roster of Unit II Employees
By September 15, the Board shall provide AEL with the names and duty stations of all Unit II employees.

I. Agenda and Minutes of Board Meetings
The agenda and Board minutes of all public meetings shall be posted on the Board’s website with full access to AEL.
J. **Recognition During Board Meetings**
   A representative for AEL, who may be the president or the president's designee, may attend any board meeting to offer comments on items on the agenda which affect salaries, hours, and/or working conditions for Unit II employees.

   AEL may present a proposal to the Board by requesting that the Superintendent include their presentation on the agenda for a Board meeting.

K. **AEL's Obligation Regarding Performance of Duties**
   AEL recognizes the obligation of Unit II employees to perform all duties required by the rules and regulations of the State and the Board.

L. **Non-Restraint of Employees' Rights**
   AEL and the Board agree not to interfere with, restrain, or coerce Unit II employees in their individual exercise of any right granted them by this Agreement.

M. **Calendar Committee**
   Representatives shall be named by AEL to serve on the Board's annual school calendar committee. The representatives shall participate in the deliberations of the committee, present the position of AEL on calendar items, and assist in drafting the proposed calendar to be presented to the Board.

N. **Advice of Unit II Employees on Facilities Planning**
   In the design of new structures and the renovation of old, the advice of appropriate Unit II employees shall be sought and acted upon.

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**ARTICLE 3**

**PROFESSIONAL RIGHTS, PRIVILEGES, AND RESPONSIBILITIES**

A. **AEL Membership**
   No Unit II employee shall be constrained from joining or coerced to join AEL by either the Board or AEL or any of their representatives.

B. **Non-Discrimination**
   The provisions of this Agreement shall not be applied in a manner arbitrary, capricious, or discriminatory in regard to race, creed, religion, color, national origin, age, sex, marital status, sexual orientation, disability or membership or non-membership in AEL.

C. **Controversial Issues**
   Unit II employees shall have the freedom in classroom presentations and discussions to introduce fairly all sides of reasonably controversial issues which are relevant to the basic content of the course. The basic content of a course and provision for its implementation and supervision shall be the responsibility of the Board.

D. **Personnel File**
   All items entered in the personnel files of Unit II employees after March 5, 1969, except confidential references pertaining to original employment or promotion, shall be open to employees by appointment and available to no one else without the employee's written permission except their superiors and those responsible for keeping the files. No unfavorable entry shall be made in Unit II employees' files without their knowledge and Unit II employees shall have the right to attach a rebuttal to said entry. They shall affix their signatures to each entry to indicate only that they are aware of the entry.

   If Unit II employees refuse to sign an entry for their file, the writer shall have a witness sign the statement that the employee was shown the item but refused to sign. If Unit II employees are unavailable to sign an entry, a copy shall be sent to the Unit II employee by certified mail and the mail receipt shall be attached to the item in the personnel file of the Unit II employee.

   If a Unit II position is abolished an explanation shall be placed in the personnel file of any Unit II employees affected. If an agency requests references concerning a Unit II employee, this explanation shall be included.
E. **Removal of Counseling Letters**
Unit II employees may submit a written request to the Superintendent’s designee requesting the removal of a counseling letter from the Official Personnel File provided that no similar infractions have occurred and/or subsequently resulted in additional counseling letters and/or disciplinary action within the past three (3) consecutive years from the date the counseling letter issued.

F. **AEL Representation on Study Committees**
Any committee established to study and/or recommend changes in salary, hours and working conditions of Unit II employees shall have at least one (1) Unit II employee appointed by the executive director, administrator or the president of AEL.

G. **Citizenship Rights**

1. **Political Rights**
The Board and AEL recognize the right of Unit II employees to participate in political governmental affairs in a manner afforded any other citizen, including the right of vote; the right to be an active employee of a political party of their choice; the right to campaign for candidates for election to public office; and the right to seek, campaign for, and serve in public office.

2. **Prohibited Political Activities**
   Political activities of any Unit II employee seeking or holding office or campaigning for a candidate shall be conducted outside the duty premises and outside the working hours.

   The following activities upon property under the jurisdiction of the Board are specifically prohibited:
   a. Posting of political circulars or petitions on bulletin boards.
   b. The distribution to employees, whether by placing in their school mailboxes or otherwise, of political circulars or petitions, United States mail being excepted.
   c. The collection of and/or solicitation for campaign funds.
   d. Solicitation for campaign workers.
   e. The use of pupils for writing or addressing political materials, or the distribution of such material to pupils.

   Unit II employees shall refrain from using the privilege of their professional position or title for political purposes. Neither shall they exploit pupils in any way for political purposes for themselves or for any party or candidate.

3. **Protection Against Jeopardy of Position**
The position of a Unit II employee will at no time be in jeopardy due to the employee's political activities as long as the terms of this Agreement are adhered to.

4. **Political Leave**
Unit II employees shall be granted leave of absence without pay for the purpose of running for or serving in a public office if such participation interferes with the employee's assigned duties.

5. **Use of School Facilities Denied**
Unit II employees engaged in political activities such as seeking or holding public office shall not use the school's administrative help, duplication, website, email, mailing service, or telephones for this purpose.

   Unit II employees who are seeking or holding public office shall refrain from seeking advice, counsel, and assistance from other employees during working hours.

6. **Privileges Not Denied**
Nothing in this Agreement shall prevent:
   a. The dissemination of information concerning tax and/or school bonds.
   b. The use of "bumper stickers" or other expressions of individual preferences upon automobiles which the Unit II employees normally park on school grounds.
H. **Right to Other Gainful Employment**
   It shall be the right of Unit II employees to engage in other gainful employment as long as it does not interfere with the performance of the duties of their position.

I. **Retirement Information**
   Upon request to the personnel department, Unit II employees eligible to retire shall be provided with literature explaining the various options available to them upon retirement. A conference will be held for the Unit II employee who wishes it.

J. **Personal Property Damages**
   Subject to a recommendation of the immediate superior and approval by the Superintendent’s Council, the Board shall pay an amount not to exceed $500.00 for damage to a Unit II employee’s personal property which may be incurred by the employee as a result of a personal assault or student-initiated altercation while on duty. Payment by the Board shall not be construed as an admission of responsibility or liability by the Board, its agents, servants or employees.

K. **Participation in Curriculum Development**
   Committees appointed to develop or revise curriculum guides and courses of study shall include Unit II employees.

L. **Requests for Identical Data**
   Unit II employees who are requested by staff officials to provide data which are identical to data that has previously been reported to the central office, may refer the staff employees to the source of data previously reported to ascertain whether the previous report will satisfy the current request.

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**ARTICLE 4**

**SALARIES**

A. **Salary Plan**

1. **Salary Job Groups**
   - Job Group I
   - Job Group II
     - Administrative Trainee
   - Job Group III
     - Assistant Principal Level I
   - Job Group IV
     - Assistant Principal Level II – up to 750 students
     - Assistant Program Manager – Infant and Toddler Program
     - Volunteer Services Administrator
   - Job Group V
     - Assistant Principal II - 751-1,500 students
   - Job Group VI
     - Assistant Principal II - over 1,500 students
     - Special Assistant for Student Discipline
   - Job Group VII
     - Personnel Specialist
     - Principal - up to 350 students
     - Program Coordinator
     - Coordinator of Title I
     - Coordinator of Outdoor Education
     - Coordinator – Career and Continuing Education
Job Group VIII
Coordinator of Special Education: Pre-School, Elementary, Speech and Language
Coordinator of Psychological Services
Coordinator of Pupil Personnel Services
Coordinator of Special Education: Secondary, Intensity V, Vision and Hearing
Principal - 351-750 students
Special Education Legal Issues Officer

Job Group IX
Principal - 751-1,500 students

Job Group X
Principal - over 1,500 students

The Board and AEL recognize that the Board maintains exclusive authority in the area of job classification and that exclusive action on job classification is within the sole province of the Board.

2. **Salary Scale**
The current salary scale as set forth herein shall remain in effect, however effective July 1, 2017, Unit II employees shall receive one (1) full step increase for all eligible Unit II employees. Unit II employees at the top of the scale (not eligible for steps) will receive a 1% cost of living adjustment (COLA).

**SALARY SCALE DESIGN/Criteria**
The Board and AEL shall continue the work of the Workload and Compensation Committee. Priority items include but are not limited to: (1) A comprehensive review of the existing Unit II salary scale compensation practices and comparisons with LEAs and a national survey of school administrator compensation packages and methodologies and (2) whether to increase workshop presentation pay.

The Board and AEL also agree to review the design/structure of the current AEL salary scale in comparison to that of other surrounding school systems to include the factors/criteria used for the placement of positions within those school systems at the various levels within such salary scales.

**Performance Pay**
Create a performance pay reserve. Funds will be used to pay bonuses and incentive pay to administrators based on their individual performance, school performance, and the achievements of AACPS instructional goals and objectives.

Continue assignment/performance pay for challenged schools [as is currently provided for under ARTICLE 4, A. 2]. Assignment pay shall be given to $6000 annually for those principals assigned to designated “challenged” schools. If the school makes Annual Measurable Objectives (AMO), an additional $9000 will be paid to the principal. Increase assignment pay for Assistant Principals to $3000, and AMO pay to $5000.

Schools selected for participation in the challenged schools program will be determined at the sole discretion of the Board and the Superintendent. Criteria to be used in the selection process may include AMO status, MSA/HSA assessment data, FARMS, Title I status, staff and student turnover, and other cogent indicators.

If a fiscal item is not funded, preference of renegotiations shall be: salary scale adjustment, COLA, and then performance pay reserve.

**Doctoral Degree Stipend**
A $1,000 stipend shall be given to AEL employees who receive a doctoral degree applicable to their area of certification and/or related to their professional work assignment annually.

**National Board Certification Stipend**
Upon approval by the Executive Director of Human Resources, a $2,000 stipend shall be given to Unit II employees annually that hold a National Board Certification which directly relates to the employee’s current position.
3. **Procedures**
   a. If an employee is appointed to a position for which certification is required and the employee does not obtain the required certification, an advance of one (1) increment step shall be allowed, but further increment steps shall be withheld until the required certification is obtained.

   b. Certificated employees who fail to meet certification renewal requirements shall not be eligible to continue as contractual employees. Should AACPS, at its sole discretion, choose to re-employ said employee on a conditional certificate, said employee’s annual salary shall be reduced by $5000.00. These employees shall not be eligible for any salary or pay increases so long as they remain in a conditional status.

   c. In determining the placement on the salary scale for someone who is employed with previous experience in another school system, credit shall be given in the appropriate job group for experience in another school system at the same or comparable position.

   d. During the period of time a school is on double sessions, a principal’s salary shall be determined by increasing the current salary by 10%, and then placement on the step that is nearest to but exceeds the computed amount. This action shall be taken even though it may exceed the maximum salary step indicated in the salary plan. This exception shall be determined upon the discontinuance of double sessions.

   e. During the period of time when a principal or assistant principal is responsible for two (2) or more separate schools, their salary shall be determined by increasing the current salary by 10%, and then placement on the step that is nearest to but exceeds the computed amount. This action shall be taken even though it may exceed the maximum salary step indicated in the salary plan. This exception shall be terminated when the principal or the assistant principal is no longer responsible for more than one school.

   f. An annual increment shall be paid to each employee who has received an overall annual performance rating of satisfactory for the previous year and has not reached maximum.

   g. Upon promotion or reassignment, Unit II employees shall be placed in the designated Job Group for the new position, and on the commensurate step for the employees' years of creditable experience as determined by the Executive Director of Human Resources.

   h. The job group of a principal or an assistant principal, who is on the Unit II salary scale shall be subject to adjustment on October 1 based on pupil enrollment as of September 30. If the enrollment of a school as of September 30 would place a principal or assistant principal in a lower job group than the one in which the principal or assistant principal is currently placed, the salary rate in that position shall not be reduced for a period of twelve (12) months.

   i. Enrollment in Special Education Schools, including orthopedically handicapped centers, diagnostic centers, special education pre-school classes in a regular school, and Level V outreach programs and seriously emotionally disturbed programs in a regular school shall be multiplied by a factor of three to determine the enrollment factor for establishing the job group of principal and assistant principal.

   j. The job group of principals of the vocational-technical centers and night high school shall be established by the Superintendent and the Board.

B. **Position Changes**
   A Unit II employee with a satisfactory rating in the employee's present position who accepts a transfer to another position to accommodate the needs of the school system shall not do so at a reduction in salary if the employee did not initiate the transfer.

   If a job classification is abolished, the persons serving in the capacity or serving as administrative trainees for the job shall be formally notified in writing at least thirty (30) days prior to the abolishment. Alternative jobs shall be formally offered to them and there shall be no reduction in salary for a period of 12 months.
C. **Involuntary Reassignment**
Any Unit II employee who is involuntarily reassigned shall be paid the salary for the position to which the employee is reassigned, beginning with the effective date of reassignment, except that the salary shall not be reduced for a period of twenty-four (24) months. This provision shall not apply to an assistant principal level I returned to a Unit I position nor to other employees who have agreed in writing to accept a position on a temporary basis. It shall not apply to reassignments that occur as a result of poor performance issues.

D. **Rate of Deduction for Lost Time**
For all absences without pay, the per diem rate of deduction for Unit II employees shall be as follows:
- 1/190 of the annual salary for employees whose work year is the same as that of classroom teachers.
- 1/200 of the annual salary for employees whose work year is 200 duty days.
- 1/260 of the annual salary for employees whose work year is 12 months.

E. **Bank Deposit of Payroll Checks**
Unit II employees shall have their payroll checks deposited in their bank.

F. **Report of Accumulated Leave**
Unit II employee's shall have provided on their payroll stub each pay period the number of unused sick leave days accumulated and the number of unused annual leave days accumulated through the end of the previous month.

