

A&S | 2026-27 SCHOOL YEAR

WCPS | Washington County
Public Schools

**2025-2029
NEGOTIATED AGREEMENT**

**BETWEEN THE BOARD OF EDUCATION OF
WASHINGTON COUNTY AND THE
WASHINGTON COUNTY ADMINISTRATORS
AND SUPERVISORS ASSOCIATION**

WAGES EFFECTIVE JULY 1, 2026

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**WASHINGTON COUNTY ASSOCIATION OF
ADMINISTRATORS AND SUPERVISORS**

AND THE

**BOARD OF EDUCATION OF WASHINGTON
COUNTY, MARYLAND**

July, 2025 – June, 2029

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ARTICLE 1

GENERAL PROVISIONS

1.1 Recognition and Role of Unit II Personnel

The Board of Education of Washington County, Maryland (hereinafter referred to as “the Board”) recognizes the Washington County Association of Supervisors and Administrators (WCASA), hereinafter referred to as “Unit II,” as the exclusive representative of administrative and supervisory personnel, excluding the Superintendent and those otherwise designated.

Administrators and supervisors play essential leadership roles within Washington County Public Schools (WCPS), with responsibilities that encompass both instructional and operational aspects. They are charged with interpreting and implementing policies and programs established by the Superintendent, the Board of Education, and the Maryland State Department of Education (MSDE). This includes but is not limited to supervising instructional and operational staff, conducting employee observations and evaluations, and initiating, developing, and implementing system-wide curricula and educational programs.

Administrators and supervisors are accountable for the effective and efficient operation of schools and departments. This includes oversight of personnel, facilities, budgets, and other support services necessary to maintain safe, productive, and well-functioning schools and departments. Their leadership is critical to ensuring that all operational and instructional efforts are aligned to support the WCPS mission of providing high-quality educational experiences and optimal learning environments for all students

1.2 Unit Description

Unit II shall include all employees on the Administrator and Supervisor Salary Scale who are employed on a 10-, 11-, or 12-month basis. These individuals shall hereinafter be referred to as “employees” or “unit members.”

Exclusions – Confidential Positions

In accordance with Title 6, Subtitles 4 and 5 of the Education Article of the Annotated Code of Maryland, the following positions are designated as confidential and are excluded from the bargaining unit:

- Associate Superintendent
- Budget and Financial Reporting Analyst
- Chief Legal Counsel
- Chief Operating Officer
- Deputy Legal Counsel
- Deputy Superintendent
- Executive Director of Finance
- Executive Director of Human Resources
- Paralegal
- Superintendent

1.3 Definitions

Unless otherwise stipulated, the following terms shall apply throughout this Agreement:

- Administrative, Administrator, Supervisor, Supervisory, Personnel, Employee, Unit Member, or Member: Refer to all bargaining unit members covered by this Agreement.
- Unit II, WCASA, Association, Bargaining Unit: Refer to the Washington County Association of Supervisors and Administrators, affiliated with MSEA/NEA.
- Board or BOE: Refers to the Board of Education of Washington County, Maryland.
- Superintendent: Refers to the Superintendent of Washington County Public Schools.
- WCPS: Refers to Washington County Public Schools.

1.4 Management Rights

Subject to the terms of this Agreement, the Board of Education and the Superintendent retain all rights, authority, and discretion necessary to fulfill their legal responsibilities in managing and operating the county's public school system. This includes, but is not limited to, the right to:

- A. Control, supervise, and manage the schools in accordance with applicable laws, rules, and procedures;
- B. Determine the educational policies, programs, and services of the school system;
- C. Prescribe and enforce rules, policies, and regulations for the effective operation of schools;
- D. Establish the mission, goals, and standards of service for the school system;
- E. Maintain the efficiency of operations and determine the methods, means, and personnel required to carry out those operations.

The rights and responsibilities of the Board and Superintendent shall be exercised in accordance with the Education Article of the Annotated Code of Maryland and are not diminished by any provision of this Agreement unless specifically stated.

ARTICLE 2 PROCEDURES FOR COLLECTIVE BARGAINING

2.1 Negotiation Procedures

- A. The Board and its designated representatives shall engage in good faith negotiations with Unit II on all mandatory subjects of bargaining, including, but not limited to salaries, wages, hours, working conditions, transfers, and assignments, in accordance with Maryland law.
- B. Upon request, WCPS and the Board shall provide Unit II with information and documentation as appropriate for the purpose of negotiating and enforcing the collective bargaining agreement.
- C. Negotiations shall commence no later than October 31 of a designated bargaining year, with a mutual goal of reaching an agreement by June 1. Negotiation sessions shall be scheduled as frequently as necessary, at mutually agreed-upon times and locations.

- D. The parties agree to develop and adopt ground rules for the conduct of negotiations at or prior to the first bargaining session.
- E. Each party shall have full autonomy in selecting its negotiation representatives and/or consultants. Neither party shall have authority over the composition of the other party's bargaining team.
- F. In the event of impasse, procedures shall be governed by Education Article §6-406(e).

2.2 Renegotiations

If the approved Board budget is reduced during the fiscal year by fiscal authorities of Washington County, the State of Maryland, and/or the Federal government acting within their legal authority, and such reductions require adjustments to negotiated salary agreements, compensation, or duty days, the parties agree to enter into renegotiations. Renegotiations shall commence as soon as practicable following the Board's approval of a revised budget and be completed within thirty (30) calendar days unless the parties mutually agree to extend the timeline.

2.3 Collaborative Representation

The Superintendent or their designee shall consult with the Unit II President when designating representatives to participate in district-wide committees, task forces, and other groups that impact Unit II members (e.g., advisory committees to the cabinet, healthcare, calendar, safety, and evaluation).

ARTICLE 3 GRIEVANCE PROCEDURES

3.1 Settlement of Unit Member Grievances

- A. Informal Process - Every effort shall be exhausted to resolve a complaint between the employee and the unit member's immediate supervisor and designated representative, if applicable. If these efforts do not render an amenable outcome and the unit member/Association believes there is a violation of the Negotiated Agreement, the employee or Association may file a grievance at Step 1 of the formal grievance process.
- B. If the Association believes there is a system-level violation of the Negotiated Agreement, it will file a grievance at Step 2.
- C. The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at the informal level, Steps 1, 2, 3, and 4, and the right of the unit member not to discuss any grievance or problem if the Association's representative is not present to fulfill the role as described in this Article.
- D. Provided that the Association and the Superintendent or the Superintendent's designee agree, Step 1 and/or Step 2 of the grievance procedure may be bypassed and brought directly to the next step. In any event, a copy of all decisions shall be forwarded to the Association/unit member.
- E. All unit members shall have the right to grieve without fear of reprisal.
- F. Timelines in the grievance procedure may be mutually waived by both parties.
- G. If any unit member is scheduled for a hearing as part of the grievance procedure during working hours, no loss of pay shall be suffered.

3.2 Procedural Steps of the Formal Process

If the complaint cannot be resolved using the informal process, the unit member/ Association may initiate the formal grievance process by filing a grievance with the following steps:

- A. **Step 1** – A written grievance must be presented to the immediate supervisor by the Association within thirty (30) calendar days from the date of the event giving rise to the grievance or the date on which the employee knew or should have known of the event giving rise to the grievance. The immediate supervisor shall provide a written response within 15 working days (excluding official school holidays) of receipt of the grievance. If the Association is not satisfied with the response or no response is given, the grievance may be appealed to Step 2 to the Human Resources Department in writing within ten (10) calendar days of receipt of the written response of the immediate supervisor.
- B. **Step 2** – Upon receipt of a written appeal from Step 1, the Human Resources Designee shall meet with the Association and the Immediate Supervisor within fifteen (15) calendar days. The purpose of the meeting is to attempt to resolve the grievance. If the grievance is not settled at this meeting, the Executive Director of Human Resources shall issue a written decision within thirty (30) calendar days after the meeting. If the Association is not satisfied with the response or no response is given, the grievance may be appealed to Step 3 to the Superintendent and/ or designated representative in writing within ten (10) calendar days of receipt of the written response of the Executive Director of Human Resources.
- C. **Step 3** – Upon receipt of a written appeal from Step 2, the Superintendent's designee shall meet with the Association and the Immediate Supervisor within fifteen (15) calendar days. The purpose of the meeting is to attempt to resolve the grievance. If the grievance is not settled at this meeting, the Superintendent's designee shall issue a written decision within thirty (30) calendar days after the meeting.
- D. **Step 4** – Upon written receipt of the Step 3 decision, the Association may appeal the decision to arbitration as outlined in Article 3.3 Arbitration.
- E. Unless a grievance is appealed as outlined above, said answer shall be considered acceptable to the grievant and the Association.

