

Approved: 11/14/2025

NEGOTIATED AGREEMENT

between

The Board of Education of Dorchester County

and

The Dorchester Educators-Education Support Personnel

Unit I

for

**SCHOOL YEAR
2025-2026**

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

Table of Contents

ARTICLE 1 – RECOGNITION	3
ARTICLE 2 - SCHOOL BOARD AUTHORITY	4
ARTICLE 3 - ASSOCIATION RIGHTS	4
ARTICLE 4 - EMPLOYEE RIGHTS.....	6
ARTICLE 5 - WORKING HOURS AND CONDITIONS	7
ARTICLE 6 - VACANCIES, TRANSFERS, AND PROMOTIONS.....	11
ARTICLE 7 - REDUCTIONS IN FORCE.....	12
ARTICLE 8 - LEAVES.....	13
ARTICLE 9 - EVALUATION	17
ARTICLE 10 - FRINGE BENEFITS.....	18
ARTICLE 11 - SALARY	21
ARTICLE 12 - GRIEVANCE PROCEDURE	29
ARTICLE 13 - GENERAL PROVISIONS.....	30
ARTICLE 14 - DURATION.....	22
JOB TITLES AND CORESPONDING SCALE	34
SALARY SCALES.....	35

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

This Agreement, effective as of July 1, 2023, by and between the Board of Education of Dorchester County, hereinafter designated as the ‘Board,’ and the Dorchester Educators-Education Support Personnel (DE-ESP) Maryland State Education Association (MSEA)/National Education Association (NEA), hereinafter designated as ‘Association.’

**ARTICLE 1
RECOGNITION**

1.1 RECOGNITION

The Board recognizes the Association as the exclusive representative of all employees in the bargaining unit defined below, in accordance with Title 6, Subtitle 5, of the Education Article Annotated Code of Maryland for all matters related to wages, hours and other working conditions. The Board will notify the Association of any new bargaining unit positions.

1.2 NON-CERTIFICATED BARGAINING UNIT I

The bargaining unit shall include all non-certificated, non-supervisory full-time employees (employees in permanent positions who work 30 or more hours per week) of the Board, except those non-certificated employees excluded from the bargaining unit as managers, confidential employees, or employees in a negotiating capacity.

1.3 DEFINITIONS

Employee(s) - Unless otherwise indicated, the term "employee(s)" and "unit member" when used hereinafter shall refer to all employees represented by the Association in the bargaining unit, and reference to male(s) shall include female(s).

Full-time Employees - employees in permanent positions who work 30 or more hours per week.

Temporary Positions - a temporary position is one not continuous in nature which may be established by the Superintendent for a period not normally to exceed one (1) year in nature and it shall remain in existence only as long as the temporary work situation requires. Such positions may be abolished automatically with no prior notice to the temporary employee. Temporary employees are not eligible for employee benefits. Temporary employees are not parties to this Agreement.

Permanent Positions- A permanent position is one which has been established with the anticipation that it will be necessary to maintain the existence of such position indefinitely on a continuous year-round or school year basis.

1.4 MAINTENANCE OF STANDARDS

Any previously established practice, policy, rule, or regulation that is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

**ARTICLE 2
SCHOOL BOARD AUTHORITY**

Subject to the terms and conditions of this Agreement and to the provisions of the Public School Laws of Maryland, it shall be the exclusive function of the Board of Education and the Superintendent of Schools to determine the mission of the county public education system and to operate the affairs and direct the personnel of the system in all aspects, including but not limited to the standard of service to be offered, the efficiency of administration, the methods, means, and personnel by which such operations are to be conducted, the right to appoint, promote, transfer, assign, discipline, and terminate employees, and to take whatever action and issue rules, policies, procedures, and regulations necessary to carry out the mission of the county public education system for which they are responsible and which is entrusted to them.

**ARTICLE 3
ASSOCIATION RIGHTS**

3.1 NO REPRISALS

There will be no reprisals of any kind taken against any employee, by reason of his membership in the Association or participation in any of its activities.

