

This e-mail message has been approved for distribution by Dr. Andrew M. Zuckerman, chief operating officer. No hard copy will be provided.


**INFORMATION**

Office of the Chief Operating Officer  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

June 29, 2017

MEMORANDUM

To: All Principals and Directors

From: Andrew M. Zuckerman, Chief Operating Officer 

Subject: INFORMATION—Update on Changes to the Negotiated Agreements

**Summary**

This memorandum and attachments provide an update on the changes to the negotiated agreements between Montgomery County Public Schools (MCPS) and our three employee unions—the Montgomery County Association of Administrators and Principals (MCAAP), the Montgomery County Education Association (MCEA), and the Service Employees International Union (SEIU) Local 500. The noteworthy enhancements across the negotiated agreements reflect important advances in our ongoing efforts to strengthen employee compensation; reduce our overall cost for medical benefits while concurrently strengthening services; enhance the coordination and planning among school administrators, leadership, department, and grade-level teams; and improve our supports for staff learning. Across all three negotiated agreements, the following summarizes key highlights that are applicable to all unit members:

- General wage adjustment (GWA) of 1.0 percent
- Step increases for eligible employees
- Benefit Plan changes effective January 1, 2018:
  - Reduction in number of available plans
  - Small increases in co-pays
  - Smoker surcharge increases from 3 percent to 25 percent, January 1, 2018
  - New disease management benefit for high cholesterol and hypertension
  - Elimination of Board of Education match for medical flexible spending accounts reimbursement
  - Dental plan coverage of dental implants
  - No change in premium shares for employees and MCPS
- Family Crisis Leave Bank available by January 1, 2018
- Recognition of School Triad Teams in schools
- Establishment of a Joint Professional Learning Committee to address adult learning

Please note that we are finalizing plans to provide a series of trainings on each of the contracts and supports for effectively implementing and administering each of the contracts. To date, these plans include scheduling a webinar and drop-in sessions in July and August 2017, along with just-in-time administrative team support that is available upon request. In addition, we plan to provide face-to-face follow-up training on various aspects of the contracts at the first Central Services Meeting with principals that is scheduled for October 24, 2017. More specific information regarding the scheduling options for these professional learning opportunities will be provided shortly. You are invited to review and share the attached information that summarizes the changes in the negotiated agreements.

Finally, by July 7, 2017, we will share instructions for time reporting related to approved, alternative work pre-service schedules, as well as the process and timing for when eligible staff may request compensation for moving work locations, which is a new condition in the MCEA contract.

Please review the attached documents outlining the changes to specific areas of each negotiated agreement. You have the opportunity to review the entire negotiated agreement by clicking on the appropriate icon, or you can drill down to specific areas of interest.

#### **Questions**

- Please direct any questions to me at 301-279-3627 or Mr. Sherwin A. Collette, associate superintendent, Office of Employee Engagement and Labor Relations, at 240-453-2476 or via e-mail.

AMZ:sjk

#### **Attachments**

#### **Copy to:**

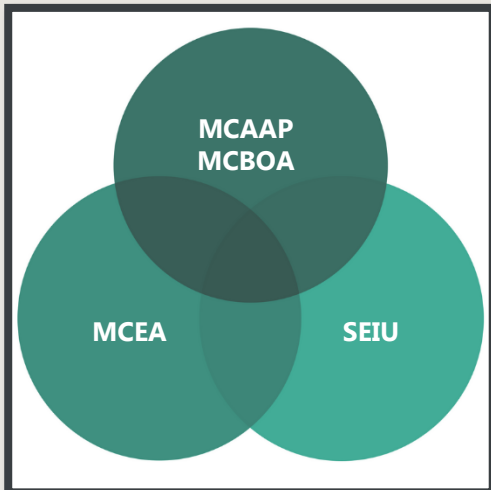
Executive Staff  
Mrs. Cuttitta  
Mr. Koutsos  
Mr. Lloyd

# Negotiated Agreements

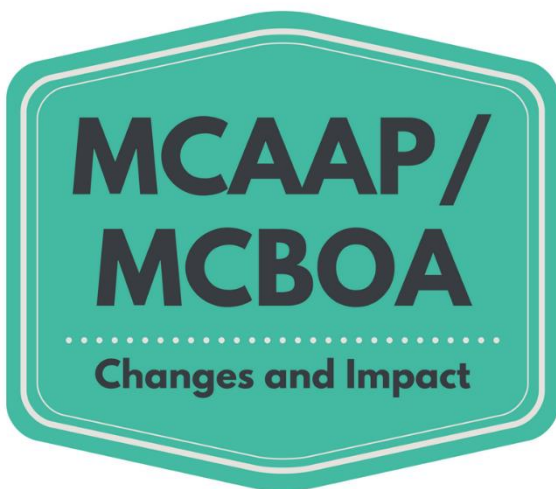
## Association Impacts

### Negotiated agreement changes across all three bargaining units

#### Summary of changes across the negotiated agreements for all three unions include:



- ✓ General wage adjustment (GWA) of 1.0%
- ✓ Step increases for eligible employees
- ✓ Benefit Plan changes effective January 1, 2018:
  - Reduction in number of available plans
  - Small increases in co-pays
  - Smoker surcharge increases from 3% to 25%
  - New disease management benefit for high cholesterol and hypertension
  - Elimination of BOE match for medical flexible spending accounts reimbursement
  - Dental plan coverage of dental implants
  - No change in premium shares for employees and MCPS
- ✓ Family Crisis Leave Bank available by January 1, 2018
- ✓ Recognition of School Triad Teams in schools
- ✓ Establishment of a Joint Professional Learning Committee to address adult learning