3.3 Arbitration

A. Appeal Procedure

Any grievance concerning the interpretation, application, or alleged breach of any provision of this Negotiated Agreement that has been properly processed through the grievance procedure as set forth above and has not been settled may be appealed to arbitration by the Association by serving written notice on the Board within fifteen (15) calendar days after the answer at Step 3 of said grievance procedure. If the Association fails to serve such notice of its intention to arbitrate within this time limitation, it shall be deemed to have waived the arbitration, and the grievance shall be considered settled. No individual unit member shall have the right to invoke this arbitration procedure.

B. Selection of Arbitrator

If the Association and the Board are unable to agree upon the selection of an arbitrator within seven (7) calendar days after the Association's notice of appeal to arbitration, they shall jointly request the American Arbitration Association (AAA) to furnish a list of not less than five (5) arbitrators, one (1) of whom may be designated by the parties to act as arbitrator of the grievance. If no agreement can be reached as to the arbitrator within seven (7) calendar days after receipt of said list, the Association and the Board shall jointly petition the AAA to furnish a second list of not less than five (5) additional arbitrators, one (1) of whom shall be designated by them within seven (7) calendar days after receipt of said list to act as arbitrator of the grievance. Selection shall be made by the Association and the Board representative alternately striking any name from the list until only one (1) name remains. The final name remaining shall be the arbitrator of the grievance. After an arbitrator is selected through the procedures outlined above—see also Section 13, paragraph 1, Voluntary Labor Rules of the AAA—the arbitration shall be administered by the AAA pursuant to said rules.

C. Jurisdiction of Arbitrator

The jurisdiction and authority of the arbitrator of the grievance and the arbitrator's opinion and award shall be confined to the express provision or provisions of this Negotiated Agreement at issue between the Association and the Board. The arbitrator shall have no authority to add to, alter, amend, or modify any provision of this Negotiated Agreement or to make any award that will in any way deprive the Board of any of the powers delegated to it by law. The arbitrator shall not hear or decide more than one (1) grievance without the mutual consent of the Board and the Association. The award in writing of the arbitrator within the jurisdiction and authority as specified in this Negotiated Agreement shall be final and binding on the aggrieved unit member or unit members, the Association, and the Board.

D. Arbitration Expenses

The Association and the Board shall each bear its own expenses in these arbitration proceedings, except that they shall share equally the fee and other expenses of the arbitrator in connection with the grievance submitted.

ARTICLE 4

UNIT II RIGHTS

4.1 Non-Reprisal

There will be no reprisals of any kind taken by WCPS, the Board, or Unit II against any employee due to membership or non-membership in Unit II or participation in any of its lawful activities.

4.2 Unit Access and Communication Rights

To effectively implement the terms of this Agreement in support of employees and the school system, Unit II representatives shall have access to all school buildings and employees, provided such access does not interfere with instructional time or the educational program.

A. Building Use

1. Unit II shall have the right to use school buildings at no cost for meetings during reasonable times.

2. Arrangements for the use of space and scheduling must be made in advance with the building principal.

B. Communication Systems

1. WCASA may use the interschool mail system (hard copy only) to distribute official association communications.
2. The system shall not be used to distribute political materials, including endorsements or recommendations of candidates, or for commercial purposes.

C. Orientation and Employee Access

1. WCPS will provide new employees with information on how to learn more about WCASA and membership. WCPS may share such information with new employees in either hard copy or electronic format.
 - a. WCASA will provide such information in either hardcopy or electronic format as requested by WCPS.
 - b. This will be strictly informational and shall not include political content.
2. In accordance with Maryland law, WCASA shall be provided access to new employees and current bargaining unit members as follows:
 - a. WCPS shall notify WCASA when new employees are being brought in for HR onboarding.
 - b. WCPS shall allow WCASA to meet with new employees in the bargaining unit within the first full pay period of employment, or as part of a new employee program that includes one or more bargaining unit employees.
 - c. WCPS shall provide a minimum of thirty (30) minutes for such meetings.
 - d. Meetings between WCASA and employees shall be scheduled and arranged by WCASA, either in person or virtually, and shall not interfere with instructional time or the educational program.

D. Annual Agreement Overview

As necessary and during a mutually agreed-upon time, the lead negotiators for WCPS and WCASA will meet to provide an overview of the Negotiated Agreement between the Board of Education of Washington County and the Washington County Administrators and Supervisors Association. This overview will be presented to all unit members and association representatives prior to, or at the start of, each new school year, depending on when negotiations are completed. The overview may be conducted virtually, through email communication, or in person, as agreed upon by both parties.

4.3 Political Activity

Unit members have the right to engage in political activities as per Maryland law, provided that such involvement does not interfere with the performance of the unit member's professional duties and responsibilities.

4.4 Unit II Leave and Representatives

A. Representatives

By no later than September of each school year, Unit II shall provide the Superintendent and Executive Director of Human Resources with a list of its representatives. UniServ Directors (or their equivalent) shall be recognized as official representatives of Unit II and are not required to be included on the submitted list.

B. Unit II Leave

1. Unit II shall be granted fifteen (15) days of leave per fiscal year to be used by Unit II members as authorized by the Unit II President. Such leave shall be granted without loss of pay or fringe benefits. Unit II will be mindful of school operations and student needs, and will make every effort to schedule such leave outside of student days and school hours whenever feasible.
2. It is understood that Unit II leave is not required for meetings with the Board or WCPS representatives related to labor-management relations; such meetings shall be considered part of the regular duty day.
3. In addition to the above, the Board shall release, without loss of pay or fringe benefits, Unit II members serving as delegates to the Maryland State Education Association (MSEA) and National Education Association (NEA) conventions. A list of delegates must be submitted to the Superintendent at least two weeks prior to the convention. No more than one delegate per school or office may be released at the same time.

4.5 Bulletin Board

Unit II shall have the right to a reasonable share of employee bulletin board space in each facility for the display of Unit II materials.

ARTICLE 5 ASSIGNMENTS

5.1 Authority

- A. Unit II acknowledges the authority of the Superintendent to assign and transfer Unit II members and other employees as necessary to meet the needs of the school system, in accordance with Maryland law.
- B. The Superintendent shall recommend personnel to the Board for appointment, promotion, and/or transfer, based on an evaluation of their qualifications, performance, and the results of the interview process.
- C. For Unit II vacancies, preference for interview and selection shall be given to qualified personnel who are currently employed by WCPS. Unit II members may not file a grievance for disagreement on candidate selection. They may, however, appeal under Maryland law.

5.2 Equal Opportunity

WCPS is committed to equal opportunity in all aspects of employment and educational access. The Board of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, ethnicity, gender identity/expression, marital status, race, religion, sex, sexual orientation, or socio-economic status in matters affecting employment or in providing access to programs and services to WCPS current or prospective students or parent or legal guardians.

5.3 Assignments

Unit members shall be assigned to a ten-month, eleven-month, or twelve-month work schedule based on their specific role and organizational needs. All work schedules shall fall within the District's fiscal year, July 1 through June 30. The length of each work schedule shall be defined as follows:

ASSIGNMENT TYPE	LENGTH OF ASSIGNMENT
Ten-Month	Based on the annual school calendar
Eleven-Month	August 1 to June 30
Twelve-Month	July 1 to June 30

The assignment for eleven-month employees may be subject to change for certain unit members at WCPS's request.

5.4 Vacancies and Transfers

It is expressly understood that the procedures and provisions outlined herein shall not supersede or interfere with the authority of the Superintendent under Education Article §6-201 of the Annotated Code of Maryland to transfer and reassign employees based on the needs of the school system.

A. Posting and Filling of Unit II Vacancies

1. All unit vacancies shall be posted on the WCPS website. Additionally, unit members will receive electronic notification of these vacancies.
2. Vacancies shall remain posted for a minimum of ten (10) calendar days prior to the selection of a successful candidate.

B. Voluntary Transfers

A unit member who voluntarily accepts an assignment through the interview process or requests a change in assignment shall receive the salary appropriate for the new position at the time the transfer becomes effective.

C. Involuntary Transfers

1. Transfer to Lower Category:
 - a. When a unit member is involuntarily transferred to a position with the same length of assignment (i.e., 10-, 11-, or 12-month), but in a lower salary category, the employee's current salary shall be frozen and maintained until the salary for the new position equals or exceeds the frozen salary rate. Once the salary for the new position matches or exceeds the frozen rate, the unit member shall resume normal movement on the applicable salary schedule.
 - b. If, after two (2) fiscal years, the salary for the new position has not reached the frozen salary rate, the unit member shall be placed on the top step of the salary category for the new position in the new fiscal year.
2. Transfer to Higher Category:
 - a. When a unit member is involuntarily transferred to a position in a higher category, their salary shall be increased to the higher rate effective on the date of transfer.

3. Reassignment Due to Performance:
 - a. When a unit member is involuntarily reassigned to a lower-category position due to documented performance deficiencies, the member will be placed on the salary scale applicable to the new position.
 - b. These individuals are not eligible to request salary maintenance at the rate of their prior position.