3.2 BULLETIN BOARDS

The Board will provide one (1) bulletin board reserved for the Association in each school at a location mutually agreed upon for the purpose of displaying official notices, circulars and other such materials.

3.3 ASSOCIATION COMMUNICATIONS

The Association will have the right to place official notices and other Association related materials in members' mailboxes. The Association shall be permitted to utilize the school delivery system (pony) for the distribution of official Association notices, provided such distribution does not interfere with the distribution of the materials of the school system. Copies of all printed materials shall be given to the Principal and the Superintendent prior to distribution, but his approval will not be required.

The Board and Association agree to place in the Dorchester County Public Schools a hiring packet for all new unit members a membership application and letter prepared by the Association that welcomes the new employee and informs employee(s) that the Association is recognized as the exclusive negotiating representative for all unit members employed by the Board.

3.4 ASSOCIATION MEETINGS

The Association shall have the right to use school facilities for meetings, without cost, at reasonable times beyond the workday and upon meeting all appropriate application and utilization procedures.

3.5 ACCESS TO SCHOOLS

In order for the Association to properly administer its Agreement, Association officers or employees will have access to school buildings and all non-certificated full-time employees, provided that the exercise of this right will not interfere with the employees' work responsibilities.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

3.6 ASSOCIATION LEAVE

Association officers and/or representatives shall be permitted to draw upon a pool of ten (10) employee workdays for use in Association business without loss of pay per year. The Association shall submit for approval, in writing, to the Superintendent or designee a list of representatives requesting to attend meetings requiring release time. Such permission shall be requested at least five (5) working days prior to the date of the meeting. The Association shall reimburse the Board for all costs incurred for said leave including, but not limited to employee salary, cost of benefits, substitute pay, etc.

3.7 INFORMATION TO THE ASSOCIATION

The Board shall provide the Association, upon request, information reasonably necessary to represent employees in negotiations and grievances.

3.8 BOARD MEETINGS

The Association will be mailed a copy of Board meeting agendas prior to meetings. A copy of approved Board minutes will be mailed to the Association promptly following such meetings.

3.9 EMPLOYEE LISTS

The Board shall provide the Association with a list of all employees which shall include name, position, home address, worksite address, home and worksite telephone numbers, personal cell phone number and work email address. The Board shall provide the Association with the list every 90 days for each employee in the bargaining unit.

3.10 DUES DEDUCTIONS

The Board agrees to deduct dues as follows:

1. The Association will deliver to the Board, forms signed by the association members authorizing the Board to deduct from their salary their professional dues in the Dorchester Educators, the Maryland State Education Association, and the National Education Association.
2. Authorizations for payroll deductions shall be accepted throughout the school year. The deductions shall be made beginning with the salary check issued on or about September 15 of each year. For membership applications authorizing payroll deductions received after issuance of the initial paycheck, deductions will be made beginning with the current payroll dues deduction period.
3. The Association shall notify the Board each year by September 30 of employees whose authorization for dues deductions have been revoked, if not earlier.
4. The Association will give the Board thirty (30) days written notice prior to the effective date of any change in the rate of dues.
5. The Board agrees to promptly transmit such monies to the Association.
6. The Board agrees to deduct from unit member's salaries, contributions to the MSEA's Fund for Children and Public Education.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

3.11 EXCLUSIVITY

The rights and/or privileges granted to the Association in this agreement will not be granted to any other employee organization.

3.12 MSTA CONVENTION

The Board will provide release time, without loss of pay or benefits, for one (1) workday per designated employee per school year to attend the Annual Convention of the Maryland State Teachers Association. Except in case of emergency, no later than ten (10) working days prior to the date for which release time is being requested, the president of the local association shall certify, in writing to the Superintendent of Schools, the names of official delegates (with a maximum of one (1) delegate per fifty (50) actively employed DE members) and up to three (3) additional members whose attendance is required at the convention. No later than ten (10) working days after the convention, the president shall similarly certify the attendance of these delegates at the state convention.

**ARTICLE 4
EMPLOYEE RIGHTS**

4.1 DUE PROCESS

No employee will be subjected to discipline and/or discharge without just cause.