G. **"Acting" Status**
Any Unit II employee appointed by the Board to a position in an acting capacity may hold the title "acting" for no longer than one (1) year, after which the employee shall be given a regular appointment to the position if the employee continues in it.

H. **Workshops**
A Unit II employee shall be paid $30.00 per hour for each hour of actual instructional time devoted to workshops sponsored by the Board.

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**ARTICLE 5**
**EMPLOYEE BENEFITS**

A. **Healthcare**
All healthcare coverage shall be the subject of joint health care negotiations conducted with all AACPS bargaining units and the agreement reached with all bargaining units in this manner shall be incorporated into and made a part of this Agreement.

The employee premium share for Individual only coverage for the Low Option Blue Choice HMO Plan is 9.5% of the employee’s box 1 W-2 income. There is no Board funding for dependent coverage. The Low Option Blue Choice HMO Plan meets the minimum value and affordability requirements established by the Affordable Care Act and includes an incorporated prescription plan with three tiers.

All increases in the employees’ healthcare cost due to this agreement in fiscal year 2018 are dependent on a step increase and a 1% increase for employees at the top of the salary scale (not eligible for a step).

All increases in the employees’ healthcare cost due to this agreement in fiscal years 2019 and 2020 are dependent upon a salary increase.

Further coverage information can be found in Appendix C.

B. **Term Life Insurance**
A term life insurance policy for $200,000, with full cost paid by the Board, shall be provided for each Unit II employee.
Optional term life insurance in $5,000 increments up to $200,000 is available at employee cost. New
employees opting to purchase more than $100,000 will be required to submit Evidence of Insurability. During open enrollment or thirty (30) days of a lifestyle change, employees may purchase optional life insurance in any amount and will be required to submit Evidence of Insurability.

All life insurance benefits and programs granted to Unit II employees shall be no less than that which has been granted to Unit I.

C.** Severance Pay on Retirement**

Effective July 1, 2013, a Unit II employee who retires from service with the AACPS in accordance with the provisions of the Maryland State Teachers Retirement System shall be paid $85.00 per day for all unused accumulated sick leave earned in AACPS. In FY2015, Unit II employees will be paid $90.00. This provision shall also be applicable to any Unit II employee who elects the vested retirement plan after having rendered fifteen (15) or more years of creditable service as an employee of the retirement system. If a Unit II employee dies while in service the beneficiary designated with the retirement system shall receive that employee's severance pay.

D. **Early Notice of Retirement**

Eligible Unit II employees who submit an irrevocable retirement application no later than January 2 to take effect on June 30 of the same year, shall receive a one (1) step increase on the salary scale or the equivalent of one (1) step on the salary scale should no further steps be available during their last year of service subject to parameters established by the Board.

The number of eligible employees in the following categories shall be determined by the Board:

a. High School Principals
b. Middle School Principals
c. Elementary School Principals
d. Coordinators/Special Assistants
e. High School Assistant Principals
f. Middle School Assistant Principals
g. Elementary School Assistant Principals

AEL will establish the selection criteria to identify eligible members to be selected by the Board.

E. **Special Pay Plan**

When a Unit II member retires or resigns after 15 or more years of service to Anne Arundel County Public Schools, The member’s separation pay becomes eligible for the Special Pay Plan, a qualified 403(b) Plan.

Separation Pay shall be issued as follows:

1. If the total dollar amount of the separation pay is less than $1,000, separation pay will be paid in a lump sum as taxable income.

2. If the total dollar amount of the separation pay is $1,000 or more, the full amount of separation pay (qualifying sick leave and annual leave) will be forwarded as an employer contribution to the Special Pay Plan, a qualified retirement plan subject to IRS Annual limits. The employer contribution will become taxable income only upon the Unit II employee withdrawing it from the plan. Withdrawals from the Special Pay Plan are not subject to Employment tax (Social Security or Medicare).

3. The Unit II employee will then have the following options concerning their separation pay detailed in number 2 above. They may:
   a. Keep the funds in the Special Pay Plan and invest amongst the choices within the qualified retirement program.
   b. Directly roll all or a portion of the funds from the Special Pay Plan to an individual retirement account (IRA) or other qualified retirement plan.
   c. Directly roll all or a portion of the funds from the Special Pay Plan to another AACPS approved vendor’s qualified retirement plan.
   d. Request a partial or full distribution in cash, taxed in accordance with IRS and state regulations.
F. **Savings Bonds**
At a Unit II employee’s written request, the Board shall make payroll deductions for U.S. Savings Bonds.

G. **Liability Insurance**
The Board will provide liability insurance as required by Maryland law and per the Board’s self-insurance agreement with Anne Arundel County, to protect Unit II employee(s) from damages that they may become legally obligated to pay arising out of their activities as employees of the Board.
The Board shall provide insurance coverage of $200,000 for accidental death and up to $200,000 for dismemberment and/or injury for any Unit II employee while on an authorized trip in the performance of the employee's duties as a Board employee. The Unit II employee may designate his/her beneficiary of said policy.

**ARTICLE 6**
**SICK LEAVE**

A. **Rate of Earning**
Unit II employees shall be credited with .5 days of sick leave for each pay period they are employed, including the time they are on annual leave or vacation.

B. **Transfer of Sick Leave**
For any Unit II employee coming to AACPS from another local school system of Maryland, the Board will accept by transfer all unused sick leave accumulated after September 1, 1966, in accordance with the provisions of Bylaw 13.06.03.02 B of the Maryland State Board of Education. The Board will be responsible for effecting the transfer of this sick leave and will notify the Unit II employee of the number of days credited to him/her.

C. **Unlimited Accumulation**
Unused sick leave shall be cumulative without limit.

D. **Use for Illness in Immediate Family**
During the year in which it is earned, annual sick leave may be used for illness of employees of the immediate family (parent, parent-in-law, spouse, sibling, or child) or for illness of a person who is a permanent resident of the household. Once this leave is exhausted, Family Medical Leave may be requested under the provisions of Article 9.K, The Family Medical Leave Act (FMLA) and related Board policies and procedures.

E. **Sick Leave Bank**
1. All Unit II employees on active duty are eligible to contribute to a sick leave bank. Contributors will be permitted to apply for use of the bank for salary payment for personal illness during regularly scheduled duty days after regular sick leave has been exhausted.

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

3. Contributions shall be made between July 1 and September 30. Employees returning from extended leave will be permitted to contribute to the bank on the approval of the committee. New Unit II employees may contribute within the first thirty (30) days after appointment to a Unit II position.

4. The annual rate of contribution may be one (1) day per year and must be in whole day increments.

5. The bank can be used on the first duty day after sick leave is exhausted for the employee who contributed. The maximum number of sick leave days that can be granted in any one (1) fiscal year will be the remaining number of duty days an employee is scheduled to work. In no case will the granting of leave from the bank cause an employee to receive more than the employee's annual salary.
6. Employees must use all accumulated sick leave before applying for leave from the bank. Application for use of the bank shall be made on the required form and submitted to the approval committee.

7. The three-employee approval committee, selected by AEL, shall have the responsibility of receiving requests, verifying the validity of requests, approving or denying requests and communicating its decision to the employee and the Executive Director of Human Resources. The committee shall have reasonable discretion in requiring a doctor's certification of disability and in establishing special limits or provision for certain disabilities such as, but not limited to, maternity, injury covered by worker's compensation and mental illness. The committee shall develop its rules of procedure and general criteria for approval. Upon approval of the rules and criteria by the Executive Board of AEL and the Superintendent's Council, the committee shall give them wide distribution.

8. The Executive Director of Human Resources shall authorize payment of approved bank grants.

9. All bank grants will end on the last scheduled duty day of the fiscal year for which the applicant is eligible to use sick leave. A new application must be submitted to the approval committee for a succeeding fiscal year.

10. If an employee does not use all of the days granted from the bank, the unused sick leave bank days will be returned to the bank.

11. Any unused days remaining in the sick leave bank on June 30 will be carried into the next fiscal year.

12. AEL and the Board shall agree on a feasible actuarial advised limit on the number of days to be carried in the bank.

ARTICLE 7
SABBATICAL LEAVE

A. Full-Time Study Grant
Upon recommendation by the Superintendent, sabbatical leave will be granted to Unit II employees for full-time study subject to the following conditions.

B. Number Available
Sabbatical leave shall be available for three (3) employees.

C. Application and Notification
Request for sabbatical leave must be received by the Executive Director of Human Resources in writing no later than October 1, and action shall be taken on all such requests no later than January 15th prior to the school year for which sabbatical leave is requested.

D. Eligibility
The Unit II employee must have completed at least five (5) full school years of service in AACPS prior to the leave and have performance evaluations of least “Effective” in the two (2) years preceding the request.

E. Compensation
Unit II employees on sabbatical leave, for either a full year or a half year, shall be paid by the Board at fifty (50%) percent of the rate of salary which they would have received had they remained on active duty. To ensure that employees return to employment with AACPS, the Unit II employee shall enter into a separate, written contract, including a confessed judgment, whereby he/she agrees to return to service in AACPS for no less than two (2) times the length of the sabbatical leave. If the employee fails to return and remain an employee for said time, he/she shall refund any monies paid (salary and the Board’s share for healthcare benefits) in accordance with a repayment plan paid to the Board of Education.

F. Experience Credit
Upon return from sabbatical leave, the Unit II employee shall be placed on the salary schedule at the level which would have been achieved had the employee remained actively employed in the system during the period of absence.
G. **Benefits During Sabbatical Leave**
Employees of Unit II on sabbatical leave will continue to receive the full benefit of healthcare coverage, hospital medical insurance, major medical insurance, and term life insurance for which they would have been eligible as full-time employees of the Board.

H. **Obligation of the Board**
In granting a sabbatical leave the Board obligates itself to offer to the Unit II employee, on the expiration of the leave, employment in as near a comparable status as possible at the time without creating a new position or transferring another employee.

**ARTICLE 8**
**LEAVES OF ABSENCE**

A. **Obligation of the Board**
In granting a leave of absence the Board obligates itself to offer to the Unit II employee, on the expiration of leave, employment of as near comparable status as possible at the time without creating a new position or transferring another employee.

B. **Obligation of Unit II Employee**
The Unit II employee is obligated to notify the Board immediately in writing of any change in the conditions upon which the leave was granted and to make himself/herself available for reassignment at the Board's convenience. Failure to accept reassignment to a position of comparable status, failure to notify the Board of a change in the conditions upon which the leave was granted, or falsification of information in the request for leave will result in cancellation of the leave and termination of the individual contract.

C. **Types**
A Unit II employee who has achieved tenure shall normally be granted leave of absence without pay and

1. Without Experience Credit For
   a. Personal illness*
   b. Maternity**
   c. Adoption of a child
   d. Full-time study at a college or university
   e. Severe illness of an employee of the employee's household*

2. With Experience Credit For
   a. Military service (tenure not required)
   b. Peace Corps
   c. VISTA
   d. National Teacher Corps
   e. Exchange teaching
   f. Overseas teaching
   g. Full-time university program of study, approved by the superintendent, specifically designed to improve proficiency in the employee's position

   *Recommended by a physician
   **Verified by a physician

3. May qualify for FMLA under provisions of Article 9.K.
   a. Personal illness
   b. Maternity leave
   c. Adoption of a child
   d. Severe illness of an employee of the employee's household

D. **Period of Leave**
The leave shall be for the entire school year or for the remainder of the school year in which it becomes effective.
The Board shall consider a request for an extension of the leave for the second year by any Unit II employee who requests it in writing by June 1. The decision shall be given in writing. A Unit II employee on leave may request reinstatement by giving written notification to the Executive Director of Human Resources sixty (60) days prior to the date on which the employee wishes to return to service.

E. Termination
The contract of a Unit II employee on leave of absence shall be terminated by the Board on September 1 following the expiration date of the leave if the Unit II employee has not returned to work or has not been granted an extension of leave. In the event of an emergency such as an accident or illness the Unit II employee may request that the Superintendent grant an extension.

ARTICLE 9
OTHER LEAVES

A. Annual Leave
Unit II employees shall earn annual leave at the rate of one (1) day per pay period of employment.

1. Normal Use, with Exceptions
A Unit II employee on 12-month employment shall normally take annual leave during the summer following the year in which it is earned, especially an employee who is school based or is otherwise closely connected with an instructional program. Exceptions to this policy for any Unit II employee may be made by the immediate supervisor who shall approve all leave dates, if the needs of the school system and/or the Unit II employee can best be served by distributing part of the leave throughout the following year.

Commencing July 1, 2013, each Unit II employee shall be given one (1) floating non-chargeable annual/personal business leave day. In addition, each Unit II employee on 12-month duty shall be entitled to use one day of annual leave per year for personal business. The leave shall normally be approved at least twenty-four (24) hours in advance by the immediate superior, who shall not require the employee to state a reason for the leave. If, however, an unforeseen emergency requires absence that could not have been approved twenty-four (24) hours in advance, the reason for the absence shall be stated and at the discretion of the immediate superior may be approved as a day of personal business.

Personal business leave shall not be taken immediately before or immediately after a holiday or weekday when school is closed, nor on an in service day; nor at the beginning or the end of the school year. With prior approval of the immediate superior, the floating non-chargeable annual/business leave day may be used.

The beginning of the school year shall mean the first five (5) duty days; the end of the school year shall mean the last five (5) duty days. A holiday period may not be extended by taking personal business leave at the beginning of the following week when a holiday falls on Friday or at the end of the preceding week when the holiday falls on Monday.

Exceptions to the foregoing restrictions on days to be used for personal business may be made by the immediate superior for emergencies that require the Unit II employee's absence on these days.