5.5 Acting Positions

- A. It may become necessary for the Superintendent to fill an acting position, in accordance with Policy CIA, due to unexpected circumstances. The Superintendent acknowledges that a voluntary transfer into an acting assignment is the preferred approach.
- B. Prior to assigning a unit member to an acting position, the Superintendent or designee shall confer with the individual regarding the temporary nature of the role and discuss potential assignment options following the conclusion of the acting assignment. This ensures the employee is fully informed of the implications before the acting role takes effect.
- C. A unit member appointed to serve in an acting capacity shall receive the salary regularly designated for the acting position or their current salary, whichever is higher, for the duration of the assignment.
- D. If requested, an individual completing an acting assignment shall receive a written evaluation of their performance, with a copy placed in their personnel file.

5.6 Calendar Committee

Unit II may have up to two (2) representatives on the school calendar committee.

5.7 Reduction in Force (RIF)

A. Elimination of Positions

1. In the event that a reduction in force becomes necessary, resulting in the elimination of one or more unit positions, the Superintendent shall determine which employees are to be retained based on the required and preferred qualifications for the remaining positions within the affected functional area or department, with seniority within Unit II also taken into consideration.
2. When a unit position is eliminated through no fault of the employee, the following shall apply:
 - a. The affected employee shall receive written notice of at least sixty (60) calendar days prior to the effective date of the position elimination.
 - b. An involuntary transfer process shall be initiated for the affected employee. Placement through the involuntary transfer process shall be determined based on the employee's qualifications and seniority.
 - c. Involuntary transfers (including salary) will be conducted in accordance with the provisions outlined in Article 5.4(C) – Involuntary Transfers.

B. Reassignment to Teaching Positions

1. A certified unit member who is involuntarily reassigned or who voluntarily transfers to a teaching position as a result of a reduction in force shall:
 - a. Be placed on the involuntary transfer list for administrative consideration and potential return to a unit position should a vacancy arise.
 - b. Be ranked on that list based on total years of service with WCPS.
 - c. Retain tenure rights as a teacher within Washington County, as governed by applicable state law and Board policy.

C. Separation from Employment

1. Unit members who are separated from employment due to a reduction in force shall retain recall rights for two (2) years. Recall will be in reverse order based on seniority.
2. Unit members who have been recalled or rehired will have their employment rights reinstated as if they had never left employment. Employment rights include, but are not limited to, years of service, longevity, and seniority.
3. Unit members who are separated from employment due to a reduction in force (RIF) shall continue to receive insurance coverage for three (3) months, with the employee paying their regular cost share. After the three (3) months of coverage, the unit member shall be offered insurance through COBRA.
4. If a unit member is offered a Unit II position for which they meet the minimum qualifications and they decline the placement and instead elect to be separated through the RIF process, they shall not be eligible for the three (3) months of post-employment insurance coverage at the employee cost share rate. At the time of separation, the unit member shall be offered insurance through COBRA.

ARTICLE 6 COMPENSATION

6.1 Salary Scale

- A. Salary calculations for administrators and supervisors will be based on the Administrator and Supervisor Salary Scale.
- B. A salary committee, composed of representatives from the confidential positions designated in Article 1.2 Unit Description and the Unit II Executive Committee, will convene at the start of negotiations in October. The committee will review the current category placement of positions to ensure they are appropriately aligned with job responsibilities. The group will convene as needed outside of the initial yearly meeting to address emerging concerns or conduct additional reviews.

6.2 Salary Notification and Review

- A. Unit members will receive an exempt salary notice annually.
- B. A unit member may request a salary review by submitting a written request to Human Resources. Human Resources will review the request in consultation with the Executive Director of Human Resources and the Superintendent. Salary review requests must be submitted within two years of the date of the action or change prompting the request.
- C. A written response outlining the decision will be provided to the employee within 30 calendar days of the request.

6.3 Teacher Placement

- A. When a teacher is promoted or placed into a twelve-month Unit II position, the initial salary placement on the Unit II Salary Scale shall be determined using the following process:
 1. The teacher's current salary will be annualized, minus salary enhancements and stipends.

2. A 7% increase is applied to the annualized amount.
 3. Lead Teacher and National Board Certification salary enhancements shall be added after the 7% increase is applied to the annualized amount in step 2. If Blueprint funding for Lead Teacher or National Board Certification is no longer available or if these positions are redefined under the Blueprint, WCPS reserves the right to discontinue inclusion of those specific salary enhancements.
 4. The individual is placed on an equal step or the next highest step above the adjusted salary in the appropriate category for the new position, up to the maximum step for that category.
- B. A new employee entering WCPS with prior administrative and supervisory experience shall be placed on the salary scale at a level deemed appropriate based on their experience, responsibilities, and qualifications.

6.4 Doctorate Degree

Unit members who hold a doctorate degree from an accredited institution shall receive an additional \$5,000 or 3% of their salary, whichever is greater, added to their annual salary, which is pensionable.

6.5 Promotion

When a current unit member is promoted, their placement on the Unit II Salary Scale shall be determined as follows:

1. Begin with the employee's current category and step on the salary scale.
2. If the promotion includes a change in work year (e.g., from 10-month to 11- or 12-month), annualize the current salary.
3. Apply the following percentage increase to the annualized salary:
 - 5% for movement to the next higher category
 - 2.5% for each additional category beyond that
4. Place the employee on the nearest higher step in the new category that meets or exceeds the calculated amount. The employee's step placement cannot exceed the highest step available in the new category.

6.6 Exceptional Responsibility Stipend

The Superintendent may, with knowledge of the Board, grant an employee an Exceptional Responsibility Stipend, not to exceed 5% of the employee's salary. Factors that the Superintendent may consider include, but are not limited to, the following: substantial number of observations/evaluations, construction, reconfigured staff, reconfigured school, student achievement, and unusual circumstances.

6.7 Unsatisfactory Evaluation

Unit members who are evaluated as unsatisfactory but continuing in the same assignment on a probationary basis shall remain in the same step and lane during the year in which the unsatisfactory evaluation occurred unless the Superintendent determines otherwise.

6.8 Error in Pay

Unit members are responsible for reviewing their bi-weekly pay stubs to ensure accuracy. Any discrepancies, such as errors in hours worked, deductions, or benefits, that result in an underpayment or overpayment to the unit member must be reported promptly to Human Resources/Payroll so they can be investigated and resolved in a timely manner.

A. Underpayments

When it is evident that an employee has an error in their pay and the error was the fault of WCPS and not the employee:

1. The employee's pay will be adjusted as necessary, and retroactive payment(s) will be made within four (4) weeks.
2. Retroactive adjustments will be made for the current fiscal year, plus the prior fiscal year if the error is traced back to the prior fiscal year.
3. It is the employee's responsibility to review their annual salary notification and bi-weekly pay stubs and promptly bring any errors to WCPS's attention through the Human Resources Department.

B. Overpayments

When it is evident that an employee has been paid more than the salary or stipends they should normally receive:

1. Retroactive adjustments will be made for the current fiscal year, plus the prior fiscal year if the error is traced back to the prior fiscal year.
2. WCPS and the employee will develop a repayment schedule that does not exceed 12 months of repayment. Under extraordinary circumstances, the Superintendent may approve requests for a longer repayment schedule.
3. In the event that an employee separates employment before completing the repayment, WCPS may withhold the employee's final separation check as a final repayment.

ARTICLE 7 SALARY DEDUCTIONS

7.1 Salary Deductions

Unit members may authorize payroll deductions for the following purposes:

- Washington County Teachers Federal Credit Union
- §457(b) and 403(b) retirement accounts
- Association dues

7.2 Dues Check-Off

A. WCPS shall deduct Association dues from the salary of each Unit II employee covered by this Negotiated Agreement, provided that WCPS has received a valid written or electronic authorization from the employee.

B. Dues deductions shall be made in sixteen (16) equal installments beginning with the salary check issued on or about October 30 of each year.

C. Revocation

1. Such authorization shall be irrevocable for a period of one (1) year and shall automatically renew each year unless revoked in writing.
2. To revoke, a Unit II employee must submit written notice to both WCPS Management and WCASA no later than September 30. The revocation will take effect on October 15 of that year.

D. By October 30 of each year, WCPS will provide WCASA with a list of all unit members who have authorized dues deductions. Except in the case of unforeseen circumstances, WCPS will transmit all collected dues to WCASA via direct deposit following each pay period.

- E. WCASA shall supply the authorization forms, subject to approval by WCPS. WCASA assumes full responsibility for any claims made by a unit member arising from or related to the deduction of dues under this section.

ARTICLE 8 LEAVES

8.1 Professional Leaves of Absence

The Superintendent may approve both short- and long-term professional leaves of absence that promote the professional growth of Unit II personnel and provide a benefit to the school system.