Progressive Discipline

Disciplinary action shall be related to the gravity of the offense, and the employee's record of any past offenses. Progressive discipline will consist of the following:

- (i) oral warning;
- (ii) written warning;
- (iii) reprimand;
- (iv) suspension;
- (v) dismissal.

4.2 PERSONAL LIFE

A unit member's personal life is not within the appropriate concern of the Board except to the extent that it may impair the member's effectiveness in the completion of assigned functions.

4.3 FREEDOM OF ASSOCIATION

The participation or non-participation in religious, political or Association activities of an employee conducted outside duty hours and off school property shall not be grounds for disciplinary action or for discrimination with respect to his employment.

4.4 PERSONNEL FILES

Individual personnel files located at the Board office shall be maintained in accordance with the following procedures:

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

- A. No unfavorable material related to a unit member's conduct, service, character, or personality will be placed in their personnel file without the unit member's knowledge. The unit member shall acknowledge his awareness of the material by affixing his signature to the material to be filed with the understanding that such signature does not necessarily indicate agreement with the contents thereof.
- B. The unit member shall have the right to answer any material in his personnel file and his answer shall be attached to the file copy.
- C. A unit member shall be permitted to examine his personnel file under the supervision of and by prior appointment with the Human Resources Manager. Only confidential references pertaining to original employment, promotion, or employment will be excluded from such view.

4.5 Administrative Leave

Any administrative leave of an employee shall be with pay unless said employee is incarcerated due to his/her own person life criminal misconduct. In such a situation, the incarcerated employee's suspension shall be without pay during the period of incarceration, in such a situation, if the employee returns to work the employee will receive back pay for all days suspended.

4.6 RIGHT TO REPRESENTATION

Whenever an employee is required to appear before a principal, department head, or the Superintendent for the purpose of discussing reduction of pay for disciplinary reasons, suspension, or dismissal, the supervisor will provide written notice of the meeting to the employee. The employee may have an Association representative present to observe the proceedings. All employees may have the right of Association representation at each step of the Dispute Resolution procedure. The notice provisions herein do not apply to situations where it is determined necessary to immediately remove the employee from the school environment pending further investigation.

4.7 CRITICISM OF EMPLOYEES

The Board of Education and the Association recognize the importance of a welcoming professional work environment and share responsibility for fostering a climate of mutual respect and collaborative decision-making. Classified employees, administrators, and supervisors will not communicate negative criticism toward each other in the presence of others unless there is a serious problem, which requires immediate corrective action or employee safety is in jeopardy. This shall not preclude more than one administrator/supervisor from participating in conferences.

**ARTICLE 5
WORKING HOURS AND CONDITIONS**

5.1 WORKWEEK

The workweek for employees shall be as follows:

- A. Technical support (excluding Network Administrator), custodial/ maintenance staff (excluding head custodians, Custodial Manager, and Maintenance Manager), bus drivers, and bus attendants: forty (40) hours;
- B. Educational specialists, food service specialist, instructional assistants, ten and twelve-month clerical staff: thirty-five to forty (35 to 40) hours; and
- C. Food service assistants: thirty to thirty-five (30 - 35) hours.

The hours worked are exclusive of the daily lunch period.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

5.2 WORK YEAR

The work year for employees shall be as follows plus paid holidays:

A. Technical Support	245 days
B. Custodial/Maintenance	245 days
C. Educational Specialists	182 days
D. Instructional Assistants	182 days
E. Nurses	187 days
F. Food Service Assistants	183 days
G. Ten-month Clerical	197 days
H. Twelve-month Clerical	245 days
I. Bus Drivers/Bus Attendants	180 days
J. Food Service Specialist	245 days
K. Food Service Area Manager	203 days

For the 2025-2026 SY all bargaining unit employees' dates will be reduced by three days utilizing the following half-days:

November 7, 2025
November 25, 2025
December 19, 2025
April 2, 2026
May 22, 2026
June 10, 2026 (or last day of school)

For the 2025-2026 SY Winter Break – 12-month employees shall have the following dates recognized as paid holiday dates: December 22, 23, 29, 30, 2025, and January 2, 2026.