2. Use for Summer School
A Unit II employee may use annual leave to attend summer school with the approval of the immediate superior provided that authorization of the Superintendent shall also be required for summer school attendance for the second of two (2) consecutive summers. Two-thirds of a day shall be charged against annual leave for each day in summer school, except that an employee who attends a six (6) week summer school shall have no less than five (5) days of vacation with pay. Attendance at the Maryland Professional Development Academy shall not be considered as summer school and shall not require use of annual leave.

3. Carry-Over of Unused Days
If at the end of any fiscal year (June 30), 12-month Unit II employees have any unused annual leave from the previous fiscal year they may carry over a maximum of twenty-four (24) days of such unused leave
giving them a maximum of fifty (50) days of annual leave at the beginning of any fiscal year. Not more than fifty (50) consecutive days of annual leave may be taken during any 12-month period. Notwithstanding any provision to the contrary, commencing July 1, 2013, annual leave days eligible for redemption and pay out shall be seventy-five (75) days during the last year of service and shall be considered for negotiated increase in FY15. Unused annual leave which would be lost because of this limitation on carry-over shall be converted to accumulated sick leave, provided, however, that there may not be an annual creditable accumulation of more than fifteen (15) sick leave days.

Exception: In the last year of employment prior to retirement, in accordance with the provisions of the Maryland State Teachers Retirement System, Unit II employees may carry over thirty-four (34) days of unused annual leave giving them a maximum of sixty (60) days at the end of the last full fiscal year of employment.

B. Special Leave for Injury on the Job
A Unit II employee who is injured in the line of duty and qualifies for disability under the Worker's Compensation law shall be granted Special Leave with full pay, less salary payment made by Worker's Compensation, for a period of time not to exceed sixty (60) duty days, provided the injury of the Unit II employee is reported to the immediate superior within three (3) days.

If the employee is unable to return to work at the end of sixty (60) duty days, the employee may elect to receive only Worker's Compensation or be placed on sick leave and/or annual leave (if applicable) and continue to receive full salary less Worker's Compensation for the period covered by these leaves. The employee may continue to receive the full benefits of hospital-medical insurance, major medical insurance and term life insurance provided the Unit II employee pays the employee's share of these premiums.

In absences involving compensation under the State of Maryland Worker's Compensation Law, charges to sick leave and/or annual leave allowances, are made only after the sixty (60) duty days of special leave are exhausted.

C. Religious Observances
Unit II employees shall be granted up to three (3) days per school year with pay to observe religious days.

D. Jury Duty
While on jury duty, Unit II employees shall continue to receive their regular salary and all applicable benefits.

E. Court Summons
A Unit II employee may be absent without loss of salary and benefits when subpoenaed to appear in a state or federal court, provided the subpoena or summons is not issued (1) in connection with an offense for which the employee is found guilty or (2) in connection with a civil case in which the employee is a party to the action except a case in which the employee was performing his/her assigned duties as an employee of the school system.

F. Bereavement
Each Unit II employee shall be granted five (5) calendar days of absence without loss of salary on the death of a child, parent, spouse, sibling, aunt, uncle, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, niece, nephew, grandparent, grandchild, or one who has lived regularly in the household of the Unit II employee. Upon written request from the Unit II employee stating the circumstances which make additional time necessary, the Superintendent may authorize additional days. This leave shall not be charged against annual leave or sick leave.

G. Awarding of Degree
A Unit II employee shall be granted one (1) day of leave with pay to receive an advanced degree awarded on a school day.

H. Personal Business Leave
Each Unit II employee on 10-month duty shall be entitled to one (1) day of personal business leave per year with pay. The leave shall normally be approved at least twenty-four (24) hours in advance by the immediate superior.
who shall not require the employee to state a reason for the leave. If, however, an unforeseen emergency requires absence which could not have been approved twenty-four (24) hours in advance, the reason for the absence shall be stated and at the discretion of the immediate superior the absence may be approved as a day of personal business.

Personal business leave shall not be taken immediately before or immediately after a holiday or weekday when school is closed, nor on an in-service day; nor at the beginning or the end of the school year.

The beginning of the school year shall mean the first five (5) duty days; the end of the school year shall mean the last five (5) duty days. A holiday period may not be extended by taking personal business leave at the beginning of the following week when a holiday falls on Friday or at the end of the preceding week when the holiday falls on Monday.

Exceptions to the foregoing restrictions on days to be used for personal business may be made by the immediate superior for emergencies which require the Unit II employee's absence on these days.

Unused personal business leave shall be converted to cumulative sick leave at the end of the year.

I. **Assault Leave**
A Unit II employee who is absent due to physical disability/injury that results from an assault while in the scope of Board employment shall be kept on full pay and benefits status instead of sick leave during such period of absence.

J. **Adoption Leave**
Upon request to the Executive Director of Human Resources, Unit II employees may take a temporary leave of absence without pay for up to twelve (12) weeks for the adoption of a child by requesting FMLA Leave under the provisions of Article 11, The FMLA and related Board policies and procedures. As soon as it has been determined that a Unit II employee wishes to use adoption leave, the Unit II employee must request this leave, in writing, to the Executive Director of Human Resources normally within thirty (30) days in advance and provide appropriate documentation. Unit II employees may elect to have continued participation in health benefits by assuming full cost of the premium. If, however, the employee uses FMLA leave, the Board will continue making its contribution to the appropriate health benefits for the duration of the FMLA leave.

K. **Family Medical Leave Act (FMLA) Leave**
AEL and the Board agree to modify and amend the following terms and provisions of this Agreement as it pertains to FMLA as per the agreed recommendations of a joint FMLA Committee comprised of all AACPS bargaining units.

1. FMLA benefits are available to all Unit II employees who have worked at least twelve (12) months during the preceding twelve (12) month period. The twelve (12) month work period shall be from the date of the employee's hire.

2. The twelve (12) month period for FMLA will be the fiscal year.

3. The Unit II employee must use available sick leave prior to going on unpaid FMLA leave. The Unit II employee may elect whether or not to use other available paid leave while on FMLA leave.

4. FMLA leave may be used for serious health conditions of those persons covered by "illness in immediate family" of the contracts of the respective units as long as the current year's available sick leave (15) has been used.

5. If a Unit II employee is on paid leave because of his or her own serious health condition, and such leave is pursuant to a sick leave bank grant or is covered by worker's compensation, such leave would be exempt from the Unit II employee's FMLA entitlement.

6. All benefits will continue as provided in the negotiated agreements of the respective units.

7. At the Unit II employee's option, the Board will pay the Unit II employee's share of the insurance premium during the leave. The Unit II employee, on return, will repay the Board for those premiums under a mutually convenient pay plan.
8. Leave taken intermittently or on a reduced leave schedule is not permitted for child care.

9. Except in unusual circumstances when FMLA leave is taken near the end of an academic term, the Board will not mandate FMLA extensions.

10. Except in unusual circumstances upon return from FMLA leave, a Unit II employee will return to his/her position.

11. An oversight committee comprised of the President and Chief Negotiator of each unit and the Board's representatives shall be formed and will meet at least annually.

ARTICLE 10
RESIGNATION AND CONTRACT RENEWAL

A. Provisions for Resigning
   1. Regular Certificate
      a. Probationary
         Unless otherwise provided for in COMAR, for a Unit II employee who is completing the first or second year of continuous employment by the Board and holds a regular certificate, the deadline date for termination of employment at the end of the year by either the Board or the Unit II employee shall be May 1, except that for a Unit II employee employed on or after February 1, this notification date shall be no later than July 1 of the first year or July 1 of the second year.
      b. Tenured
         For a Unit II employee who has completed the third year of continuous employment by the Board and holds a regular certificate, this notification date shall be no later than July 31.
   2. Provisional Certificate
      For a Unit II employee employed on a provisional certificate, the deadline date for notification of termination of employment at the end of the year, by either the Board or the Unit II employee, shall be June 30.

After the deadline date for termination provided above, the contract shall be binding upon both parties until the end of the next school year except that an employee may resign by giving thirty (30) days notice in writing.

B. Supplying References
   References shall not be supplied to prospective employers if a Unit II employee resigns on less than thirty (30) days' notice in writing except for an emergency which shall be determined by the Executive Director of Human Resources.

ARTICLE 11
WORK SCHEDULE

A. Duty Days
   All weekdays when the central office is open shall be duty days for Unit II employees employed on a 12- month basis except for annual leave and the non-chargeable annual /personal business leave day.

Twelve-Month Employees
   All principals, assistant principals and Unit II Central Office personnel shall be on 12-month duty. Administrative Interns shall have a work year of 200 duty days unless otherwise negotiated by AEL and the Board. All 210-day assistant principals shall be converted to 12-month employees effective July 1, 2015.
Except in case of emergency, Unit II employees will not be required to work on the following designated government holidays, when the central office will be closed:

- Independence Day  
- Labor Day  
- Primary Election Day  
- General Election Day  
- Thanksgiving Day  
- Friday after Thanksgiving  
- Christmas Eve  
- Christmas Day  
- New Year’s Eve  
- New Year’s Day  
- Martin Luther King, Jr., Day  
- Good Friday  
- Easter Monday  
- Memorial Day  
- Good Friday  
- Friday after Thanksgiving  
- Easter Monday  
- Christmas Eve  
- Christmas Day  
- New Year’s Eve  
- New Year’s Day  
- Martin Luther King, Jr., Day  
- Good Friday  
- Friday after Thanksgiving  
- Easter Monday  
- Memorial Day

The Board may designate additional days as holidays when the school Calendar is adopted.

When Independence Day falls on Saturday, Unit II employees shall not be required to work on the preceding Friday; when the holiday falls on Sunday, Unit II employees shall not be required to work on the following Monday.

When Christmas Day falls on Sunday, Unit II employees shall not be required to work on the following Monday.

B. **Required Work Hours**

Regular daily work hours totaling forty (40) hours per week, exclusive of time for lunch, shall be established for Unit II employees by their immediate superiors. It is recognized, however, that the job requirements of professionals are of such a nature that they cannot be adequately met within a specified time frame.

The normal workload for professional personnel in Unit II includes such activities as:

- Job-related late afternoon and evening meetings with other staff employees, students, parents, community representatives and Board employees
- Supervision of student-oriented activities
- Independent planning and work sessions beyond regular work hours as required to promote efficient execution of one’s duties
- Emergencies

When the amount of time a Unit II employee spends in the performance of the employee’s duties is excessive, the staff employee to whom the Unit II employee reports may grant compensatory time during regular work hours. The parties entered into a Memorandum of Understanding on November 18, 2015, regarding a pilot professional leave and telecommuting program.

The amount of time a Unit II employee spends in the performance of the employee’s duties shall be considered during the annual evaluation and rating process.

**ARTICLE 12**

**PROFESSIONAL IMPROVEMENT**

A. **Reimbursement for College Credit**

Unit II employees shall be reimbursed for a maximum of twelve (12) semester hours of college credit per year completed while employed by the Board. The following conditions shall apply to reimbursement:

1. **Approval of Courses**

   Credits, subject to approval of the Executive Director of Human Resources, must be applicable to some clearly defined objective, such as a planned program leading to an advanced degree or the enhancement of expertise in the job.

2. **Grade Requirement**

   The Unit II employee must earn a grade of "B" or better, except that one (1) course with a grade of "C" in an approved program of study may be reimbursed.
3. **Limitations**
   The Unit II employee shall be reimbursed for only one (1) course per semester during the academic year, except by advance approval of the Superintendent.

4. **Schedule of Payments**
   Unit II employees shall be reimbursed in the fall for courses completed while on active duty as employees of the Board during the previous spring or summer, and in the spring for courses completed during the previous fall. Employees failing to return to AACPS for the year following the one in which spring or summer courses were taken shall not be eligible for payment; however, if such employees are reemployed within five (5) years they become eligible for the full amount they would have received had they had uninterrupted service.

5. **Duplication of Payment**
   Payment shall not be reduced because of funds the employee may receive from another source, except that payment by the Board shall not duplicate tuition payment from other tax sources.

6. **Rate of Payment**
   Tuition reimbursement for all Unit II employees as to credit hours permitted and the rate of reimbursement shall be no less than the credit hours permitted and the rate of reimbursement provided for Unit I employees of AACPS and increase tuition reimbursement to match TAAAC. Additionally, employees who are enrolled in an approved career-related doctoral program as approved by the Executive Director of Human Resources will be reimbursed up to $2,450 per year.

**B. Assistance in Planning**
Unit II employees who have questions concerning certification requirements or who need advice regarding courses they wish to take may get assistance from the Division of Human Resources by writing to the Personnel Specialist in Certification or by making an appointment for a conference.

**C. Evaluation and Rating of Unit II**

1. **Purpose**
   The primary purpose of the evaluation rating process for Unit II employees is the improvement of instruction and the efficient operation of the school system. Evaluation is that phase of the process by which an administrator or supervisor formally or informally appraises an employee's performance primarily for the purpose of providing direction and bringing about improvement; rating is that phase of the process by which an administrator or supervisor formally assesses, according to a pre-determined schedule and instrument, the extent to which the employee has attained the goals or standards of the assignment.

   The evaluation-rating process should:

   a. Enable a rater to establish performance goals for the ratee at least six (6) months prior to the formal rating.

   b. Encourage self-appraisal by the ratee.

   c. Provide supervisory assistance to the ratee in identifying strengths and weaknesses and in mutually developing courses of action to bring about desired change.

   d. Provide a measure of accountability by assessing the ratee's progress toward the accomplishment of goals.

   e. Provide a criterion for validating and improving the method of selection and placement.

   f. Provide one (1) source of data for making administrative decisions regarding promotion, retention in position, transfer, demotion, and release from employment.