A. Sabbatical Leave

The Superintendent may grant a sabbatical leave of up to one year to Unit II employees for graduate study at an accredited college or university. Such leave intends to enhance professional competencies and skills that will strengthen instructional programs and leadership within the school system.

- Eligible unit members may apply for sabbatical leave to pursue advanced study that aligns with system needs.
- Employees approved for sabbatical leave will receive one-half (½) of their regular salary during the approved period.
- As a condition of this leave, the employee must return to service with the Board for a minimum of two (2) years following the leave or repay the salary received during the leave.
- The Superintendent will determine the number of sabbatical leaves granted each year.

B. Academic or Fellowship Leave

A unit member may request a leave of absence without pay for up to one year to participate in academic study or to engage in a national or international fellowship program that offers temporary professional learning or work experience outside of Washington County.

C. Returning from Leave

A unit member returning from a professional leave of absence will receive preferential consideration for any Unit II vacancies for which they are qualified. If immediate placement in a Unit II position is not possible, the employee shall be assigned to a teaching or other appropriate position until a Unit II vacancy becomes available.

8.2 Medical, Family, and Extended Leave

A. Family and Medical Leave

Each unit member, covered under the provisions of the Family and Medical Leave Act (FMLA), is eligible for up to twelve (12) weeks.

- FMLA allows for up to twelve (12) weeks of job-protected leave in any rolling twelve (12)-month period.
- Employees must first use all accrued sick, personal, and annual leave prior to receiving unpaid leave under FMLA.

B. Medical Leave

Following the exhaustion of FMLA benefits, or in cases where an employee is ineligible for FMLA, a unit member may be eligible for an extended medical leave. The Superintendent shall determine the duration and terms of such leave for a period of up to two (2) years.

C. Sick Leave

Unit members shall accrue sick leave at a rate of one (1) day per month of employment. Accumulation is unlimited.

Upon retirement:

- A unit member with fewer than ten (10) years of WCPS service shall receive \$50.00 per day for each unused sick day.
- A unit member with ten (10) or more years of service shall receive 35% of their final per diem rate for each unused sick day, but not less than \$50.00 per day.

D. Conversion of Sick Leave Days

1. Unit members who maintain perfect attendance (no use of leave for personal illness, family illness, or leave without pay) from November 1 through October 31 may convert up to seven (7) days of accumulated sick leave into pay at the employee's per diem rate, payable on the second pay in November.
2. Unit members with at least five (5) years of full-time, WCPS service who also meet the perfect attendance criteria above may convert up to nine (9) days to pay at their per diem rate.
3. Employees hired between November 2 and May 1 may convert up to 3.5 sick leave days under the same conditions.
 - Sick leave conversion is reduced on a one-to-one basis for any qualifying leave taken during the conversion period.
 - Payment will be made via a separate check or direct deposit.

E. Sick Leave Bank

All active unit members are eligible to contribute to the Sick Leave Bank, which provides income protection for incapacitating personal illness.

- Annual contribution amounts will be set by Human Resources and communicated to the Superintendent by July 1.
- Contributions must be made between July 1 and October 1.
 - New employees may contribute within 30 days of their hire date.
 - Employees returning from extended leave may contribute within 30 days of return.
- Sick leave bank benefits may be used on the first scheduled duty day after contribution.
- A maximum of 50 paid duty days may be granted in one fiscal year.
- Sick leave bank usage cannot result in total earnings exceeding the employee's annual salary.
- All other forms of paid leave must be exhausted before accessing the bank.
- Requests must be submitted on the designated form and will be reviewed and verified by the Executive Director of Human Resources and the Coordinator of Human Resources: Employee Benefits.
- Approved grants will be processed by Human Resources and forwarded to Payroll for payment.
- Sick leave bank grants do not carry over and must be renewed annually.
- Unused awarded days will be returned to the bank.

F. Family Crisis Leave Exchange (FCLE)

The FCLE provides additional sick leave to a unit member who has exhausted all leave and must care for an immediate family member facing a catastrophic, life-threatening situation.

- FCLE leave is not available for the employee's own illness or injury.
- Leave is granted from voluntarily donated days by unit members.
- The maximum leave available per case is thirty (30) workdays.
- Each contributor may donate no more than one (1) day per case.

G. Benefit Continuation While on Extended Leave

While on an extended leave of absence, a unit member may continue their medical, dental, vision, and life insurance benefits for up to twenty-four (24) months.

- If the employee is on paid leave, they may continue benefits at their current employee contribution rates.
- If the employee is on unpaid leave, they are responsible for paying the full cost of the premiums.

Employees must ensure the timely payment of any required premiums. If payment is not made within the specified timeline, coverage will be terminated.

Employees may remain active in the State Retirement System during leave, subject to applicable law.

H. Application for Leave

A unit member requesting parental or caregiver leave must submit their request at least thirty (30) days in advance of the intended leave start date, except in cases of emergency or as required by law.

Requests for initial and extended leaves for the upcoming school year should be submitted as early as possible during the current year.

I. Caregiver Leave

A unit member shall, upon request, be granted unpaid leave for caregiving responsibilities for a period not to exceed two (2) years.

J. Parental Leave

- A unit member adopting a child shall be granted comparable unpaid leave, beginning upon receipt of de facto custody or earlier, if needed for adoption procedures.
- A unit member shall, upon request, be granted unpaid leave for childbearing and/or childrearing for a period up to three (3) years.

8.3 Supplemental Leave Provisions

A. Personal Leave

Unit members are entitled to three (3) days of personal leave annually, without loss of pay. Personal leave may be used with prior notification and is defined as a personal responsibility, obligation, or duty that cannot be postponed. Unused personal leave will be converted to sick leave.

B. Bereavement Leave

Unit members are entitled to bereavement leave as follows:

1. Five (5) days for the death of a child, parent, sibling, spouse, or anyone who resided regularly in the household.
2. Three (3) days for the death of an in-law (mother, father, sister, brother, daughter, son), grandparent, grandchild, or the employee's or spouse's aunt, uncle, niece, or nephew.
3. One (1) day to attend the funeral of a fellow employee or close friend.
4. An extension of up to five (5) days per incident for extenuating circumstances may be requested through the Executive Director of Human Resources or designee.
5. Bereavement leave days do not need to be used consecutively.
6. Absences exceeding three (3) consecutive days may require documentation upon written request from the Human Resources Department or the unit member's supervisor, indicating the nature of the loss.

C. Annual Leave

1. This policy applies to all unit members. Years of experience are defined as administrative/supervisory service, whether in WCPS or in a comparable role elsewhere. This determination is made by the Human Resources Department at the time of hire and is acknowledged and accepted by the unit member upon acceptance of an offer of employment.
2. Annual vacation days are accrued monthly from July 1 through June 30, based on years of experience:
 - 0–4 years: 1.25 days/month (15 days/year), 40-day maximum carryover
 - 5–14 years: 1.5 days/month (18 days/year), 40-day maximum carryover
 - 15–19 years: 1.75 days/month (21 days/year), 40-day maximum carryover
 - 20–24 years: 2.0 days/month (24 days/year), 40-day maximum carryover
3. Annual leave must be scheduled with the approval of the unit member's supervisor.
4. Unused annual leave will be paid at the employee's per diem rate at separation from WCPS.
5. At the close of each fiscal year, up to eight (8) days of annual leave may be cashed out and deposited into an IRS §457(b) or 403(b) account at the employee's current per diem rate.
6. Any days above the 40-day carryover limit at the end of the fiscal year will be converted to sick leave unless used by October 15 of the following fiscal year. Extension requests must be submitted in writing to the Executive Director of Human Resources or designee.

D. Deductions for Excess Leave

For absences beyond available leave, salary deductions will be made from the employee's annualized salary.

E. Inclement Weather Leave Options

Unit members may work remotely when schools are closed to students due to inclement weather and liberal leave is in effect (per Administrative Regulation EBCD-R).

1. This option may be used in half- or full-day increments.
2. Supervisor approval is required.

3. This provision does not prevent the use of annual, personal, or sick leave on such days, as permitted under Administrative Regulation EBCD-R.
4. All terms of the Administrators and Supervisors Telework Agreement must be followed when teleworking on inclement weather leave days.

8.4 Jury Duty

Unit members will be granted leave for jury duty without loss of pay. Documentation verifying the dates of service must be submitted to the Human Resources Department and the member's supervisor.

ARTICLE 9 INSURANCE

9.1 Health Insurance

A. Medical Insurance

The Board shall contribute toward the premium cost of individual and dependent medical insurance as follows:

- In & Out of Network Plan: The Board shall pay 85% of the premium.
- In-Network Only Plan: The Board shall pay 86.3% of the premium.
- Employees working at least 15 but fewer than 30 hours per week shall receive a 50% premium contribution from the Board.
- Employees working fewer than 15 hours per week shall be responsible for 100% of the premium cost.