Effective School Year 2025-2026

Community School Liaisons shall be reduced from 12 months (245 workdays) to 11 months (224 workdays)

Career Coaches shall be reduced from 12 months (245 workdays) to 11 months (224 workdays)

Athletics Trainers shall be reduced from 12 months (245 workdays) to 11 months (224 workdays)

5.3 HAZARDOUS WORK CONDITIONS

The Board agrees that it shall make every effort to maintain safe, sanitary, healthful working conditions and shall comply with related state and federal regulations. The Superintendent or his/her designee shall determine when a location is a health or safety hazard. Should an employee feel that a safety problem exists, he/she should report it immediately to his/her immediate supervisor. An inspection will be made as soon as possible. The employee involved shall be advised of the results of the inspection. The Board will continue to provide and maintain safety equipment and stress the importance of safe conditions.

5.4 REST PERIODS

Under normal work circumstances rest periods will be allowed. The determination of these rest periods will be at the discretion of the supervisor.

Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I

5.5 HOLIDAYS

It is the policy of the Board to designate and observe certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed.

- A. The schedule of holidays the Board will observe during each calendar year will be published by the Board in the School Calendar prior to the beginning of the year, or as otherwise approved by the Board.
- B. To receive holiday pay, an eligible employee must be at work, or on an authorized paid absence, on the days immediately preceding and following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, the Board reserves the right to verify the reason for the absence before approving holiday pay.
- C. Any employee required to report to work on a holiday shall be compensated at a rate of one and one half (1 ½) times number of hours worked.

5.6 SUBSTITUTES

- A. When an employee is absent his supervisor will determine if a substitute will be hired.
- B. Employees shall not be required to obtain or to secure substitute coverage for their duties when they are absent.
- C. Instructional assistants and other instructional support staff may be used as substitutes in the event of an emergency or if a substitute teacher cannot be obtained. As of July 1, 2020, in addition to the standard salary of the instructional support staff, an additional \$40 per day or \$20 per half day shall be paid to the employee for working as a substitute teacher.
- D. In the event that an employee is assigned the duty of substitute teacher for three (3) or more consecutive days, he/she will be paid his/her per diem salary or daily substitute rate, whichever is greater.
- E. An employee who is temporarily reassigned by the Superintendent or designee to fulfill the duties of an employee in a higher grade who is absent for five (5) or more consecutive workdays shall receive the higher rate of pay, retroactive to the first day of the assignment.

5.7 MILEAGE

- A. Employees who are required to use their automobiles for job-related business shall be reimbursed at the Board approved rate per mile.
- B. Employees assigned to more than one (1) school shall be reimbursed for mileage between schools at the Board approved rate per mile.

5.8 JOB DESCRIPTIONS

Employees shall, at the time of hire, be given a description of the specific duties they will be expected to perform.

5.9 TRANSPORTING STUDENTS

Educational support employees will not be required to transport students in their own vehicles.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

5.10 SAFETY EQUIPMENT AND SUPPLIES

Any safety equipment and supplies required to perform an employee's duties will be provided at no cost to the employee. The Board will furnish the necessary Personal Protective Equipment (PPE) that is required for employees, when the need to utilize PPE has been established. PPE will become the responsibility of the employee to maintain but shall remain the property of the Board.

5.11 UNIFORMS FOR MAINTENANCE STAFF

The Board will provide uniforms, at no cost, to maintenance, custodial, and food service staff members who are required to wear uniforms during their workday.

5.12 SCHOOL DELAYS AND CLOSINGS

Dorchester County Public Schools delays openings or closes early due to weather conditions that make it unsafe to transport students to and from school. The Board recognizes, in rare cases, roads and weather conditions may be so unsafe that it is necessary to close schools and offices. If an employee is concerned about driving conditions, they may be excused from work and should not feel they must report or remain at work if they believe coming in on time or delaying their departure would be unsafe.

All employees who report late or depart early, or are absent during their scheduled work time, due to weather conditions, will be able to make up the missed time, use accrued annual leave (if applicable), personal leave, or unpaid absence.