The results of group standardized achievement tests of students shall not be used as the sole criterion for evaluation or rating of administrators.
2. **Procedures**
   Written procedures for the evaluation and annual rating of Unit II employees shall include data concerning who shall make the evaluation, the form of notice of results to the individual, the consequences of a particular rating, the review of such ratings by a joint appeal committee, and the relationship between ratings and continued employment. When administratively practicable, electronic signatures will be used for ratings for Unit II employees.

3. **Provision for Changes in Procedures**
   One-half of the membership of committees studying evaluation and rating procedures shall be Unit II employees appointed by AEL. Changes in procedures currently in effect shall not be made without the involvement of and due consideration by a study committee so constituted.

**ARTICLE 13**

**NOMINATION PROCEDURES FOR ADMINISTRATIVE AND SUPERVISORY POSITIONS**

A. **Positions to be Covered**
   These procedures shall apply to all Unit II positions.

B. **Advertising the Vacancy**
   Within thirty (30) days after the Superintendent determines a vacancy exists, each school and each central office department head shall be sent, for immediate posting, an announcement containing the minimum requirements needed for the position and a job description including duties and responsibilities, qualifications and the applicable salary scale. An announcement of each vacancy shall be sent to AEL.

   Vacancies created by the filling of advertised positions need not be re-advertised provided they are filled by employees who have established candidacy through evaluation by an interview committee.

C. **Application**
   Employees wishing to be considered for vacancies in administrative or supervisory positions shall apply in writing within the time limits established in the announcements. Employees who have indicated on the Declaration of Intention for that year that they wish to apply for an administrative or supervisory position shall also be considered.

D. **Screening of Applicants**
   The applications shall be screened by the personnel department to ascertain the eligibility of each applicant for consideration for the position, after which each applicant shall be notified of the time and place of the interview or the reason for ineligibility.

E. **References**
   Confidential references shall be requested from four persons of the applicant's choice who can evaluate the applicant's professional background and competence for the position sought. The Executive Director of Human Resources shall request any other references deemed appropriate. All such references shall be considered by the interview committee. References which have been obtained for this purpose in the last three (3) years may be used at the applicant's request.

F. **Interview Committee**
   1. **Appointments by Department Head**
      The appropriate department head shall appoint to the interview committee from five (5) to seven (7) employees who shall be broadly representative of the various departments with which the classification of the vacant position is involved.

   2. **Organization Representation**
      If the applicant is an employee of Unit II, a representative of Unit II shall also be appointed to the committee from a representative list of all job groups.
3. **Superior Named by Applicant**
   In addition, each applicant who wishes to do so may request a superior to be present at the interview. If the superior chooses to be present the superior shall participate in the evaluation of the applicant.

G. **Evaluation of Applicants by Committee**
   All eligible applicants shall be interviewed by the committee. Each committee member shall make an evaluation of the applicant's acceptability for the position based on:

   - examination scores if applicable
   - professional preparation
   - teaching and related experience
   - certification status
   - references
   - oral interview

   Each committee employee's evaluation shall be expressed as one of the following:

   - recommended highly
   - recommended
   - recommended with reservations
   - not recommended

H. **Nomination of Candidate(s)**
   Using the recommendations of an interview committee, the appropriate central office department head shall nominate up to three (3) candidates for each position to be recommended for the Board's appointment.

I. **Notification of Applicants**
   Each applicant shall be notified of the committee's evaluation of the applicant’s acceptability for the position. The report shall include the number of employees who gave the applicant each of the four ratings. Applicants not selected who wish to have an explanation of the reasons shall upon request be granted a conference for this purpose.

J. **Exception for Emergencies**
   Although under normal conditions these procedures shall be followed, under emergency conditions created by late resignations, illness, or death, vacancies shall be filled from a list of candidates previously interviewed by an interview committee.

K. **Selection of External Candidates**
   An applicant who is not an employee of the Board may be selected for a position covered by this policy only if:

   1. The external candidate has met all other requirements of Article 13 of this Agreement.
   2. Three (3) internal qualified candidates (provided there are three) are interviewed prior to offering the position to an external candidate.

L. **Applicability of Other Policies to Unit II Employees**
   AEL recognizes that any other provisions of Board policy concerning selection procedures for administrative and supervisory positions will be applicable to Unit II employees.

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**ARTICLE 14**

**STUDENT CONTROL AND DISCIPLINE**

A. **Unit II Employees' Authority and Responsibility**
   Unit II employees shall have the authority and shall exercise the responsibility for the control of pupils throughout the school while on regular duty and also during the supervision of school-sponsored activities. They shall take reasonable action to deter acts of vandalism, willful waste of materials and utilities, and physical abuse of persons.
B. **Use of Force**
The Board will absolve a Unit II employee for using reasonable force in self-defense or in the restraint of a student to prevent harm to that student or to others. In case of legal claim brought by a student and/or the student's parents related to the action above, the Board shall provide legal representation for the Unit II employee and bear the cost of this service.

**ARTICLE 15**
**OTHER PERSONNEL POLICIES**

A. **Travel Allowance**
Effective July 1, 2007, mileage reimbursement to all Unit II employees shall increase gas allowance to IRS rate.

Daily business travel for reimbursement purposes shall be the total miles traveled by private vehicle in the discharge of official duties less commuting mileage, which is the distance from residence to the Unit II employee's assigned principal working location. Although all business travel shall be reported, the employee shall qualify for reimbursement only when business mileage exceeds commuting mileage.

If the Unit II employee's duty requires a return to the employee's principal work location a second time during the day, the mileage of the second trip may be reported as business mileage for reimbursement. This provision shall not apply, however, when the employee goes home for lunch or other personal convenience.

When duty requires an employee to return to the employee's principal work location on weekends and on holidays which are not duty days, the trip may be reported as business mileage, with a zero deduction for commuting mileage.

B. **Transporting Students**
Unit II employees shall not be required to transport students in their private automobiles.

C. **Notification of Assignment**
All Unit II employees shall be notified of their assignments for the ensuing year by July 15. As a consequence of budget reductions an assignment may be changed after this date following a conference with the Unit II employee to explain the reasons; however, after July 15, an assignment may be changed only if the Unit II employee receives a promotion or if, following a conference in which the reasons are given, the employee agrees to a change.

D. **Authority for Assignment**
The authority for determining assignments rests properly with the Superintendent.

E. **Emergency Closing of Schools**
AEL agrees that when the school is open with students in attendance, the primary responsibility of school administrators is to operate the school as safely and effectively as possible. However, if mass teacher absenteeism, student demonstration, or other emergency situations occur which have the potential for disorder, disruption, property damage, or bodily injury, a prompt decision shall be made by the Superintendent or the Superintendent's designee concerning the closing of the school for students. Any day on which school is closed for this reason shall be added to the end of the regular school year.

F. **Reduction In Force**
A committee shall be established to develop procedures for Reduction in Force of Unit (RIF) II employees. The procedures for reduction in force shall be submitted to AEL and the Board no later than March 1, 2009.

This committee shall consist of five (5) employees appointed by AEL and five (5) employees appointed by the Board.

Any committee employee shall have the right to submit a minority report to the receiving official and to the Board of Education prior to the acceptance of any RIF plan.
ARTICLE 16
GRIEVANCE PROCEDURE

A. Definitions
The Board and AEL agree to the following definitions:

1. A "grievance" is a claim by a Unit II employee that the employee has been directly and adversely affected by a violation, misinterpretation, or misapplication of provisions of the Negotiated Agreement concerning the salaries, hours, or working conditions of Unit II employees.

2. An "aggrieved employee" is the person or persons making the claim.

3. A "party in interest" is the person or persons making claim and any person or persons who may be required to take action or against whom action may be taken in order to resolve the grievance.

B. Purpose
The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise regarding personnel policy. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing contained herein will be construed as limiting the right of any Unit II employee having a grievance to discuss the matter informally with any appropriate employee of the administration, and having the grievance adjusted without the involvement of AEL.

C. Procedure
The following procedures shall be used in processing grievances:

Informal Level
A Unit II employee with a grievance shall first discuss the problem with the administrator who made the decision or the interpretation of policy which is alleged to be in error.

The aggrieved employee shall state that the discussion is the Informal Level of the grievance procedure.

Level One
If the aggrieved employee is not satisfied with the disposition of the grievance at the Informal Level, or if no decision has been rendered within five (5) duty days, the employee may file the grievance in writing with the same administrator within five (5) duty days after the decision at the Informal Level or ten (10) duty days after the grievance was presented, whichever is sooner. The written statement shall identify the specific policy or policies which are alleged to have been violated and the remedy sought.

The administrator shall render a written decision within five (5) duty days.

Level Two
If the aggrieved employee is not satisfied with the decision rendered at Level One, or if no decision has been rendered within the allotted time, the employee may within five (5) duty days file the grievance with the grievance committee of AEL. If the grievance committee believes that the grievance is valid, the committee shall within five (5) additional duty days request a hearing before the head of the Department in which the Level I grievance was filed.

Within ten duty days the hearing shall be held and a decision rendered.

(If the decision which is alleged to be in error was made by the Superintendent or one who reports directly to the Superintendent, Level Two shall be omitted and the grievance shall be presented to AEL for processing at Level Three.)

Level Three
If the grievance committee is not satisfied with the decision at Level Two, it may refer the grievance to the Superintendent within five (5) duty days. The Superintendent shall meet with the aggrieved person and the person's representative(s) and render the decision within ten (10) duty days after the referral.
Level Four
If AEL finds the Superintendent's decision not acceptable, it shall within ten (10) duty days notify the Board whether or not the grievance is to be submitted to advisory arbitration. If so, both parties shall promptly request the American Arbitration Association (AAA) to submit to each party a list of persons skilled in arbitration of educational matters. Within seven (7) days each party shall cross off any names to which it objects, number the remaining names in order of preference and return the list to the AAA. If a party does not return the list within the time specified, all persons named therein shall be deemed acceptable.

From among the persons who have been approved on both lists, and in accordance with the designated order of mutual preference, the AAA shall invite the acceptance of an arbitrator. If either of the parties fails to accept any of the persons named, or if those named decline or are unable to act, or if for any other reason an appointment cannot be made from such a list of names, a second list of seven (7) names shall be requested. The parties shall strike names alternately until only one (1) name remains. That person shall be designated the arbitrator.

The arbitrator will meet with the Superintendent or the Superintendent's designee and the aggrieved party and the party's representative(s) either separately or together. The format, dates and times of such meetings will be arranged by the arbitrator and will be conducted in closed sessions.

The arbitrator will set forth the findings of fact, reasoning and conclusions on the issues submitted. The conclusions of the arbitrator will be submitted to the Board as a recommendation.

The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel expenses shall be shared equally by the Board and AEL.

D. Separate Filing of Grievance Records
All written and printed matter dealing with the processing of a grievance will be filed separately from the central office personnel files of the grievant.

E. Availability of Board Information
The Board agrees to make available to the aggrieved person and the person's representative(s) information in its possession or control which is relevant to the issues raised by the grievance and which is not privileged.

F. Release Time for Hearing
When it is necessary for any employee of the Board to attend a meeting or hearing called by the Superintendent or the Superintendent's designee during the school day, the Superintendent's office shall so notify the principal of such employee and the employee shall be released without loss of pay to attend such meeting or hearing.

G. Time Limit for Initiating Grievance
No grievance shall be recognized by the Board or AEL unless it shall have been presented at the appropriate level within fifteen (15) duty days after the aggrieved person knew, or should have known, of the act or condition on which the grievance is based, and if not so presented, the grievance will be considered as waived.

H. Time Limit for Processing Grievances
The time limit for either party's responding in writing shall have been met if the reply was hand-delivered or postmarked by the last day of the period indicated.

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, an attempt will be made to reduce the time limits set forth herein so that the grievance procedure may be concluded prior to the end of the school year or as soon thereafter as is practicable.

I. AEL Advice
Nothing herein shall deny any aggrieved employee the right to seek advice of AEL representatives at any level of these procedures.
J. **Representation**
   Any aggrieved employee may be represented above Level One by not more than two (2) persons whom the employee may choose. The aggrieved employee must, however, be present at all hearings.

   The hearing shall be rescheduled within five (5) days in the event the aggrieved employee is prevented from attending the scheduled hearing because of an emergency and has notified the person hearing the grievance no later than the hour of the scheduled hearing.

K. **No Reprisals**
   Neither the Board nor any employee of the administration shall take reprisals affecting any party in interest by reason of participation in the grievance procedure.

L. **Evaluation Appeals**
   The Board shall pre-schedule four (4) evaluation appeal hearings on an annual basis. An independent note-taker will be selected as a non-participating member of the Appeal Committee. The Board and AEL shall equally share the cost of the note-taker.
ARTICLE 17
DURATION OF THE AGREEMENT

The foregoing Agreement was reached by the undersigned and submitted for ratification to AEL and the Board in accordance with procedures mutually agreed to by the Board and the Association of Educational Leaders and adopted by the Board on May 12, 2017.

FOR THE BOARD

Melisa D. Rawles, Esq. Chief Negotiator

FOR THE ASSOCIATION

Richard Kovelant, Esq. Chief Negotiator

Angie Auth

William T. Myers, AEL President

Jessica S. Cuches

Nelson Florine

Kathy Kubic

Jennifer Hernandez

Melissa Camden

Tammy Scott

P. Tyson Bennet, Esq.

Following mutual ratification, the parties hereunto set their hands and seals this 7th day of June, 2017.