B. Dental Insurance

The Board shall pay 85% of the dental insurance premium.

- Employees working at least 15 but fewer than 30 hours per week shall receive a 50% premium contribution from the Board.
- Employees working fewer than 15 hours per week shall pay 100% of the dental insurance premium.

C. Vision Insurance

The Board shall pay 50% of the individual and dependent vision insurance premium.

- Employees working fewer than 15 hours per week shall be responsible for 100% of the vision insurance premium.

D. WCASA is allocated up to four (4) unit members on the Healthcare Committee.

9.2 Life Insurance

The Board shall pay 100% of the premium cost for a group term life insurance program. The amount of life insurance for Unit II members shall be equal to the employee's annual salary, with double indemnity provided in the event of accidental death.

9.3 Long-Term Disability

For unit members who select long-term disability insurance, the Board shall pay 75% of the premium cost for the existing long-term disability insurance policy. This policy provides benefit payments equal to 60% of the employee's annual salary.

9.4 Liability Insurance

The Board shall provide liability insurance coverage in the amount of \$1,000,000. This coverage shall include provisions for bodily injury, property damage, attorney fees, and lawsuits arising from actions taken by professional employees acting within the scope of their duties and without malice.

9.5 Changes to Benefits

For the duration of this agreement, the Board shall not modify the current employee benefits policy unless such modifications are substantially equivalent to the existing benefits.

ARTICLE 10 REIMBURSEMENTS & ADDITIONAL SUPPORT

10.1 Tuition Reimbursement and Professional Development Support

The Board agrees to reimburse unit members for the cost of approved coursework, training, and certification programs that are relevant to their current position or future assignments within WCPS. The Superintendent shall allocate a minimum of \$39,000 annually to support tuition reimbursement under this Article. Reimbursement is contingent upon the availability of funds and administered on a first-come, first-served basis.

A. Eligibility and Covered Expenses

1. Certificated and Non-Certificated Unit Members Pursuing Credits and Degrees

All unit members—certificated or non-certificated—may be eligible for reimbursement for college credits and degree programs (undergraduate, graduate, or doctoral) at the following maximum rates:

- Undergraduate and Graduate Credits: Up to \$450 per credit hour
- Doctoral Credits: Up to \$500 per credit hour

An employee may be reimbursed for up to twelve (12) credit hours per fiscal year (July 1 – June 30). An additional three (3) credit hours may be reimbursed at the end of the fiscal year, subject to funding availability.

In addition, certificated unit members currently employed in an administrative role and holding the Administrator I Licensure shall be eligible for reimbursement of fees associated with the School Leaders Licensure Assessment (SLA) upon obtaining a passing score required for the Administrator II Licensure.

2. Non-Certificated Unit Members Pursuing Non-Credit Coursework or Certifications

Non-certificated unit members may also be eligible for reimbursement of expenses related to non-credit coursework or certification programs that are required or preferred for their current position. Reimbursable expenses may include:

- Registration fees
- Instructional materials
- Other fees associated with obtaining a recognized certification that are aligned with WCPS expectations for the position

All such training must contribute to the development of essential knowledge and skills necessary for effective job performance.

Note: Eligibility for reimbursement under this Article is not available to non-certificated employees whose department has already budgeted funds for professional development and/or certification reimbursement. Employees should consult with their department director to determine whether separate funding is available prior to applying under this Article.

B. Approval Requirements

1. Credits and Degrees (All Unit Members):
All credit-bearing coursework must be pre-approved using the designated Course Approval Form. Courses must be directly related to the employee's current position or potential future assignments within WCPS.
2. Non-Credit Coursework/Certifications (Non-Certificated Unit Members):
All non-credit training or certification program requests must be submitted in advance and receive written approval from both the employee's department director and the Executive Director of Human Resources or designee.

C. Reimbursement Process and Documentation

To request reimbursement, the employee must submit the following documentation to the Human Resources Department upon completion of the course, training, or certification:

- A completed Tuition Reimbursement Request Form
- Official receipt(s) verifying payment
- For credit-bearing coursework and degree programs: an official transcript verifying successful completion with an earned grade of "B" or higher
- For non-credit certification programs: an official notification of successful certification

D. Submission Deadlines

For credit-bearing coursework, all documentation must be submitted by the following deadlines:

- Summer Semester (including mini-semesters): October 15
- Fall Semester (including mini-semesters): March 15
- Spring Semester (including mini-semesters): July 15

E. Continued Employment Requirement

1. Unit members who receive reimbursement under this Article must commit to a minimum of two (2) years of continued employment with WCPS following receipt of reimbursement.
2. If an employee voluntarily resigns or otherwise separates from employment before fulfilling this obligation, they shall be required to repay WCPS for any reimbursement received during the preceding two (2) fiscal years. Such payments may be taken from the unit member's paycheck.

10.2 Professional Growth

Administrators and supervisors are encouraged to participate in a wide variety of professional learning experiences to gain knowledge, skills, and dispositions necessary to meet individual, school, and district goals.

Supervisor-approved, differentiated professional learning will be available to support the professional growth of administrators and supervisors. Appropriate time and resources shall be available for such learning experiences.

10.3 Use of BOE Vehicles and Mileage Reimbursement

When a unit member is required to use their personal vehicle during working hours (excluding travel to and from work), they shall be reimbursed for mileage at the current IRS rate, in accordance with Board of Education Policy DLC and Administrative Regulation DLC-R.

ARTICLE 11 PERFORMANCE & EVALUATION

11.1 Evaluation of Unit Members

- A. All unit members shall be evaluated in accordance with procedures established by the Superintendent, applicable Board policies, and any relevant state regulations.
- B. The Board will form a work group to discuss any updates or changes to evaluation. WCASA will have representation on these work groups.

11.2 Performance Management and Evaluation

To promote ongoing dialogue and support continuous improvement, the evaluation process is designed to provide meaningful feedback to enhance the job performance of unit members.

- A. Supervisors are expected to review the unit member's performance expectations and professional goals as part of the onboarding process at the start of employment and annually during the evaluation cycle.
- B. A mid-year check-in may be requested by either the unit member or the supervisor to assess progress toward established goals and make any necessary adjustments.
- C. If performance concerns arise, and it is determined by the supervisor in consultation with the Human Resources Department that a Performance Improvement Plan (PIP) is appropriate, a plan will be developed collaboratively with the unit member.
 - PIPs are non-disciplinary and are intended to provide structured support, development, and guidance to help employees meet performance expectations and be successful in their roles.

ARTICLE 12 EMPLOYEE PROTECTIONS

12.1 Personal injuries

A unit member who is temporarily unable to perform their duties due to a personal injury sustained in the course and scope of employment, and not resulting from gross negligence as defined by the Workers' Compensation Laws of Maryland, may be eligible for salary continuation and other benefits as outlined below:

A. Salary Continuation and Reporting Requirements

The employee shall be paid their full salary for up to twelve (12) months, less any Workers' Compensation payments, awards, or other insurance benefits.

B. Use of Leave Based on Claim Status

1. If the claim is approved as compensable under Maryland Workers' Compensation laws, the employee's sick leave will not be charged for the duration of the absence.
2. If the claim is determined to be non-compensable, the employee must use all available accumulated leave (e.g., sick, personal, or annual) before being placed on leave without pay.

C. FMLA Coordination

If eligible, the absence will be designated as Family and Medical Leave Act (FMLA) leave. It will run concurrently with any workers' compensation or paid leave benefits, in accordance with federal law and Board policy.

D. Medical Evaluation Requirement

The Human Resources Department may require the employee to undergo periodic medical evaluations by a WCPS-appointed physician to determine the employee's fitness to perform assigned duties.

12.2 Personal Conduct

The personal life of a unit member shall not be the concern of, nor warrant attention from, the Board or WCPS unless such conduct:

1. Interferes with or disrupts the regular operations of the school system;
2. Directly prevents the unit member from properly performing their assigned duties during the workday; or
3. Violates Board of Education policies.

12.3 Complaints Regarding Unit Members

- A. Written or verbal complaints from parents, students, or external stakeholders will be shared with the unit member promptly, preferably within the same day and no later than three (3) business days, except where precluded or prohibited by law or statute.
- B. All complaints must be thoroughly investigated before being used for disciplinary purposes or for otherwise affecting the status of the unit member. The unit member will receive a written response outlining the findings. The unit member will have the opportunity to submit a written response to the findings.
- C. Related to the complaint, the unit member will also have the opportunity to submit a written response for inclusion in the record.
- D. Related to the complaint, administration may keep supervisory records and notes solely for their purposes. At such time as the administrator no longer supervises the employee, the administrator's records are purged and destroyed, except where precluded or prohibited by law or statute.

12.4 Reimbursement for Damaged, Destroyed, or Stolen Personal Property and Equipment

A. General Conditions

1. The Board shall reimburse a unit member for personal property or equipment that is damaged, destroyed, or stolen in the course of employment, subject to the terms and limitations set forth in this article.