School Inclement Weather/Unexpected Delays:

10-Month/12-Month Employees – School-based and Central Office employees; (administrative, clerical, bus assistants, instructional assistants) on days when schools are delayed for students due to inclement weather or other circumstances, shall report to work on the same delayed schedule.

Food Services Employees – Will report to work at their regular time, unless otherwise directed by the Food Service Manager. These employees will be paid at a rate of time and one half (1 ½) in addition to their regular pay for the extra hours worked.

Maintenance and Operations Personnel and Other Emergency Staff (as determined by the Superintendent or designee) – These employees are expected to report on time at their normal time, unless directed to do otherwise by the Superintendent, immediate supervisor, or school administrator or designee. These employees will be paid at a rate of time and one half (1 ½) in addition to their regular pay for the extra hours worked.

Schools Closed and Central Office Closed – Twelve-month employees will not be required to report to work if the Central Office and school offices are closed in accordance with established procedures, with the exception of maintenance, custodians, and other emergency staff. If called in to work, these designated employees will be paid at a rate of time and one half (1½), in addition to their regular pay. These designated employees may be exempted (in advance) from emergency call-in. Otherwise, the designated employees are expected to report.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

When Schools are closed but Central Office and School Offices are open, 12-month essential employees are expected to report as normal unless otherwise directed by the Superintendent or his/her designee.

Early Dismissal: (School Closings) – On days that schools are dismissed early, school-based employees may be dismissed by the principal or his/her designee, in no case, earlier than fifteen (15) minutes following student dismissal or until all students have properly departed the building.

Under special circumstances all support employees may be required to report on time on such days at the direction of the Superintendent of Schools.

Severe Weather – In cases where there is a declared state of emergency, employees that are expected to report to work shall be paid at a rate of time and one half (1 1/2) in addition to their regular pay for the extra hours worked.

5.13 ASSIGNMENT

Employees should expect to continue in their present assignment from one year to the next unless otherwise notified by the Superintendent of his/her designee. The Board of Education provides an electronic method to access detailed information about an employee's position and benefits. The Board shall ensure electronic access is made available to all employees.

5.14 Home Visits

Employees shall not be required to report to Board employees' or students' homes for technology support, to prepare, install, repair equipment or software for utilization of Board platforms.

**ARTICLE 6
VACANCIES, TRANSFERS, AND PROMOTIONS**

6.1 VACANCIES, TRANSFERS, AND PROMOTIONS

- A. All new positions and vacancies in existing positions shall be posted at each building. The posting shall include a statement of the basic qualifications for the position as well as deadlines for application. The Superintendent shall determine when a vacancy exists. In filling vacancies, consideration shall be given first to current employees who have applied for the position. Unit members are invited to express this interest by submitting a letter of application. On the annual letter of intent form, the intention may also be expressed; however, that expression of interest shall not be construed to substitute for a letter of application.
- B. Summer Announcements - In addition to the posting required in section A above, such announcements will be mailed to the address of record, after the close of the school year, to ten (10) month employees who have requested same on or before the end of the school year in writing to the Human Resources Office.
- C. Voluntary Transfers – Unit members may indicate requests for a lateral transfer on the annual letter of intent form or in writing to the Human Resources Department. That request shall be valid for one year. Requests for transfers will only be accepted from non-probationary employees.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

- D. Involuntary Transfers – When it is necessary, in order to address the needs of the school system, to involuntarily transfer an employee to another location, there shall be a meeting between the employee and the appropriate supervisor and/or administrator to notify the employee of the transfer.
- E. Salary Assignment in a Promotion – The salary of an employee, who is reassigned to a higher position classification and is assuming new responsibilities, will be assigned based upon the appropriate salary scale and lane of the new position.

**ARTICLE 7
REDUCTIONS IN FORCE**

7.1 NOTICE

If it becomes necessary to separate an employee for reasons based on an involuntary termination plan that involves position(s) elimination or departmental elimination, he shall be notified no less than ten (10) working days in advance of the effective date.