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Dr. George Arlotto
Superintendent of Schools

Stacy Korbelak
Board President

ASSOCIATION OF EDUCATIONAL LEADERS

Richard Kovelant, Esq.
Chief Negotiator

William T. Myers
AEL President
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Anne Arundel County Public Schools

Unit II Salary Scale

July 1, 2017 to June 30, 2018

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NOTE: Unit 2 employees will be paid a salary increased by $1000 for holding a doctorate degree.
### Anne Arundel County Public Schools
#### Unit II Salary Scale
July 1, 2017 to June 30, 2018

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<tr>
<td>28</td>
<td>119,894</td>
<td>126,963</td>
<td>129,415</td>
<td>131,916</td>
<td>137,069</td>
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<tr>
<td>29</td>
<td>121,049</td>
<td>128,188</td>
<td>130,666</td>
<td>133,192</td>
<td>138,395</td>
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<tr>
<td>30</td>
<td>122,214</td>
<td>129,427</td>
<td>131,928</td>
<td>134,479</td>
<td>139,736</td>
</tr>
<tr>
<td>31</td>
<td>123,393</td>
<td>130,678</td>
<td>133,206</td>
<td>135,780</td>
<td>141,088</td>
</tr>
<tr>
<td>32</td>
<td>123,743</td>
<td>131,050</td>
<td>133,582</td>
<td>136,167</td>
<td>141,490</td>
</tr>
<tr>
<td>33</td>
<td>124,938</td>
<td>132,316</td>
<td>134,875</td>
<td>137,486</td>
<td>142,862</td>
</tr>
<tr>
<td>34</td>
<td>126,143</td>
<td>133,595</td>
<td>136,179</td>
<td>138,815</td>
<td>144,247</td>
</tr>
<tr>
<td>35</td>
<td>127,324</td>
<td>134,850</td>
<td>137,460</td>
<td>140,120</td>
<td>145,605</td>
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<tr>
<td>36</td>
<td>128,554</td>
<td>136,155</td>
<td>138,790</td>
<td>141,478</td>
<td>147,017</td>
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<tr>
<td>37</td>
<td>129,796</td>
<td>137,473</td>
<td>140,134</td>
<td>142,849</td>
<td>148,443</td>
</tr>
<tr>
<td>38</td>
<td>131,072</td>
<td>138,825</td>
<td>141,513</td>
<td>144,256</td>
<td>149,906</td>
</tr>
<tr>
<td>39</td>
<td>132,383</td>
<td>140,213</td>
<td>142,929</td>
<td>145,698</td>
<td>151,405</td>
</tr>
<tr>
<td>40</td>
<td>133,706</td>
<td>141,615</td>
<td>144,358</td>
<td>147,155</td>
<td>152,919</td>
</tr>
</tbody>
</table>

**NOTE:** Unit 2 employees will be paid a salary increased by $1000 for holding a doctorate degree.
Our goal...to educate all employees so they can make an informed healthcare decision.
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<td>$10 co-pay – Covered for accidental bodily injury or to correct congenital anomalies</td>
<td>100% Allowed Benefit after deductible</td>
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<td>Diagnostic, Lab Services, X-ray</td>
<td>Covered in full for x-rays and lab services (Lab Corp only) Other diagnostic – $10 co-pay (eg., MRIs)</td>
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<td>Medical Emergency – $50 co-pay, waived if admitted Urgent Care Centers – $10 co-pay</td>
<td>$300 co-pay after deductible (waived if admitted) Urgent Care Centers – $100 co-pay after deductible</td>
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<td>Infertility Counseling &amp; Testing – $10 co-pay Artificial Insemination – covered at 50% of the plan allowance; IVF – covered at 50% of the plan allowance (limited to 3 attempts per live birth, lifetime maximum benefit $100,000)</td>
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<td>30% Allowed Benefit after deductible</td>
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<td>Inpatient Nervous and Mental; Alcohol/Substance Abuse</td>
<td>Contact Magellan Behavioral Health for pre-authorization at 1-800-245-7013.</td>
<td>Contact Magellan Behavioral Health for pre-authorization at 1-800-245-7013. 30% Allowed Benefit after deductible</td>
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<tr>
<td>Outpatient Nervous and Mental; Alcohol/Substance Abuse</td>
<td>No pre-authorization required. Contact Magellan Behavioral Health for provider network information at 1-800-245-7013. $5 co-pay per visit.</td>
<td>Office Setting – $30 co-pay after deductible</td>
</tr>
<tr>
<td>Maternity Care</td>
<td>No co-pays required for prenatal services. Hospitalization covered at 100% of Allowed Benefit.</td>
<td>No co-pays required for pre- and postnatal services. Delivery and hospitalization – 30% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Outpatient Surgery</td>
<td>$5 co-pay PCP; $10 co-pay specialist</td>
<td>Office Setting – $30 PCP co-pay/$40 Specialist co-pay</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>$10 co-pay; 30 visits/per condition/per calendar year. PCP referral required.</td>
<td>Office Setting – $40 co-pay; limited to 30 days/condition/benefit period; combined with speech &amp; occupational therapy</td>
</tr>
<tr>
<td>Prescription Drug Card (CVS Caremark)</td>
<td>RETAIL: $5 generic/$15 preferred brand/$25 non-preferred brand MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: $10 generic/$30 preferred brand/$50 non-preferred brand Units S &amp; 6 – 4th tier specialty: RETAIL: $75 MAIL ORDER/ MAINTENANCE CHOICE: $150</td>
<td>RETAIL: $500 deductible, then: $15 generic/$35 preferred brand/$60 non-preferred brand; self-injectables – 50% coinsurance up to a max payment of $150 (30 days) MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: $30 generic/$70 preferred brand/$120 non-preferred brand; self-injectables – 50% coinsurance up to a max payment of $300 (90 days)</td>
</tr>
<tr>
<td>Routine Physicals</td>
<td>No co-pay</td>
<td>No co-pay</td>
</tr>
<tr>
<td>Vision Care</td>
<td>$10 co-pay through Davis Vision Providers – Optometrists or Ophthalmologists. Limited to one examination per calendar year. Discounts on glasses and contact lenses from participating Davis Vision Providers. You may also use your CareFirst Select Vision plan.</td>
<td>$10 co-pay through Davis Vision Providers. Routine eye exam (limited to 1 visit/per/year). Discounts on glasses and contact lenses from participating Davis Vision Providers.</td>
</tr>
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<td>Well Child Care</td>
<td>No co-pay</td>
<td>No co-pay</td>
</tr>
<tr>
<td>Additional Program Benefits</td>
<td>Disease Management/Case Management • Discount program through Blue 365 • Magellan Behavioral Health</td>
<td>No co-pay</td>
</tr>
<tr>
<td>Primary Care Office Visit Co-pays/</td>
<td>$5 co-pay</td>
<td>$30 co-pay after deductible</td>
</tr>
<tr>
<td>Specialist Office Visit Co-pays</td>
<td>$10 co-pay</td>
<td>$40 co-pay after deductible</td>
</tr>
<tr>
<td>Calendar Year Deductible</td>
<td>N/A</td>
<td>Individual – $4,500 individual; family – $9,000</td>
</tr>
<tr>
<td>Co-insurance</td>
<td>100%</td>
<td>Plan pays 70%; employee pays 30%</td>
</tr>
<tr>
<td>Out-of-Pocket Maximum (Medical Only)</td>
<td>Individual – $2,000; family – $6,000</td>
<td>Individual – $6,350; family – $12,700</td>
</tr>
<tr>
<td>Out-of-Pocket Max. (Comb. Medical &amp; Rx)</td>
<td>Individual – $6,350; family – $12,700</td>
<td>Individual – $6,350; family – $12,700</td>
</tr>
<tr>
<td>Calendar Year Maximum</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Lifetime Maximum</td>
<td>Unlimited, except for fertility services</td>
<td>Unlimited, except for fertility services</td>
</tr>
</tbody>
</table>

Dependents must be added within 31 days of becoming eligible or wait until the next open enrollment period. • Dependents are covered until end of
## BlueChoice Triple Option “Open Access” Plan

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10 co-pay, 24 visits per calendar year</td>
<td>$15 co-pay</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>$10 co-pay (limited to 20 visits per year)</td>
<td>$15 co-pay (unlimited visits)</td>
<td>80% Allowed Benefit after deductible (unlimited visits)</td>
</tr>
<tr>
<td>$10 co-pay covered for accidental bodily injury or to correct congenital anomalies</td>
<td>90% Allowed Benefit after deductible covered for accidental bodily injury or to correct congenital anomalies</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Lab no co-pay (Lab Corp only) Other diagnostic – $10 co-pay (eg., MRIs).</td>
<td>$15 co-pay</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>100% Allowed Benefit</td>
<td>90% Allowed Benefit after deductible</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>$50 co-pay (waived if admitted) Urgent Care Centers – $10 co-pay</td>
<td>Considered under Level 1. If Benefits are not available under Level 1, benefits may be payable under the appropriate level.</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Processed under Level 2</td>
<td>90% Allowed Benefit after deductible</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Hearing exam – no co-pay. Aids – 100% Allowed Benefit for each ear; member may be balance billed up to total charge. Benefit once every 36 months.</td>
<td>Hearing exam – $15 co-pay. 100% of Allowed Benefit every 36 months per aid per ear; member may be balance billed up to total charge.</td>
<td>Hearing exam – 80% of Allowed Benefit, after deductible. 100% of Allowed Benefit every 36 months per aid per ear; member may be balance billed up to total charge.</td>
</tr>
<tr>
<td>No co-pay</td>
<td>90% Allowed Benefit after deductible</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Contact Magellan Behavioral Health for pre-authorization at 1-800-245-7013.</td>
<td>No co-pay</td>
<td>100% Allowed Benefit, no deductible</td>
</tr>
<tr>
<td>No pre-authorization required. Contact Magellan Behavioral Health for provider network information at 1-800-245-7013.</td>
<td>$10 co-pay per visit</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>$10 co-pay per visit</td>
<td>$10 co-pay per visit</td>
<td>Deductible and co-insurance apply</td>
</tr>
<tr>
<td>No co-pays required for prenatal services. Hospitalization covered at 100% of Allowed Benefit.</td>
<td>No co-pays required for prenatal services. Hospitalization covered at 90% of Allowed Benefit after deductible.</td>
<td>Prenatal services and hospitalization covered at 80% of Allowed Benefit after deductible.</td>
</tr>
<tr>
<td>$10 co-pay</td>
<td>$15 co-pay</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>$10 co-pay (limited to 30 visits/per condition/per year)</td>
<td>$15 co-pay (limited to 100 visits per year)</td>
<td>80% Allowed Benefit after deductible (limited to 100 visits per year)</td>
</tr>
</tbody>
</table>

**RETAIL:** $5 generic/$15 preferred brand/$25 non-preferred brand  
**MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE:** $10 generic/$30 preferred brand/$50 non-preferred brand  
**Units 5 & 6 – 4th tier specialty:** RETAIL: $75 MAIL ORDER/ MAINTENANCE CHOICE: $150

No co-pay                                        | No co-pay                                        | 80% Allowed Benefit, no deductible          |

**$10 co-pay at Plan-designated Vision Care Centers (Davis Vision Providers). Discounts on glasses and contact lenses from Davis Vision Providers. You may also use your CareFirst Select Vision plan.**

No co-pay                                        | No co-pay                                        | Not Covered — refer to Level 1 benefits or the CareFirst Select Vision plan.          |

**Disease Management/Case Management • Discount program through Blue 365 • Magellan Behavioral Health**

<table>
<thead>
<tr>
<th>Individual/family – $0</th>
<th>Individual – $200; family – $400</th>
<th>Individual – $300; family – $600</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>90%</td>
<td>80%</td>
</tr>
<tr>
<td>Individual – $2,000; family – $6,000</td>
<td>Individual – $500; family – $1,000</td>
<td>Individual – $1,000; family – $2,000</td>
</tr>
<tr>
<td>Individual – $6,350; family – $12,700</td>
<td>Individual – $6,350; family – $12,700</td>
<td>Individual – $6,350; family – $12,700</td>
</tr>
<tr>
<td>Unlimited</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Unlimited, except for fertility services</td>
<td>Unlimited, except for fertility services</td>
<td>Unlimited, except for fertility services</td>
</tr>
</tbody>
</table>