2. All claims must be supported by appropriate documentation, including reasonable proof of ownership and evidence of fair market value (e.g., receipts or proof of purchase).
3. Timely reporting to appropriate authorities (e.g., school administration, law enforcement) and full cooperation with any investigations are required for claim processing.
4. The Board's total liability is limited to the maximum reimbursement amounts outlined in Sections B and C, and is subject to verification of the circumstances and valuation of the loss.

B. Personal Property Damage or Loss During Employment

1. Reimbursement shall be provided for personal property that is:
 - Damaged or destroyed due to an assault;
 - Damaged or destroyed while intervening in a student altercation; or
 - Stolen as a result of forced entry or unauthorized access to locked or otherwise properly secured storage within the classroom or work location.
2. The incident must have occurred in the course of the unit member's employment.
3. The maximum reimbursement under this section is one thousand dollars (\$1,000), reduced by any applicable benefits received from Workers' Compensation or personal insurance.

C. Personally-Owned Instructional or Professional Equipment

1. Reimbursement for personally-owned instructional or professional equipment brought to school for use as an adjunct to professional duties shall be provided only if:
 - The unit member enters into a written agreement with their immediate supervisor or principal before bringing the equipment to school; and
 - The written agreement includes a mutually agreed-upon replacement value.
2. A copy of the signed agreement shall be retained by both parties.
3. The Board's reimbursement shall not exceed one thousand dollars (\$1,000) per occurrence.
4. If the unit member files a claim through personal insurance, the Board shall reimburse the deductible up to one thousand dollars (\$1,000).
5. No reimbursement shall be made if the negligence of the unit member or their supervisor contributed to the loss or damage.

12.5 Just Cause

- A. No unit member will be disciplined, reprimanded, or reduced in rank or compensation without just cause. A unit member may have representation at due process, outcome, and Performance Improvement Plan (PIP) meetings. Meetings will be scheduled in a manner that is collaboratively determined so that representation can be coordinated.
- B. For a matter involving two or more unit members, WCASA representation for each unit member will be determined by WCASA leadership and the UniServ Director. A separate representative will be appointed for each unit member. However, only one representative may be from the same school or location as the unit members if the unit members are all from the same school or location; the other representatives appointed must be from a different school or location. Such meetings shall be held with due regard for a unit member's privacy.

- C. If a concern needs to be addressed with the unit member, it shall be handled in a private and professional manner.
- D. Unit members will not be publicly ridiculed or disciplined.
- E. A restorative approach to personnel matters for staff may be implemented if deemed appropriate by Human Resources or upon request from WCASA leadership/UniServ Director.

12.6 Personnel Files

The unit member's personnel file shall be maintained by Human Resources in accordance with the following procedures:

- A. No material related to the discipline of a unit member shall be placed in the unit member's personnel file unless signed by the unit member.
- B. In the event a unit member refuses to sign a formal discipline letter, the administrator shall document such refusal, and the letter shall be included in the unit member's personnel file.
- C. No such material in the unit member's file shall be used in a hearing against a unit member unless opportunity for review of such material has been afforded.
- D. The unit member shall have the right to respond to any material filed, and their response shall be attached to the file copy.
- E. A unit member shall have continuous electronic access to their personnel file through the employee platform and may, at their discretion, share their personnel file with a Unit II representative. If a unit member is placed on administrative leave and does not have access to the employee platform, they may request a copy of their personnel file from Human Resources.
- F. A unit member's file shall be open to inspection by only those people whose official responsibilities require such inspection.

12.7 Summer Professional Learning

Each summer, circumstances permitting, a limited number of administrators and supervisors may enroll in a program of study approved by the Superintendent or a designee that closely parallels system-wide goals for the professional development of staff.

Time away from one's assignment, excluding annual leave, may not exceed ten (10) days.

ARTICLE 13

SEPARATION & TRANSITION

13.1 Employment Severance Expectations

A. Notice of Resignation or Retirement

1. Unit members who intend to resign or retire are expected to submit an electronic employment severance form with a minimum of thirty (30) calendar days' notice. Additionally, members are responsible for ensuring that all priority assignments are completed prior to their departure.
2. Failure to provide adequate notice or fulfill required responsibilities may result in an unfavorable employment reference. Any exceptions to these expectations must be approved by the Superintendent.

B. Retirement Incentive – Five-Month Advance Notice

Unit members who provide written notice to the Human Resources Department of their intent to retire at least five (5) months prior to their effective retirement date shall receive a one-time salary adjustment of \$3,000.

C. Retirement Incentive – Three-Month Advance Notice

Unit members who provide written notice to the Human Resources Department of their intent to retire at least three (3) months prior to their effective retirement date shall receive a one-time salary adjustment of \$1,500.

13.2 Retirement Terminal Pay

A. Sick Leave Payout – Less Than 10 Years of Service

Upon retirement or in the event of death, unit members with fewer than ten (10) years of service with WCPS shall receive payment for all unused sick leave at a rate of \$50.00 per day.

B. Sick Leave Payout – 10 or More Years of Service

Upon retirement or in the event of death, unit members with ten (10) or more years of service with WCPS shall receive payment for all unused sick leave at a rate of 35% of their final per diem rate, but not less than \$50.00 per day.

C. Conversion of Unused Personal Leave

At the time of retirement or in the event of death, any unused personal leave days shall be converted to sick leave and included in the total for terminal pay purposes.

ARTICLE 14

GENERAL PROVISIONS

A. Distribution of the Agreement

A limited number of printed copies of this Negotiated Agreement shall be produced at the Board's expense and provided annually to the Association. In addition, a printed copy shall be provided to all newly hired unit members. The most current version of the agreement will be available on the WCPS website and updated as necessary through mutual agreement of both parties.

B. Agreement as Board Policy

This Negotiated Agreement constitutes official Board policy for its duration. The Board will carry out the commitments contained herein and give them full force and effect as Board policy. The Board will amend its written policies and take other such action as may be necessary to give full force and effect to the provisions of this Negotiated Agreement.

C. Non-Discrimination

The Board is an equal opportunity employer and does not discriminate in matters affecting employment or in the providing of services, programs, or activities in compliance with all federal and state anti-discrimination laws. In addition, the Board does not discriminate on the basis of size.

D. Severability

If any part of this Agreement, or the application thereof, is found to be invalid, unlawful, or unenforceable by a court of competent jurisdiction or by legislative or regulatory action, such provision shall be deemed severed from this Agreement. The remainder of the Agreement, or the application of such provision to unit members other than those for whom it is held invalid or unlawful, shall not be affected and shall remain in full force and effect.

In the event that a provision is rendered invalid, unlawful, or unenforceable, the parties shall meet within fifteen (15) days or in an agreed-upon time period to negotiate a replacement provision that complies with the law while preserving the original intent to the extent possible. An alternate timeline may be mutually agreed to in writing by both parties.

ARTICLE 15

DURATION AND SCOPE OF NEGOTIATIONS

This article establishes the duration of the Negotiated Agreement and the schedule for negotiations in subsequent fiscal years.

The provisions of this Agreement shall be effective July 1, 2025, and remain in effect through June 30, 2029.

During the term of this Agreement, the following articles shall be subject to negotiation for the subsequent fiscal year:

- a. 2025/2026 (FY27) - Salary
- b. 2026/2027 (FY28) - Salary and one (1) sub-article from each team
- c. 2027/2028 (FY29) - Salary and two (2) sub-articles from each team
- d. 2028/2029 (FY30) - Salary and full contract

Additional sub-articles beyond what is listed may be opened for negotiation as required by the Blueprint for Maryland's Future, other state or federal legislation, or by mutual agreement of the parties.



IN WITNESS WHEREOF, this Negotiated Agreement between the Washington County Association of Supervisors and Administrators and the Board of Education of Washington County is executed on this 20th day of January, 2026.

**FOR THE
BOARD OF EDUCATION
OF WASHINGTON COUNTY**

A blue ink signature of Darrell Evans, consisting of stylized, flowing letters.

Darrell Evans
Board President

**FOR THE
WASHINGTON COUNTY
ASSOCIATION OF SUPERVISORS AND
ADMINISTRATORS**

A blue ink signature of Rachel Kane-Kirkpatrick, written in a cursive style.

Rachel Kane-Kirkpatrick, Ed.D.
WCASA President

A blue ink signature of David T. Sovine, written in a cursive style.

David T. Sovine, Ed.D.
Superintendent



**Memorandum of Understanding
between
the Board of Education of Washington County
and
the Washington County Association of Supervisors and Administrators**

This Memorandum of Understanding is entered into on this 16th day of June, 2026, by and between the Board of Education of Washington County and the Washington County Association of Supervisors and Administrators.