7.2 LAYOFF PROCEDURE

This provision does not limit the Superintendent's authority to terminate an employee's employment. All probationary, part-time and temporary employees within the pay classification affected shall be laid off prior to the layoff of any employee with permanent full-time status. The Superintendent shall determine the order of lay-off and may consider the following factors in deciding such order: available funding, program structure, performance, seniority, training, experience and any other factor contributing to the best interest of the school system.

7.3 RECALL NOTICE

An employee on layoff shall be notified of recall by certified mail with return receipt to the last address on record. It shall be the responsibility of each laid-off employee to keep the Human Resources Office informed in writing of any change in address. An employee shall remain on the recall list for (6) months. Recalled employees shall be allowed three (3) workdays after being notified by Human Resources to accept the position offered and must be available to return to work within ten (10) work days after notice to report to work. If an employee has been recalled and rejects the offer of the position or fails to report to work in the prescribed time period, the employee shall be deemed to have waived his right to recall status.

7.4 SEPARATION PAY

At the time of layoff, an affected employee may choose to forfeit recall rights, in which case he shall be considered terminated and shall be paid a lump sum for any accrued and unused portion of annual leave, subject to all appropriate deductions.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

**ARTICLE 8
LEAVES**

8.1.1 SICK LEAVE

A. Definition - Paid sick leave is considered a protection against loss of salary when illness or injury temporarily prevents an employee from performing his job or is required to care for an ill or injured member of his immediate family, which includes spouse, parent, children, step-parents, and step-children. Sick leave is not a right which an employee may arbitrarily decide to use or not to use but shall be granted in the event of legitimate illness or injury as described below.

B. Subject to compliance with all policies concerning sick leave use, sick leave with pay shall be granted to all employees, provided they are eligible for sick leave when they are incapacitated for the performance of their duties by sickness or injury; or when the employee is placed in quarantine by certification of a physician. Sick leave shall not be granted for minor discomforts that do not incapacitate the employee from the performance of his or her assigned duties. The granting of sick leave is subject to the following requirements:

1. Notification by the employee or someone on employee's behalf, of absence due to illness or injury shall be given to their Supervisor as soon as possible, but in any event, prior to the commencement of working hours. If such notification is not made, the period of absence shall be

charged as leave without pay, and/or may be the basis for other disciplinary action as determined by the employee's Supervisor.

2. Sick leave shall be granted to Support Service Personnel for a period of absence in excess of three (3) consecutive workdays only after presentation of a statement by a physician certifying that the employee's condition prevented him or her from performing the duties of the position, or upon written authorization of the employee's Supervisor.

C. Accumulating Sick Leave

1. All regular employees are eligible to accrue sick leave. Twelve-month employees shall be granted sixteen (16) sick leave days per year. Eleven-month employees shall be granted fourteen (14) sick leave days per year. Ten-month employees shall be granted thirteen (13) sick leave days per year. All sick leave time shall be earned monthly on a pro-rata basis. Four (4) sick days per year may be used as personal leave.

2. Sick leave is construed to mean personal illness or illness in the Immediate Family. Sick leave may also include other absences such as medical, dental, or optical examinations or treatment impossible to schedule on non-duty days.

3. Unused sick leave shall be cumulative without limit. At the time of retirement, an employee may gain additional membership credit for certified unused sick leave if so provided in the

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

State Retirement and Pension System of Maryland. Employees who enter retirement after twenty (20) years of service in Dorchester County shall receive payment for unused sick leave days at the rate of \$ 30.00 per day. For those leaving during the year, their last year's sick leave days will be prorated.