*the month in which they turn 26. This chart is for comparison purposes only. Please consult each plan benefit summary (available on-line) for full details.*
<table>
<thead>
<tr>
<th>Benefit</th>
<th>CareFirst/BCBS Preferred ProviderNetwork (PPN)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>In-Network</strong></td>
<td><strong>Out-of-Network</strong></td>
</tr>
<tr>
<td>Acupuncture Services</td>
<td>Only covered with certain diagnosis. Contact BCBS to verify. $15 co-pay for preferred provider.</td>
<td>Only covered with certain diagnosis. Contact BCBS to verify. 80% of Allowed Benefit, after deductible.</td>
</tr>
<tr>
<td>Chiropractic Services</td>
<td>$15 co-pay in-network</td>
<td>Benefit paid at 80% of Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Dental Services as a result of an accidental injury</td>
<td>Restorative services for accidental injury to natural teeth—100% of Allowed Benefit</td>
<td>Restorative services for accidental injury to natural teeth—100% of Allowed Benefit</td>
</tr>
<tr>
<td>Diagnostic, Lab Services, X-ray</td>
<td>100% of Allowed Benefit</td>
<td>80% of Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Durable Medical Equipment</td>
<td>100% of Allowed Benefit</td>
<td>80% of Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Emergency Room Visits</td>
<td>$25 co-pay or if admitted 100% of Allowed Benefit. Urgent Care Centers – $15 co-pay</td>
<td>$25 co-pay or if admitted 100% of Allowed Benefit. Urgent Care Centers – $15 co-pay</td>
</tr>
<tr>
<td>Family Planning/Fertility (subject to state mandate)</td>
<td>Plan of treatment required Artificial Insemination – 100% of allowed mandate, some services may require co-pay; IVF – 100% of Allowed Benefit, some services may require co-pay (limited to 3 attempts per live birth, lifetime maximum benefit $100,000)</td>
<td>Plan of treatment required Artificial Insemination – 80% of allowed benefit after deductible; IVF – 80% of Allowed Benefit after deductible (limited to 3 attempts per live birth, lifetime maximum benefit $100,000)</td>
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<td>Hearing Exams/Hearing Aids</td>
<td>Hearing exam – $15 co-pay. 100% of Allowed Benefit every 36 months per aid per ear.</td>
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</tr>
<tr>
<td>Hospitalization (Inpatient)/Surgery</td>
<td>100% up to 365 days</td>
<td>80% after deductible/365 days</td>
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</tr>
<tr>
<td>Maternity Care</td>
<td>No co-pays required for prenatal services. Hospitalization covered at 100% of Allowed Benefit.</td>
<td>Prenatal services and hospitalization covered at 80% of Allowed Benefit after deductible.</td>
</tr>
<tr>
<td>Outpatient Surgery</td>
<td>100% of Allowed Benefit</td>
<td>80% of Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>100% of Allowed Benefit</td>
<td>80% of Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Prescription Drug Card (CVS CAREMARK)</td>
<td>RETAIL: $5 generic/$15 preferred brand/$25 non-preferred brand</td>
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</tr>
<tr>
<td></td>
<td>MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: $10 generic/$30 preferred brand/$50 non-preferred brand</td>
<td>MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: $10 generic/$30 preferred brand/$50 non-preferred brand</td>
</tr>
<tr>
<td>Routine Physicals</td>
<td>No co-pay</td>
<td>80% of Allowed Benefit, after deductible</td>
</tr>
<tr>
<td>Vision Care</td>
<td>Not included in medical benefit. See CareFirst BCBS Summary Dental and Vision Plans.</td>
<td>Not included in medical benefit. See CareFirst BCBS Summary Dental and Vision Plans.</td>
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<td>Primary Care Office Visit Co-pays/</td>
<td>100% of Allowed Benefit after $15</td>
<td>80/20 after deductible</td>
</tr>
<tr>
<td>Specialist Office Visits Co-pays</td>
<td>100% of Allowed Benefit after $15</td>
<td>80/20 after deductible</td>
</tr>
<tr>
<td>Calendar Year Deductible</td>
<td>N/A</td>
<td>Individual – $200; family – $400</td>
</tr>
<tr>
<td>Co-insurance</td>
<td>100%</td>
<td>80/20</td>
</tr>
<tr>
<td>Out-of-Pocket Max. (Medical Only)</td>
<td>Individual – $1,200; family – $2,400</td>
<td>Individual – $1,200; family – $2,400</td>
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<td>Out-of-Pocket Max. (Combined Medical &amp; Rx)</td>
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<td>Calendar Year Benefit Max.</td>
<td>Unlimited</td>
<td>Unlimited</td>
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<td>Lifetime Maximum</td>
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<td>Unlimited, except for fertility services</td>
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<tr>
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AACPS • Division of Human Resources • HR/Benefits • DPS/JH 2095/2a (Rev. 9/16)
Our goal...to educate all employees so they can make an informed healthcare decision.
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<td>Maternity Care</td>
<td>No co-pays required for prenatal services. Hospitalization covered at 100% of Allowed Benefit.</td>
<td>No co-pays required for pre- and postnatal services. Delivery and hospitalization – 30% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>$15 co-pay; 30 visits/per condition/per calendar year</td>
<td>Office Setting – $40 PCP co-pay/$40 Specialist co-pay</td>
</tr>
<tr>
<td>Prescription Drug Card (CVS CAREMARK)</td>
<td>RETAIL: $5 generic/$20 preferred brand/$35 non-preferred brand Units 1–4: 50% up to a max of $50 self injectables Units 5 &amp; 6: $75 self injectables MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: $10 generic/$40 preferred brand/$70 non-preferred brand Units 1–4: 50% up to a max of $100 self injectables Units 5 &amp; 6: $150 self injectables</td>
<td>RETAIL: $500 deductible, then: $15 generic/$35 preferred brand/$60 non-preferred brand; self-injectables – 50% coinsurance up to a max payment of $150 (30 days) MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: $30 generic/$70 preferred brand/$120 non-preferred brand; self-injectables – 50% coinsurance up to a max payment of $300 (90 days)</td>
</tr>
<tr>
<td>Routine Physicals</td>
<td>No co-pay</td>
<td>No co-pay</td>
</tr>
<tr>
<td>Vision Care</td>
<td>$10 co-pay through Davis Vision Providers – Optometrists or Ophthalmologists. Limited to one examination per calendar year. Discounts on glasses and contact lenses from participating Davis Vision Providers. You may also use your CareFirst Select Vision plan.</td>
<td>$10 co-pay through Davis Vision Providers. Routine eye exam (limited to 1 visit/per year), Discounts on glasses and contact lenses from participating Davis Vision Providers.</td>
</tr>
<tr>
<td>Well Child Care</td>
<td>No co-pay</td>
<td>No co-pay</td>
</tr>
</tbody>
</table>

**Additional Program Benefits**

- **Disease Management/Case Management** - Discount program through Blue 365 - Magellan Behavioral Health
- **Primary Care Office Visit Co-pays/ Specialist Office Visit Co-pays**
  - $10 co-pay
  - $15 co-pay
- **Calendar Year Deductible**
  - N/A
- **Co-insurance**
  - 100% Plan pays 70%; employee pays 30%
- **Out-of-Pocket Maximum (Medical Only)**
  - Individual – $2,000; family – $6,000
- **Out-of-Pocket Max. (Comb. Medical & Rx)**
  - Individual – $6,350; family – $12,700
- **Calendar Year Maximum**
  - Unlimited
- **Lifetime Maximum**
  - Unlimited, except for fertility services

*Dependents must be added within 31 days of becoming eligible or wait until the next open enrollment period. • Dependents are covered until end of*
### BlueChoice Triple Option “Open Access” Plan

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10 co-pay, 24 visits per calendar year</td>
<td>$15 co-pay</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>$10 co-pay (limited to 20 visits per year)</td>
<td>$15 co-pay (unlimited visits)</td>
<td>80% Allowed Benefit after deductible (unlimited visits)</td>
</tr>
<tr>
<td>No co-pay covered for accidental bodily injury or to correct congenital anomalies</td>
<td>90% Allowed Benefit after deductible covered for accidental bodily injury or to correct congenital anomalies</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Lab no co-pay (Lab Corp only) Other diagnostic – $10 co-pay</td>
<td>$15 co-pay</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>100% Allowed Benefit</td>
<td>$100 co-pay (waived if admitted)</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Urgent Care Centers – $10 co-pay</td>
<td>Considered under Level 1. If Benefits are not available under Level 1, benefits may be payable under the appropriate level.</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Processed under Level 2</td>
<td>90% Allowed Benefit after deductible</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Hearing exam – $10 co-pay. Aids – 100% Allowed Benefit for each ear; member may be balance billed up to total charge. Benefit once every 36 months.</td>
<td>Hearing exam – $15 co-pay. 100% of Allowed Benefit every 36 months per aid per ear; member may be balance billed up to total charge.</td>
<td>Hearing exam – 80% of Allowed Benefit, after deductible. 100% of Allowed Benefit every 36 months per aid per ear; member may be balance billed up to total charge.</td>
</tr>
<tr>
<td>No co-pay</td>
<td>90% Allowed Benefit after deductible</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>Contact Magellan Behavioral Health for pre-authorization at 1-800-245-7013.</td>
<td>No co-pay</td>
<td>100% Allowed Benefit, no deductible</td>
</tr>
<tr>
<td>No pre-authorization required. Contact Magellan Behavioral Health for provider network information at 1-800-245-7013.</td>
<td>Contact Magellan Behavioral Health for provider network information at 1-800-245-7013.</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>$10 co-pay per visit</td>
<td>$10 co-pay per visit</td>
<td>Deductible and co-insurance apply</td>
</tr>
<tr>
<td>No co-pays required for prenatal services. Hospitalization covered at 100% of Allowed Benefit.</td>
<td>No co-pays required for prenatal services. Hospitalization covered at 90% of Allowed Benefit after deductible.</td>
<td>Prenatal services and hospitalization covered at 80% of Allowed Benefit after deductible.</td>
</tr>
<tr>
<td>$10 co-pay</td>
<td>$15 co-pay</td>
<td>80% Allowed Benefit after deductible</td>
</tr>
<tr>
<td>$10 co-pay (limited to 30 visits/per condition/per year)</td>
<td>$15 co-pay (limited to 100 visits per year combined between Levels 2 and 3)</td>
<td>80% Allowed Benefit after deductible (limited to 100 visits per year combined between Levels 2 and 3)</td>
</tr>
</tbody>
</table>

**RETAIL:** $5 generic/$20 preferred brand/$35 non-preferred brand **MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE:** $10 generic/$40 preferred brand/$70 non-preferred brand

### Disease Management/Case Management • Discount program through Blue 365 • Magellan Behavioral Health

| No co-pay through Davis Vision Providers – Optometrists or Ophthalmologists. Limited to one examination per calendar year. Discounts on glasses and contact lenses from participating Davis Vision Providers. You may also use your CareFirst Select Vision plan. | No co-pay through Davis Vision Providers – Optometrists or Ophthalmologists. Limited to one examination per calendar year. Discounts on glasses and contact lenses from participating Davis Vision Providers. You may also use your CareFirst Select Vision plan. | 80% Allowed Benefit, no deductible |
| No co-pay                                    | No co-pay                                    | 80% Allowed Benefit, no deductible         |
| Disease Management/Case Management • Discount program through Blue 365 • Magellan Behavioral Health | Disease Management/Case Management • Discount program through Blue 365 • Magellan Behavioral Health | 80% Allowed Benefit, no deductible         |

| $10 co-pay                                   | $15 co-pay                                  | 80% Allowed Benefit after deductible         |
| Individual/family – $0                       | Individual – $200; family – $400            | Individual – $300; family – $600            |
| 100%                                         | 90%                                        | 80%                                         |
| Individual – $2,000; family – $6,000         | Individual – $1,000; family – $2,000        | Individual – $2,000; family – $4,000        |
| Individual – $6,350; family – $12,700       | Individual – $6,350; family – $12,700       | Individual – $6,350; family – $12,700       |
| Unlimited                                    | Unlimited                                   | Unlimited                                   |
| Unlimited, except for fertility services     | Unlimited, except for fertility services    | Unlimited, except for fertility services    |

*the month in which they turn 26.* This chart is for comparison purposes only. Please consult each plan benefit summary (available on-line) for full details.
<table>
<thead>
<tr>
<th>Benefit</th>
<th>CareFirst/BCBS Preferred Provider Network (PPN)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-Network</strong></td>
<td><strong>Out-of-Network</strong></td>
</tr>
<tr>
<td>Acupuncture Services</td>
<td>$15 co-pay for preferred provider.</td>
</tr>
<tr>
<td>Chiropractic Services</td>
<td>$15 co-pay in-network. Unlimited visits.</td>
</tr>
<tr>
<td>Dental Services as a result of an accidental injury</td>
<td>Restorative services for accidental injury to natural teeth—100% of Allowed Benefit</td>
</tr>
<tr>
<td>Diagnostic, Lab Services, X-ray</td>
<td>100% of Allowed Benefit.</td>
</tr>
<tr>
<td>Durable Medical Equipment</td>
<td>100% of Allowed Benefit.</td>
</tr>
<tr>
<td>Emergency Room Visits</td>
<td>$25 co-pay or if admitted 100% of Allowed Benefit. Urgent Care Centers – $15 co-pay</td>
</tr>
<tr>
<td>Family Planning/Fertility (subject to state mandate)</td>
<td>Plan of treatment required Artificial Insemination – 100% of allowed mandate, some services may require co-pay; IVF – 100% of Allowed Benefit, some services may require co-pay (limited to 3 attempts per live birth, lifetime maximum benefit $100,000)</td>
</tr>
<tr>
<td>Hearing Exams/Hearing Aids</td>
<td>Hearing exam office setting – $15 co-pay. 100% of Allowed Benefit every 36 months per aid per ear.</td>
</tr>
<tr>
<td>Hospitalization (Inpatient)/ Surgery</td>
<td>100% up to 365 days</td>
</tr>
<tr>
<td>Inpatient Nervous and Mental; Alcohol/Substance Abuse</td>
<td>No pre-authorization required. Contact Magellan Behavioral Health for provider network information at 1-800-245-7013.</td>
</tr>
<tr>
<td>Maternity Care</td>
<td>No co-pays required for prenatal services. Hospitalization covered at 100% of Allowed Benefit.</td>
</tr>
<tr>
<td>Outpatient Surgery</td>
<td>100% of Allowed Benefit.</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>100 visits per year with $15 co-pay per office visit</td>
</tr>
</tbody>
</table>
| Prescription Drug Card (CVS CAREMARK)       | **RETAIL:** $5 generic/$20 preferred brand/$35 non-preferred brand  
Units 1–4: 50% up to a max of $50 self injectables | **MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE:** $10 generic/$40 preferred brand/$70 non-preferred brand  
Units 1–4: 50% up to a max of $100 self injectables |
| Routine Physicals                           | No co-pay.                                                                                                    | 80% of Allowed Benefit, after deductible.                                                                |
| Vision Care                                 | Not included in medical benefit. See CareFirst BCBS Summary Dental and Vision Plans.                          | Not included in medical benefit. See CareFirst BCBS Summary Dental and Vision Plans.                    |
| Well Child Care                             | No co-pay                                                                                                     | 80% of Allowed Benefit, after deductible.                                                                |
| Additional Program Benefits                 | Disease Management/Case Management - Discount program through Blue 365 Magellan Behavioral Health             |                                                                                                           |
| Primary Care Office Visit Co-pays/ Specialist Office Visits Co-pays | 100% of Allowed Benefit after $15  
100% of Allowed Benefit after $15 | 80/20 after deductible                                                                                     |
| Calendar Year Deductible                    | N/A                                                                                                            | Individual – $200; family – $400                                                                         |
| Co-insurance                                | 100%                                                                                                           | 80/20                                                                                                     |
| Out-of-Pocket Max. (Medical Only)           | Individual – $1,200; family – $2,400                                                                            | Individual – $1,200; family – $2,400                                                                       |
| Out-of-Pocket Max. (Combined Medical & Rx)   | Individual – $6,350; family – $12,700                                                                           | Individual – $6,350; family – $12,700                                                                      |
| Calendar Year Benefit Max.                  | Unlimited                                                                                                      | Unlimited, except for fertility services                                                                  |
| Lifetime Maximum                            | Unlimited, except for fertility services                                                                       |                                                                                                           |
Dental and Vision Options