WHEREAS, the Board of Education of Washington County recognizes and values the extraordinary dedication, leadership, and service provided by administrators and supervisors in support of the school community; and

WHEREAS, administrators and supervisors consistently devote extensive time, effort, and expertise to ensure the success, safety, and well-being of students, staff, and families while advancing the mission and goals of Washington County Public Schools; and

WHEREAS, the parties desire to formally recognize these contributions through enhancements to leave and retirement benefits as set forth in the Tentative Agreement signed by the parties on May 21, 2026, which is incorporated herein by reference;

NOW, THEREFORE, the parties agree to the following amendments and enhancements to the Negotiated Agreement dated July 1, 2025, through June 30, 2029:

Term of Agreement

This Memorandum of Understanding shall be effective from July 1, 2026, through June 30, 2029. Unless otherwise modified by mutual written agreement of the parties, all provisions contained herein shall expire on June 30, 2029.

Effective July 1, 2026

Sick Leave Cash-Out Increase

To enhance Article 8.2.D., Conversion of Sick Leave Days:

- Unit members with at least ten (10) years of service who also meet the perfect attendance criteria set forth in Article 8.2.D.1 may cash out one (1) additional sick leave day annually.
- This enhancement increases the maximum annual sick leave cash-out from nine (9) days to ten (10) days.

Additional Personal Leave Days

To enhance Article 8.3.A., Personal Leave:

- All unit members shall receive two (2) additional personal leave days each fiscal year.
- These additional days formally recognize the extensive hours, heavy workloads, and relentless efforts of administrators and supervisors in supporting WCPS operations and instruction.
- These days are strictly "use-or-lose" and shall not carry over to the next fiscal year.
- The days must be used during the fiscal year in which they are granted.



Effective for Retirements on or After July 1, 2027

"Rule of 85" WCPS Retiree Health Care Benefits Enhancement

To recognize and reward sustained service in administrative and supervisory positions, unit members who retire under the Rule of 85 (years of service plus age at retirement) shall receive additional service credit for purposes of retiree health care benefits. Additional service points shall be awarded based on the unit member's completed years of service in Unit II positions at the time of retirement, as follows:

- Ten (10) or more years of Unit II service: One (1) additional service point
- Fifteen (15) or more years of Unit II service: Two (2) additional service points
- Twenty (20) or more years of Unit II service: Four (4) additional service points

Additional service points awarded under this provision shall be applied solely to determine eligibility for, and contributions to, WCPS retiree health care benefits.

Except as expressly modified herein, all other terms and conditions of the Negotiated Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, this amendment to the Negotiated Agreement between the Washington County Association of Supervisors and Administrators and the Board of Education of Washington County was made on this 16th day of June, 2026.

FOR THE
BOARD OF EDUCATION
OF WASHINGTON COUNTY



Darrell Evans
Board President

FOR THE
WASHINGTON COUNTY
ASSOCIATION OF SUPERVISORS AND
ADMINISTRATORS



Rachel Kane-Kirkpatrick, Ed.D.
WCASA President



Gary Willow, Ed.D.
Deputy Superintendent

FY27 NEGOTIATED – 12 MONTH – ADMINISTRATORS & SUPERVISORS SCALE (1,950.00 ANNUAL HOURS)

Step	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	CAT 8	CAT 9	CAT 10	CAT 11	CAT 12	CAT 13	CAT 14	CAT 15
1	\$70,056	\$78,493	\$81,612	\$84,900	\$88,283	\$91,812	\$95,487	\$99,306	\$103,271	\$107,401	\$111,697	\$115,672	\$122,613	\$129,549	\$145,044
2	\$71,807	\$80,455	\$83,652	\$87,023	\$90,490	\$94,107	\$97,874	\$101,789	\$105,853	\$110,086	\$114,489	\$118,564	\$125,678	\$132,788	\$148,670
3	\$73,602	\$82,466	\$85,743	\$89,199	\$92,752	\$96,460	\$100,321	\$104,334	\$108,499	\$112,838	\$117,351	\$121,528	\$128,820	\$136,108	\$152,387
4	\$75,442	\$84,528	\$87,887	\$91,429	\$95,071	\$98,872	\$102,829	\$106,942	\$111,211	\$115,659	\$120,285	\$124,566	\$132,041	\$139,511	\$156,197
5	\$77,328	\$86,641	\$90,084	\$93,715	\$97,448	\$101,344	\$105,400	\$109,616	\$113,991	\$118,550	\$123,292	\$127,680	\$135,342	\$142,999	\$160,102
6	\$79,261	\$88,807	\$92,336	\$96,058	\$99,884	\$103,878	\$108,035	\$112,356	\$116,841	\$121,514	\$126,374	\$130,872	\$138,726	\$146,574	\$164,105
7	\$81,243	\$91,027	\$94,644	\$98,459	\$102,381	\$106,475	\$110,736	\$115,165	\$119,762	\$124,552	\$129,533	\$134,144	\$142,194	\$150,238	\$168,208
8	\$83,274	\$93,303	\$97,010	\$100,920	\$104,941	\$109,137	\$113,504	\$118,044	\$122,756	\$127,666	\$132,771	\$137,498	\$145,749	\$153,994	\$172,413
9	\$85,356	\$95,636	\$99,435	\$103,443	\$107,565	\$111,865	\$116,342	\$120,995	\$125,825	\$130,858	\$136,090	\$140,935	\$149,393	\$157,844	\$176,723
10	\$87,490	\$98,027	\$101,921	\$106,029	\$110,254	\$114,662	\$119,251	\$124,020	\$128,971	\$134,129	\$139,492	\$144,458	\$153,128	\$161,790	\$181,141
11	\$89,677	\$100,478	\$104,469	\$108,680	\$113,010	\$117,529	\$122,232	\$127,121	\$132,195	\$137,482	\$142,979	\$148,069	\$156,956	\$165,835	\$185,670
12	\$91,919	\$102,990	\$107,081	\$111,397	\$115,835	\$120,467	\$125,288	\$130,299	\$135,500	\$140,919	\$146,553	\$151,771	\$160,880	\$169,981	\$190,312
13	\$94,217	\$105,565	\$109,758	\$114,182	\$118,731	\$123,479	\$128,420	\$133,556	\$138,888	\$144,442	\$150,217	\$155,565	\$164,902	\$174,231	\$195,070
14	\$96,572	\$108,204	\$112,502	\$117,037	\$121,699	\$126,566	\$131,631	\$136,895	\$142,360	\$148,053	\$153,972	\$159,454	\$169,025	\$178,587	\$199,947
15	\$98,986	\$110,909	\$115,315	\$119,963	\$124,741	\$129,730	\$134,922	\$140,317	\$145,919	\$151,754	\$157,821	\$163,440	\$173,251	\$183,052	\$204,946
16	\$101,461	\$113,682	\$118,198	\$122,962	\$127,860	\$132,973	\$138,295	\$143,825	\$149,567	\$155,548	\$161,767	\$167,526	\$177,582	\$187,628	\$210,070
17	\$103,998	\$116,524	\$121,153	\$126,036	\$131,057	\$136,297	\$141,752	\$147,421	\$153,306	\$159,437	\$165,811	\$171,714	\$182,022	\$192,319	\$215,322
18	\$106,598	\$119,437	\$124,182	\$129,187	\$134,333	\$139,704	\$145,296	\$151,107	\$157,139	\$163,423	\$169,956	\$176,007	\$186,573	\$197,127	\$220,705
19	\$109,263	\$122,423	\$127,287	\$132,417	\$137,691	\$143,197	\$148,928	\$154,885	\$161,067	\$167,509	\$174,205	\$180,407	\$191,237	\$202,055	\$226,223
20	\$111,995	\$125,484	\$130,469	\$135,727	\$141,133	\$146,777	\$152,651	\$158,757	\$165,094	\$171,697	\$178,560	\$184,917	\$196,018	\$207,106	\$231,879

FY27 NEGOTIATED – 11 MONTH – ADMINISTRATORS & SUPERVISORS SCALE (1,785.00 ANNUAL HOURS)