- ✓ Added expectation that appropriate supports, including, but not limited to, a mentor, coach, related cohort group and/or orientation program are provided for as administrators and supervisors transition into or are hired into new roles in central office.
- ✓ New language related to completion of professional responsibilities off-site.
- ✓ Revised language on vacancies and transfers and reclassification process.
- ✓ Addition of MCPS-MCAAP Work Life Expectations document as Appendix to Agreement (Appendix B).
- ✓ MCPS and MCAAP will work together to identify efficiencies on scheduling meetings.
- ✓ Revised language permitting unit members to work off-site without use of leave.
- ✓ Added a fourth longevity for completion of 20 years as an MCPS administrator.
- ✓ Increased or revised supplements—single administrator, Title I administrators including assistant principals.
- ✓ Added FARMS school supplement across all levels.
- ✓ Expanded "schools under construction" stipend.
- ✓ Included a stipend for administrator participants on the Teacher & Supporting Services PAR panels.
- ✓ Language protecting members when in hostile or harassing situations.

# Negotiated Agreements

## Association Impacts



### COLLABORATION

- ✓ Build leadership capacity of all team members and distribute leadership across the school leadership team—ensure meeting roles frequently rotate; leadership team develops a process for collaboratively developing agendas.
- ✓ School leadership teams should be engaged in the planning, creation, and evaluation of central holding or dismissal plans.
- ✓ Revised language that establishes the expectation that the parameters and process for how grade-level teams, departments, and committees function are to be developed collaboratively with school leadership teams.
- ✓ Elected unit members will be included on required school-based teams of schools identified for Comprehensive or Targeted Support and Improvement.
- ✓ Revised language in School Discipline Policies to incorporate the provisions of the Student Code of Conduct and restorative practices.

### TIME

- ✓ Time allowed for monthly meetings beyond the normal work day is reduced to 2.5 hours.
- ✓ Part-time teachers are not required to attend meetings on their non-work day, nor meetings scheduled to begin more than one hour before their duty day or more than one hour after their duty day.
- ✓ The table of work week and planning time allocations for part-time teachers is now included in the contract unchanged.
- ✓ If possible, during pre-service days, an effort will be made to provide an additional half-day for special education teachers for preparation for caseload.
- ✓ Unit members may be assigned certain duties to support to the Maryland Meals for Achievement (MMFA) program.
- ✓ New language regarding 12-month unit members use of professional judgment to occasionally attend to personal business.
- ✓ Two days of paid child birth leave for hospital stay to a unit member giving birth to a child during the employee's work year.

### GRIEVANCES

- ✓ To ensure consistency, the Association will be notified and/or provided the right to be present any time an adjustment is made as a result of the informal level discussion in the grievance procedure.
- ✓ A grievant must be represented by MCEA at all formal levels of the grievance procedure.

### WORKING CONDITIONS

- ✓ Any change to a student's behavior management plan will be communicated to all impacted teachers.
- ✓ Unit members will be provided with a quiet, and when needed, private work area for planning and related duties.
- ✓ Notice and assistance will be provided when a unit member must move between classrooms and/or work locations.
- ✓ Unit members cannot be required to spend personal funds for classroom materials or supplies.
- ✓ Elementary school leadership teams should be engaged in the planning, creation, and evaluation of central holding or dismissal plans; the goal of the plan is to minimize the impact on teacher planning time and the plan will be shared with all staff no later than the last day of pre-service week.
- ✓ Teachers will not be required to provide more than one week of daily lesson plans for scheduled long-term leave.
- ✓ A substitute may be hired for days on which an elementary school media specialist provides regularly scheduled instruction.
- ✓ Classroom teachers (.5 FTE and above) whose full assignments are changed from one or more work locations to one or more other work locations are eligible for up to six (6) hours of compensation at the Tier 2 rate of pay for moving.
- ✓ During their assignments, substitute teachers will be provided access to the classroom, lounge, teachers' workrooms, restrooms, and through interior hallway gates.

# Negotiated Agreements

## Association Impacts



- ✓ Elected SEIU representative (ESR) stipend increases to \$1,500.
- ✓ Principal notifies the President of SEIU Local 500 if no ESR is elected or position becomes vacant.
- ✓ ESR permitted to convene a meeting during regular work hours each semester (up to one hour) for unit members.
- ✓ Paraeducator compensation for class coverage increases to \$9 per hour and begins with one hour or one class of at least 45 minutes.
- ✓ Up to 4 hours annually of Leave for Career Development added.
- ✓ Option for school plant operations and maintenance employees to seek approval to work 4 ten-hour day shifts during the summer.
- ✓ The maximum number of HR referrals for interview candidates for OQ positions is reduced from 10 to 7.

- ✓ Salary schedule revised to reflect a minimum wage of \$15 per hour.
- ✓ During inclement weather, when a building services worker is the only assigned on site and he/she believes there are exigent circumstances creating risk, the building services manager will contact the area school plant operations supervisor to review the situation and determine what resources are available to provide support.
- ✓ Tier 2 paid training opportunities for 10-month employees increased from 4 hours to 8 hours.
- ✓ Access to Student Debt Relief Fund beginning January 1, 2018.
- ✓ ParaPro exam fees eligible for reimbursement with a passing score.
- ✓ Training on Workplace Bullying Policy and Regulation is mandatory.
- ✓ Access to Emergency Childcare Fund beginning January 1, 2018.



Have questions?

**Mr. Sherwin Collette**  
**Associate Superintendent**  
Office of Employee Engagement and  
Labor Relations

Phone: 240-453-2476

Email: [contractquestions@mcpsmd.org](mailto:contractquestions@mcpsmd.org)

[Sherwin\\_Collette@mcpsmd.org](mailto:Sherwin_Collette@mcpsmd.org)