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS
Active Employees and Retirees
Benefits as of January 2017
### Dental and Vision Options

#### Active Employees and Retirees

<table>
<thead>
<tr>
<th>Dental Options</th>
<th>CareFirst Traditional</th>
<th>CareFirst PPO</th>
<th>Concordia Plus DHMO MD1560*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-Network</td>
<td>Out-of-Network</td>
<td>In-Network</td>
</tr>
<tr>
<td>Oral Examination</td>
<td>100% of AB</td>
<td>100% of AB</td>
<td>80% of AB</td>
</tr>
<tr>
<td>Routine Cleaning</td>
<td>100% of AB</td>
<td>100% of AB</td>
<td>80% of AB</td>
</tr>
<tr>
<td>Sealants (limited to permanent molars – until end of year in which a member turns 19)</td>
<td>100% of AB</td>
<td>100% of AB</td>
<td>80% of AB</td>
</tr>
<tr>
<td>Bitewing X-ray</td>
<td>100% of AB</td>
<td>100% of AB</td>
<td>80% of AB</td>
</tr>
<tr>
<td>Palliative Treatment</td>
<td>100% of AB</td>
<td>100% of AB</td>
<td>80% of AB</td>
</tr>
<tr>
<td>Other X-rays as required</td>
<td>100% of AB</td>
<td>100% of AB</td>
<td>80% of AB</td>
</tr>
<tr>
<td>Space Maintainers</td>
<td>100% of AB</td>
<td>100% of AB</td>
<td>80% of AB</td>
</tr>
<tr>
<td>Fillings</td>
<td>100% of AB</td>
<td>80% of AB</td>
<td>60% of AB**</td>
</tr>
<tr>
<td>Simple Extractions</td>
<td>100% of AB</td>
<td>80% of AB</td>
<td>60% of AB**</td>
</tr>
<tr>
<td>Pulpotomy</td>
<td>100% of AB</td>
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<td>60% of AB**</td>
</tr>
<tr>
<td>Direct Pulp Caps</td>
<td>100% of AB</td>
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</tr>
<tr>
<td>Root Canals</td>
<td>100% of AB</td>
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<td>60% of AB**</td>
</tr>
<tr>
<td>Apicoectomy</td>
<td>80% of AB**</td>
<td>80% of AB</td>
<td>60% of AB**</td>
</tr>
<tr>
<td>Oral Surgical Services</td>
<td>80% of AB**</td>
<td>80% of AB</td>
<td>60% of AB**</td>
</tr>
<tr>
<td>Surgical Extractions</td>
<td>80% of AB**</td>
<td>80% of AB</td>
<td>60% of AB**</td>
</tr>
<tr>
<td>Oral Surgery</td>
<td>80% of AB**</td>
<td>80% of AB</td>
<td>60% of AB**</td>
</tr>
<tr>
<td>General Anesthesia</td>
<td>80% of AB**</td>
<td>80% of AB</td>
<td>60% of AB**</td>
</tr>
<tr>
<td>Periodontics</td>
<td>50% of AB**</td>
<td>80% of AB</td>
<td>60% of AB**</td>
</tr>
<tr>
<td>Crown</td>
<td>80% of AB**</td>
<td>80% of AB</td>
<td>60% of AB**</td>
</tr>
<tr>
<td>Prosthetic Appliances (including implants)</td>
<td>50% of AB</td>
<td>80% of AB</td>
<td>60% of AB**</td>
</tr>
<tr>
<td>Orthodontics</td>
<td>50% of AB</td>
<td>50% of AB</td>
<td>35% of AB</td>
</tr>
<tr>
<td>Annual Deductible</td>
<td>$25 Ind./$50 Family</td>
<td>None</td>
<td>$50 Ind./$150 Family</td>
</tr>
<tr>
<td>Annual Benefit Maximum</td>
<td>$1,500</td>
<td>$1,500</td>
<td>None</td>
</tr>
<tr>
<td>Ortho Lifetime Maximum</td>
<td>$1,500</td>
<td>$1,500</td>
<td>See note 3</td>
</tr>
</tbody>
</table>

(AB Allowed Benefit)

Under the Concordia Plus DHMO (MD1560*) Plan, out-of-network services are reimbursed up to a maximum amount, based on the fee schedule provided by United Concordia.

*The above DHMO Plan percentages are approximate and used for comparison purposes only. Please refer to the United Concordia (UCCO) Schedule of Benefits for actual copayment amounts. All coverage is subject to the Plan’s exclusions and limitations.

**After Deductible

---

Note 1—General Anesthesia is considered integral to other procedures under this plan and is not covered separately.

Note 2—No annual maximum for in-network services. United Concordia will reimburse up to a maximum of $1,000 per family member per contract year for out-of-network services.

Note 3—After $2,900 member copayment satisfied, benefits applicable to in-network services; provider should submit pre-treatment estimate. United Concordia will not reimburse covered members for any orthodontic services performed out-of-network.
### CareFirst Vision
(Once every 12 months)

<table>
<thead>
<tr>
<th>Item</th>
<th>Plan Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Exam</td>
<td>100% of Allowed Benefit*</td>
</tr>
<tr>
<td>Single Vision Lenses</td>
<td>$52.00</td>
</tr>
<tr>
<td>Bifocal Lenses</td>
<td>$82.00</td>
</tr>
<tr>
<td>Double Bifocal Lenses</td>
<td>$100.50</td>
</tr>
<tr>
<td>Trifocal Lenses</td>
<td>$101.00</td>
</tr>
<tr>
<td>Cataract (º) Lenses</td>
<td>$181.00</td>
</tr>
<tr>
<td>Contact Lenses Medically Indicated</td>
<td>$352.00</td>
</tr>
<tr>
<td>Contact Lenses instead of glasses</td>
<td>$97.00</td>
</tr>
<tr>
<td>Cosmetic—Single</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

*Patient may be balance billed for eye exams, lenses, frames and contact lenses

This is to be used as a guide. Actual benefits will be governed by the terms and conditions of the contract between CareFirst BlueCross BlueShield and Anne Arundel County Public Schools.

Please refer to next page for information on Core Davis Vision benefits.
Core Davis Vision

In addition to the CareFirst Vision plan, BlueChoice members also have the core BlueVision benefit through Davis Vision under the BlueChoice HMO Open Access and BlueChoice Triple Option Open Access medical plan. These benefits entitle members to an annual eye exam and discounts on glasses or contact lenses at participating Davis Vision providers. Members are responsible for a $10 copay for the eye exam. To locate a participating Davis Vision provider, go to [www.carefirst.com](http://www.carefirst.com) and utilize the “Find a Doctor” feature or call Davis Vision at 800-783-5602 for a list of network providers closest to you. Be sure to ask your provider if he or she participates with the Davis Vision network before you receive care.

When seeing a Davis Vision provider, you may also use the discounted benefit in conjunction with your CareFirst Select Vision plan. The Davis Vision discount will be applied and you will pay the required Davis Vision copay and balance at the point of sale. Then you can submit the balance to CareFirst for any eligible reimbursement under the CareFirst Select Vision plan. A completed CareFirst vision claim form and itemized bill will be required for processing.

<table>
<thead>
<tr>
<th>Summary of Benefits: (12-month benefit period)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IN-NETWORK</strong></td>
</tr>
<tr>
<td><strong>EYE EXAMINATIONS</strong></td>
</tr>
<tr>
<td>Routine Eye Examination with dilation</td>
</tr>
<tr>
<td><strong>FRAMES</strong></td>
</tr>
<tr>
<td>Priced up to $70 retail</td>
</tr>
<tr>
<td>Priced above $70 retail</td>
</tr>
<tr>
<td><strong>SPECTACLE LENSES</strong></td>
</tr>
<tr>
<td>Single Vision</td>
</tr>
<tr>
<td>Bifocal</td>
</tr>
<tr>
<td>Trifocal</td>
</tr>
<tr>
<td>Lenticular</td>
</tr>
<tr>
<td>Standard Progressive Addition Lenses</td>
</tr>
<tr>
<td><strong>CONTACT LENSES</strong></td>
</tr>
<tr>
<td>Contact Lens Evaluation and Fitting</td>
</tr>
<tr>
<td>Conventional</td>
</tr>
<tr>
<td>Disposable/Planned Replacement</td>
</tr>
<tr>
<td>Lens 1-2-3® Mail Order Contact Lens Replacement Program</td>
</tr>
</tbody>
</table>

**LASER VISION CORRECTION**

Up to 25% off allowed amount or 95% of advertised special

---

This is to be used as a guide. Actual benefits will be governed by the terms and conditions of the contract between CareFirst BlueCross BlueShield and Anne Arundel County Public Schools.

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1 CareFirst BlueChoice does not underwrite lenses, frames and contact lenses in this program. This portion of the Plan is not an insurance product.

2 Please note that some providers have flat fees that are equivalent to these discounts.
Dental and Vision Options 2018

Active Employees and Retirees

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS
# Dental Options
## Active Employees and Retirees

<table>
<thead>
<tr>
<th>Benefits</th>
<th>CareFirst Traditional</th>
<th>CareFirst PPO</th>
<th>Concordia Plus DHMO MD/DC1660*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-Network</td>
<td>Out-of-Network</td>
<td>In-Network</td>
</tr>
<tr>
<td></td>
<td>Plan Pays</td>
<td>Plan Pays</td>
<td>Plan Pays</td>
</tr>
<tr>
<td>Oral Examination</td>
<td>100% of AB</td>
<td>100% of AB</td>
<td>80% of AB</td>
</tr>
<tr>
<td>Routine Cleaning</td>
<td>100% of AB</td>
<td>100% of AB</td>
<td>80% of AB</td>
</tr>
<tr>
<td>Sealants</td>
<td>100% of AB</td>
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<td>80% of AB</td>
</tr>
<tr>
<td>(limited to permanent molars–until end of year in which a member turns 19)</td>
<td>100% of AB</td>
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<tr>
<td>Apicoectomy</td>
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<td>80% of AB</td>
<td>60% of AB</td>
</tr>
<tr>
<td>Oral Surgical Services</td>
<td>80% of AB**</td>
<td>80% of AB</td>
<td>60% of AB</td>
</tr>
<tr>
<td>Surgical Extractions</td>
<td>80% of AB**</td>
<td>80% of AB</td>
<td>60% of AB</td>
</tr>
<tr>
<td>Oral Surgery</td>
<td>80% of AB**</td>
<td>80% of AB</td>
<td>60% of AB</td>
</tr>
<tr>
<td>General Anesthesia</td>
<td>80% of AB**</td>
<td>80% of AB</td>
<td>60% of AB</td>
</tr>
<tr>
<td>Periodontics</td>
<td>50% of AB**</td>
<td>80% of AB</td>
<td>60% of AB</td>
</tr>
<tr>
<td>Crown</td>
<td>80% of AB**</td>
<td>80% of AB</td>
<td>60% of AB</td>
</tr>
<tr>
<td>Prosthetic Appliances</td>
<td>50% of AB</td>
<td>80% of AB</td>
<td>60% of AB</td>
</tr>
<tr>
<td>(including implants)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orthodontics</td>
<td>50% of AB</td>
<td>50% of AB</td>
<td>35% of AB</td>
</tr>
<tr>
<td>Annual Deductible</td>
<td>$25 Ind./$50 Family</td>
<td>None</td>
<td>$50 Ind./$150 Family</td>
</tr>
<tr>
<td>Annual Benefit Maximum</td>
<td>$1,500</td>
<td>$1,500</td>
<td>None/See note 2</td>
</tr>
<tr>
<td>Ortho Lifetime Maximum</td>
<td>$1,500</td>
<td>$1,500</td>
<td>See note 3</td>
</tr>
</tbody>
</table>

(AB Allowed Benefit)

Under the Concordia Plus DHMO (MD/DC 1660*) Plan, out-of-network services are reimbursed up to a maximum amount, based on the fee schedule provided by United Concordia.

* The above DHMO Plan percentages are approximate and used for comparison purposes only. Please refer to the United Concordia (UCCI) Schedule of Benefits for actual copayment amounts. All coverage is subject to the Plan’s exclusions and limitations.

** After Deductible

Note 1—General Anesthesia is considered integral to other procedures under this plan and is not covered separately.

Note 2—No annual maximum for in-network services. United Concordia will reimburse up to a maximum of $1,000 per family member per contract year for out-of-network services.

Note 3—After $2,900 member copayment satisfied, benefits applicable to in-network services; provider should submit pre-treatment estimate. United Concordia will not reimburse covered members for any orthodontic services performed out-of-network.