Step	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	CAT 8	CAT 9	CAT 10	CAT 11	CAT 12	CAT 13	CAT 14	CAT 15
1	\$64,128	\$71,851	\$74,706	\$77,716	\$80,813	\$84,043	\$87,407	\$90,903	\$94,533	\$98,313	\$102,246	\$105,884	\$112,238	\$118,587	\$132,771
2	\$65,731	\$73,647	\$76,574	\$79,660	\$82,833	\$86,144	\$89,592	\$93,176	\$96,896	\$100,771	\$104,801	\$108,532	\$115,044	\$121,552	\$136,090
3	\$67,374	\$75,488	\$78,488	\$81,651	\$84,904	\$88,298	\$91,832	\$95,506	\$99,318	\$103,290	\$107,421	\$111,245	\$117,920	\$124,591	\$139,493
4	\$69,058	\$77,376	\$80,450	\$83,693	\$87,027	\$90,506	\$94,128	\$97,893	\$101,801	\$105,872	\$110,107	\$114,026	\$120,868	\$127,706	\$142,980
5	\$70,785	\$79,310	\$82,462	\$85,785	\$89,202	\$92,769	\$96,482	\$100,341	\$104,346	\$108,519	\$112,860	\$116,876	\$123,890	\$130,899	\$146,555
6	\$72,554	\$81,293	\$84,523	\$87,930	\$91,432	\$95,088	\$98,894	\$102,849	\$106,954	\$111,232	\$115,681	\$119,798	\$126,988	\$134,172	\$150,219
7	\$74,369	\$83,325	\$86,636	\$90,128	\$93,718	\$97,466	\$101,366	\$105,420	\$109,628	\$114,013	\$118,573	\$122,793	\$130,162	\$137,526	\$153,975
8	\$76,228	\$85,408	\$88,801	\$92,381	\$96,061	\$99,902	\$103,900	\$108,056	\$112,369	\$116,863	\$121,537	\$125,864	\$133,416	\$140,964	\$157,824
9	\$78,134	\$87,544	\$91,021	\$94,690	\$98,463	\$102,400	\$106,498	\$110,757	\$115,178	\$119,785	\$124,575	\$129,010	\$136,752	\$144,488	\$161,770
10	\$80,087	\$89,732	\$93,297	\$97,057	\$100,925	\$104,960	\$109,161	\$113,526	\$118,058	\$122,780	\$127,689	\$132,235	\$140,171	\$148,100	\$165,814
11	\$82,089	\$91,976	\$95,629	\$99,484	\$103,448	\$107,584	\$111,889	\$116,365	\$121,009	\$125,849	\$130,881	\$135,540	\$143,675	\$151,803	\$169,959
12	\$84,141	\$94,275	\$98,020	\$101,971	\$106,034	\$110,274	\$114,687	\$119,274	\$124,035	\$128,995	\$134,152	\$138,929	\$147,267	\$155,598	\$174,209
13	\$86,245	\$96,633	\$100,471	\$104,520	\$108,685	\$113,031	\$117,554	\$122,255	\$127,136	\$132,220	\$137,506	\$142,402	\$150,949	\$159,488	\$178,564
14	\$88,401	\$99,048	\$102,983	\$107,134	\$111,401	\$115,857	\$120,493	\$125,312	\$130,314	\$135,525	\$140,944	\$145,962	\$154,723	\$163,476	\$183,028
15	\$90,610	\$101,524	\$105,558	\$109,812	\$114,186	\$118,753	\$123,506	\$128,444	\$133,572	\$138,913	\$144,467	\$149,610	\$158,591	\$167,563	\$187,604
16	\$92,876	\$104,063	\$108,197	\$112,558	\$117,041	\$121,721	\$126,593	\$131,655	\$136,911	\$142,386	\$148,079	\$153,351	\$162,556	\$171,752	\$192,295
17	\$95,198	\$106,664	\$110,902	\$115,371	\$119,968	\$124,764	\$129,758	\$134,947	\$140,334	\$145,946	\$151,781	\$157,184	\$166,620	\$176,046	\$197,102
18	\$97,578	\$109,331	\$113,674	\$118,256	\$122,966	\$127,883	\$133,002	\$138,321	\$143,843	\$149,595	\$155,575	\$161,114	\$170,786	\$180,447	\$202,030
19	\$100,018	\$112,064	\$116,517	\$121,212	\$126,040	\$131,080	\$136,326	\$141,779	\$147,438	\$153,335	\$159,465	\$165,142	\$175,055	\$184,958	\$207,081
20	\$102,519	\$114,866	\$119,429	\$124,242	\$129,191	\$134,357	\$139,734	\$145,324	\$151,125	\$157,169	\$163,451	\$169,270	\$179,432	\$189,582	\$212,258

FY27 NEGOTIATED – 10 MONTH – ADMINISTRATORS & SUPERVISORS SCALE (1,627.50 ANNUAL HOURS)

Step	CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	CAT 8	CAT 9	CAT 10	CAT 11	CAT 12	CAT 13	CAT 14	CAT 15
1	\$58,470	\$65,511	\$68,115	\$70,859	\$73,682	\$76,628	\$79,695	\$82,882	\$86,192	\$89,639	\$93,224	\$96,542	\$102,335	\$108,124	\$121,056
2	\$59,931	\$67,149	\$69,817	\$72,631	\$75,524	\$78,543	\$81,687	\$84,955	\$88,347	\$91,879	\$95,554	\$98,955	\$104,893	\$110,827	\$124,082
3	\$61,429	\$68,827	\$71,562	\$74,447	\$77,412	\$80,507	\$83,729	\$87,079	\$90,555	\$94,176	\$97,943	\$101,429	\$107,515	\$113,598	\$127,185
4	\$62,965	\$70,548	\$73,352	\$76,308	\$79,348	\$82,520	\$85,823	\$89,255	\$92,818	\$96,531	\$100,392	\$103,965	\$110,203	\$116,438	\$130,364
5	\$64,539	\$72,312	\$75,185	\$78,216	\$81,332	\$84,583	\$87,968	\$91,487	\$95,139	\$98,944	\$102,901	\$106,564	\$112,959	\$119,349	\$133,624
6	\$66,152	\$74,120	\$77,065	\$80,171	\$83,365	\$86,698	\$90,168	\$93,774	\$97,517	\$101,417	\$105,474	\$109,228	\$115,783	\$122,333	\$136,965
7	\$67,807	\$75,973	\$78,991	\$82,175	\$85,449	\$88,866	\$92,422	\$96,118	\$99,955	\$103,953	\$108,110	\$111,959	\$118,677	\$125,391	\$140,389
8	\$69,502	\$77,872	\$80,966	\$84,229	\$87,585	\$91,087	\$94,732	\$98,521	\$102,454	\$106,552	\$110,813	\$114,758	\$121,644	\$128,526	\$143,899
9	\$71,239	\$79,819	\$82,990	\$86,335	\$89,775	\$93,364	\$97,101	\$100,984	\$105,015	\$109,216	\$113,583	\$117,627	\$124,686	\$131,739	\$147,496
10	\$73,021	\$81,815	\$85,065	\$88,493	\$92,020	\$95,699	\$99,529	\$103,509	\$107,641	\$111,946	\$116,422	\$120,567	\$127,803	\$135,032	\$151,183
11	\$74,846	\$83,860	\$87,191	\$90,706	\$94,320	\$98,092	\$102,017	\$106,097	\$110,332	\$114,745	\$119,332	\$123,581	\$130,998	\$138,408	\$154,963
12	\$76,717	\$85,957	\$89,371	\$92,974	\$96,678	\$100,544	\$104,567	\$108,750	\$113,090	\$117,613	\$122,315	\$126,670	\$134,273	\$141,869	\$158,837
13	\$78,635	\$88,106	\$91,606	\$95,298	\$99,095	\$103,057	\$107,181	\$111,468	\$115,918	\$120,554	\$125,373	\$129,837	\$137,630	\$145,416	\$162,808
14	\$80,600	\$90,309	\$93,896	\$97,681	\$101,572	\$105,634	\$109,861	\$114,255	\$118,816	\$123,567	\$128,507	\$133,083	\$141,071	\$149,051	\$166,879
15	\$82,615	\$92,566	\$96,244	\$100,123	\$104,111	\$108,275	\$112,608	\$117,111	\$121,786	\$126,656	\$131,720	\$136,410	\$144,598	\$152,778	\$171,051
16	\$84,681	\$94,881	\$98,650	\$102,626	\$106,714	\$110,981	\$115,423	\$120,039	\$124,831	\$129,823	\$135,013	\$139,820	\$148,213	\$156,597	\$175,328
17	\$86,798	\$97,253	\$101,116	\$105,192	\$109,382	\$113,756	\$118,308	\$123,040	\$127,952	\$133,069	\$138,388	\$143,315	\$151,918	\$160,512	\$179,711
18	\$88,968	\$99,684	\$103,644	\$107,821	\$112,116	\$116,599	\$121,266	\$126,116	\$131,151	\$136,395	\$141,848	\$146,898	\$155,717	\$164,525	\$184,204
19	\$91,193	\$102,176	\$106,236	\$110,517	\$114,919	\$119,514	\$124,298	\$129,269	\$134,429	\$139,806	\$145,394	\$150,570	\$159,609	\$168,638	\$188,809
20	\$93,473	\$104,731	\$108,891	\$113,280	\$117,792	\$122,502	\$127,405	\$132,501	\$137,790	\$143,301	\$149,029	\$154,335	\$163,600	\$172,854	\$193,530

CULTIVATING
LEARNING
COMMUNITIES THAT
spark **CURIOSITY**
ignite **CREATIVITY**
& inspire **SUCCESS**