This is to be used as a guide. Actual benefits will be governed by the terms and conditions of the contract between CareFirst BlueCross BlueShield and Anne Arundel County Public Schools.
Vision Options
Active Employees and Retirees

CareFirst Vision
(Once per calendar year)

<table>
<thead>
<tr>
<th></th>
<th>Plan pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye exam</td>
<td>100% of Allowed Benefit.* Once per calendar year.</td>
</tr>
<tr>
<td>Single vision lenses</td>
<td>$52.00</td>
</tr>
<tr>
<td>Bifocal lenses</td>
<td>$82.00</td>
</tr>
<tr>
<td>Double bifocal lenses</td>
<td>$100.50</td>
</tr>
<tr>
<td>Trifocal lenses</td>
<td>$101.00</td>
</tr>
<tr>
<td>Cataract (aphakic) lenses</td>
<td>$181.00</td>
</tr>
<tr>
<td>Contact lenses</td>
<td>Medically indicated $352.00</td>
</tr>
<tr>
<td>Contact lenses instead of glasses</td>
<td>Cosmetic—single $97.00</td>
</tr>
<tr>
<td>Frames</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

* Patient may be balance billed for eye exams, lenses, frames and contact lenses

Core Davis Vision
In addition to the CareFirst Vision plan, BlueChoice members also have the core BlueVision benefit through Davis Vision under the BlueChoice HMO Open Access and BlueChoice Triple Option Open Access medical plan. These benefits entitle members to an annual eye exam and discounts on glasses or contact lenses at participating Davis Vision providers. Members are responsible for a $10 copay for the eye exam. To locate a participating Davis Vision provider, go to carefirst.com/aacps and utilize the “Find a Doctor” feature or call Davis Vision at 800-783-5602 for a list of network providers closest to you. Be sure to ask your provider if he or she participates with the Davis Vision network before you receive care.

When seeing a Davis Vision provider, you may also use the discounted benefit in conjunction with your CareFirst Select Vision plan. A completed CareFirst vision claim form and itemized bill will be required for processing.

Summary of Benefits
(12-month benefit period)

<table>
<thead>
<tr>
<th>In-Network</th>
<th>You Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EYE EXAMINATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>Routine Eye Examination with dilation</td>
<td>$10</td>
</tr>
<tr>
<td><strong>FRAMES</strong>1</td>
<td></td>
</tr>
<tr>
<td>Priced up to $70 retail</td>
<td>$40</td>
</tr>
<tr>
<td>Priced above $70 retail</td>
<td>$40, plus 90% of the amount over $70</td>
</tr>
<tr>
<td><strong>SPECTACLE LENSES</strong>2</td>
<td></td>
</tr>
<tr>
<td>Single Vision</td>
<td>$35</td>
</tr>
<tr>
<td>Bifocal</td>
<td>$55</td>
</tr>
<tr>
<td>Trifocal</td>
<td>$65</td>
</tr>
<tr>
<td>Lenticular</td>
<td>$110</td>
</tr>
<tr>
<td>Standard Progressive Lenses</td>
<td>$75</td>
</tr>
<tr>
<td><strong>CONTACT LENSES</strong>1</td>
<td></td>
</tr>
<tr>
<td>Contact Lens Evaluation and Fitting</td>
<td>85% of retail price</td>
</tr>
<tr>
<td>Conventional</td>
<td>80% of retail price</td>
</tr>
<tr>
<td>Disposable/Planned Replacement</td>
<td>90% of retail price</td>
</tr>
<tr>
<td>DavisVisionContacts.com Mail Order Contact Lens Replacement Program</td>
<td>Up to 40% off retail prices</td>
</tr>
<tr>
<td><strong>LASER VISION CORRECTION</strong>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Up to 25% off allowed amount or 95% off any advertised special2</td>
</tr>
</tbody>
</table>

1 CareFirst BlueChoice does not underwrite lenses, frames and contact lenses in this program. This portion of the Plan is not an insurance product.
2 Please note that some providers have flat fees that are equivalent to these discounts.

Notice of Nondiscrimination and Availability of Language Assistance Services

CareFirst BlueCross BlueShield, CareFirst BlueChoice, Inc. and all of their corporate affiliates (CareFirst) comply with applicable federal civil rights laws and do not discriminate on the basis of race, color, national origin, age, disability or sex. CareFirst does not exclude people or treat them differently because of race, color, national origin, age, disability or sex.

CareFirst:

- Provides free aid and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services, please call 855-258-6518.

If you believe CareFirst has failed to provide these services, or discriminated in another way, on the basis of race, color, national origin, age, disability or sex, you can file a grievance with our CareFirst Civil Rights Coordinator by mail, fax or email. If you need help filing a grievance, our CareFirst Civil Rights Coordinator is available to help you.

To file a grievance regarding a violation of federal civil rights, please contact the Civil Rights Coordinator as indicated below. Please do not send payments, claims issues, or other documentation to this office.

Civil Rights Coordinator, Corporate Office of Civil Rights
Mailing Address P.O. Box 8894
Baltimore, Maryland 21224

Email Address civilrightscoordinator@carefirst.com

Telephone Number 410-528-7820
Fax Number 410-505-2011

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint portal, available at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201
800-368-1019, 800-537-7697 (TDD)

Foreign Language Assistance

Attention (English): This notice contains information about your insurance coverage. It may contain key dates and you may need to take action by certain deadlines. You have the right to get this information and assistance in your language at no cost. Members should call the phone number on the back of their member identification card. All others may call 855-258-6518 and wait through the dialogue until prompted to push 0. When an agent answers, state the language you need and you will be connected to an interpreter.

Edë Yoruba (Yoruba) Ògbọ̀rọ̀: Àkìyẹsí yìí ní iwifún nipa iṣe adójútò fì rẹ. Ò le ní àwọn dèètì pàtà o sí le ní láò gbé ọgbọ̀rọ̀ ní awó ojó gbèdèéke kan. O ní etó láò gba iwifún yìí aítì irànìlòwò ní èdè re iòfè. Àwọn ọmọ-egbè gbòdò pe nómìsì fòómà tó wá lèyìn kààdì iđàmìm wọn. Àwọn mìràn le pe 855-258-6518 kí o sí důrọ nipasè jìjìròrò tíi a o fì sò fun ó láò tè 0. Nígbàti asòju kan bá dáhùn, só èdè ti o fè a o sí so ọ pò mò ógbùfọ òkàn.

Tiếng Việt (Vietnamese) Chú ý: Thông báo này chứa thông tin về phạm vi bảo hiểm của quý vị. Thông báo có thể chứa những ngày quan trọng và quý vị cần hành động trước một số thời hạn nhất định. Quyết định của quý nhân được thông tin này và hồ sơ bằng ngọn nguy của quý vị hoàn toàn miễn phí. Các thành viên nên gọi số điện thoại ở mặt sau của thẻ nhân danh. Tất cả những người khác có thể gọi số 855-258-6518 và chờ het cuộc gọi thoại cho đến khi được nhắc nhở thay phím 0. Khi một tổng đài viên trả lời, hãy nhấn rõ nguồn ngư quý vị cần và quý vị sẽ được kết nối với một tổng đài viên.


Español (Spanish) Atención: Este aviso contiene información sobre su cobertura de seguro. Es posible que incluya fechas clave y que usted tenga que realizar alguna acción antes de ciertas fechas límite. Usted tiene derecho a obtener esta información y asistencia en su idioma sin ningún costo. Los asegurados deben llamar al número de teléfono que se encuentra al reverso de su tarjeta de identificación. Todos los demás pueden llamar al 855-258-6518 y esperar la grabación hasta que se les indique que deben presionar 0. Cuando un agente de seguros responda, indíquele el idioma que necesita y se lo comunicará con un intérprete.

Russian (Russian) Внимание! Настоящее уведомление содержит информацию о вашем страховом обеспечении. В нем могут указываться важные даты, и от вас может потребоваться выполнить некоторые действия до определенного срока. Вы можете бесплатно получить настоящие сведения и сопутствующую помощь на удобном вам языке. Участникам следует обращаться по номеру телефона, указанному на тыльной стороне идентификационной карты. Все прочие абоненты могут звонить по номеру 855-258-6518 и ожидать, пока в голосовом меню не будет предложено нажать цифру «0». При ответе агента укажите желаемый язык общения, и вас свяжут с переводчиком.
Notice of Nondiscrimination and Availability of Language Assistance Services

Anne Arundel County Public Schools—Dental and Vision Options

Notice of Nondiscrimination and Availability of Language Assistance Services

Bengali (Basa): To Due Caño! Bô nià ke bô nyo bô ke m bô kpâ bô ni tù-la-tùn nyo jë dyi. Bô nià ke bô debe wë jëc bô me ke dë wa më ke nyue nyu hwë bëa ke ké. I më ni kpë bô me ke bô nià ke bô kpâ-kpâ m mëc dyë dé ni bôl-wô-dô më bô me ke së widj ù pëc. Kpoöc nyo bô me dà fùun-nôbà nià dé wàa 1D. kàa dë lë. Nyo tò sëin me dà nôbà nià ke: 855-258-6518, ké më me to ù bëa wa ke m bô cë bô me ke nôbà më 0 këe dyi pâdoin hwë. Jù kë ke nyo dë dyi m gô jùn, po wôô më mòe dyë, ké nyo dô mu bô nià bë a kë ni wuôcô më za.

Basi: Notice of Nondiscrimination and Availability of Language Assistance Services

Farsi (Persian): توجه: این اعلان به معنی ناپایداری درباره ویژه می‌باشد. این مکان در طی کارگاه‌های اجرا شده در زبان فارسی به شکل‌های مختلف به این اطلاعات را مورد نظر قرار می‌دهد.

Chinese (Traditional): 注意：本聲明包含關於您的保單與相關資訊。本聲明可能包含重要日期及及在特定期限之前需要採取的行動。您有權利免費獲得這份資訊，以及透過您的母語提供的協助服務。會員請撥打於身分證明卡背面的電話號碼。其他所有人士可撥打電話 855-258-6518，並等候直到對話提示按下按鍵 0。當接線生回答時，請說出您需要使用的語言，這樣您就能與口頭訃言人員連繫。
Notice of Nondiscrimination and Availability of Language Assistance Services

Igbo (Igbo) Nnụnụma: Okwu a nwere ozi gbasara nkpuchi nchekwa onwe gi. O nwere ile iwe ụbọchị ndị ọ bụ mkpa, i nwere ime ihe tupu ụfọdụ ụbọchị ịhedio. I nwere ike iṅweta ozi na enyemaka a n’asụsụ gi n’akwụghị ugwọ ọ bula. Ndi ọtu kwesiri ike ọka akara ekwenti di n’azụ nke kaadi njirimara ha. Ndi ọzọ n’ihe nwere ile ike ọka 855-258-6518 wec chere ụbọchị ahụ rulo mgbọ amanye ịpi 0. Mgbọ onye nnochite anya zara, kwu asụsụ i chọrọ, a ga-cjiʃọ gi na onye ọkwọ okwu.


Français (French) Attention: cet avis contient des informations sur votre couverture d’assurance. Des dates importantes peuvent y figurer et il se peut que vous deviez entreprendre des démarches avant certaines échéances. Vous avez le droit d’obtenir gratuitement ces informations et de l’aide dans votre langue. Les membres doivent appeler le numéro de téléphone figurant à l’arrière de leur carte d’identification. Tous les autres peuvent appeler le 855-258-6518 et, après avoir écouté le message, appuyer sur le 0 lorsqu’ils seront invités à le faire. Lorsqu’un(e) employé(e) répondra, indiquez la langue que vous souhaitez et vous serez mis(e) en relation avec un interprète.

한국어(Korean) 주의: 이 통지서에는 보험 커버리지에 대한 정보가 포함되어 있습니다. 주요 날짜 및 조치를 취해야 하는 특정 기한이 포함될 수 있습니다. 귀하에게는 사용 언어로 해당 정보와 지원을 받을 권리가 있습니다. 회원이신 경우 ID 카드의 뒷면에 있는 진화번호로 연락해 주십시오. 회원이 아닌 경우 855-258-6518 번으로 진화하여 0을 누르라는 메시지가 들릴 때까지 기다리십시오. 연결된 상담원에게 필요한 언어를 말씀하시면 동의 서비스에 연결해 드립니다.

Diné Bizaad (Navajo) Ge': Díí bée il hane’i’íí bi’ dahóóló bée éédahóozín béeso ách’áág naanil ník’íst’í’íí bí. Bí’ dahóóló doo íyisíí yoolkalííghi dóó t’áadoo le’ é ádadoo ííghií da yókeedgo t’àá doo bée e’e’aatí ajííí[íí]. Bée ná ahóót’íí dií bée il hane’ dóó níkkáadoowó t’àá nínizaad bée t’àá jíík’é. Atah dáníinííghi béesh bée hane’è bée wóíta’ííghi nííf’íí go bée nee hódlzinííghi bikéédég’ bikáág’ bičh’íí hodoóñihííí’. Aadóó náánála’ é’ kojíí dahn’doolííghi 855-258-6518 dóó yíi diilts’íí yií t’ííghií t’àá nííghií åáádoó é bikéédódó naasbaas bit adíidilchit. Áká’añiínáloó’ííghi neidiitáágó, saad bée yáníínt’í’ííyíi yíi diikí dióó ata’ halne’é lá níkká’doolwóíí.
Anne Arundel County Public Schools
Office of Employee Relations
Annapolis, Maryland

Anne Arundel County Public Schools prohibits discrimination in matters affecting employment or in providing access to programs on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability.

For more information, contact:
Anne Arundel County Public Schools, Division of Human Resources
2644 Riva Road, Annapolis, MD 21401
410-222-5286 TDD 410-222-5000
www.aacps.org