4. Excessive or Questionable Use of Sick Leave - An Employee's Supervisor may review an employee's use of sick leave. If the Supervisor's review indicates that an employee's use of sick leave is excessive or questionable, the Supervisor shall submit a report to the Assistant Superintendent for Administration. An employee may be required to submit a medical certificate signed by a physician verifying incapacity to work due to illness for a period of one day or more if the employee's Supervisor feels that the employee is abusing his or her sick leave privilege. An employee using sick leave in violation of the above provisions is subject to such disciplinary action, including, but not limited to, disallowance of sick leave, suspension, or dismissal.
5. Limitations on Ability to Perform Duties - Employees who are unable to perform all the essential duties of their position shall not be permitted to return to work without the approval of their Supervisor, which approval or denial shall be based on all the circumstances and shall be consistent with the applicable law.
6. Responsibility - The Finance Department shall be responsible for maintaining accurate, official sick leave records for employees.
7. Return to Work Requirements - An employee seeking to return to work after an illness or injury may be required to submit a physician's note confirming the employee's fitness to return to work, depending on the nature of the illness or injury.
8. Discretionary Leave - When no other leave is available or applicable, an employee may make a written request to the Board of Education for leave. The Superintendent or his designee may grant an employee leave with or without pay.

D. Attendance Incentive

Employees who have perfect attendance, meaning no sick days taken, during the course of the work year shall receive \$1,000.00 in the second check of the next fiscal year (July 31) after which the award was earned; employees who use three (3) or fewer days of sick leave shall receive \$500.00, as described herein.

8.2 PERSONAL LEAVE

Personal leave (four days per year deducted from sick leave) shall not be taken immediately before or immediately after a holiday, nor on an in-service day, nor the first five days at the beginning or the last five days at the end of a school year. This leave shall not interfere unduly with the program of instruction and shall be subject to approval by the Supervisor. Personal leave will not be allowed unless the request is made in writing prior to the effective date of leave.

8.3 BEREAVEMENT LEAVE

Upon the death of a child, parent, stepparent, brother, sister, husband, wife, parents' in-laws, in loco parentis, such employee shall be allowed a maximum of five (5) working days without loss of salary. One of the five days must be the day of the funeral or interment. The remaining four days may be taken either immediately before, immediately after, or surrounding the day of the funeral or interment, to meet the needs of the employee.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

Upon the death of a child, parent, stepparent, brother, sister, husband, wife, in-laws (mother, father, sister, brother, son, or daughter), aunt, uncle, niece, nephew, grandparent, grandchild, or anyone who has lived regularly in the household of the employee, such employee shall be allowed a maximum of four (4) working days without loss of salary. One of the four days must be the day of the funeral or interment. The remaining three days may be taken either immediately before, immediately after, or surrounding the day of the funeral or interment, to meet the needs of the employee.

The Superintendent of Schools or his/her designee may authorize additional day(s) of bereavement leave in cases where circumstances warrant. This leave will not result in the loss of pay or be deducted from annual leave or sick leave.

8.4 ASSAULT LEAVE

An employee who is absent due to physical disability that results from an assault while in the scope of Board employment shall be kept on full pay status instead of sick leave during such period of absence. Supporting documentation is required in accordance with Board procedures.

Assault or Battery: Any case of assault or battery upon an employee which had its inception in a school-centered problem shall be promptly reported to the Superintendent or designee. If the assault was by a student, the administration shall promptly investigate the matter and render all reasonable assistance it deems warranted to the employee in connection with the handling of the incident. The employee shall be informed of action taken.

a. Any case of assault upon an employee which occurred in a school site or building shall be promptly reported to the Board or its designated administrator. The administration shall promptly investigate the matter and render assistance to the employee in connection with the handling.

b. An employee, absent from work as a result of assault or personal injury occurring in the course of his/her employment may apply for Worker's Compensation and be eligible for assault leave. In this section, an assault is defined as an attempt by a person/student to cause or purposely, knowingly, or

recklessly cause bodily injury to an employee. In the case of assault leave, the employee will be paid full salary (less the amount of Worker's Compensation award made for temporary disability due to his/her injury) for the period of such absence without loss of sick leave.

c. Any employee who has suffered loss, damage, or destruction of clothing or personal property while on duty in the school, on school premises, or during school sponsored activities shall refer the loss to the proper authorities for appropriate action. The Board shall provide all reasonable assistance to recover such loss and/or up to \$100.00 replacement value with appropriate receipt.

8.5 ANNUAL LEAVE (12-MONTH PERSONNEL)

A. Definition - Annual leave is paid leave that is earned by eligible employees for vacation, religious holiday or other personal use.

B. Granting and Accumulation of Annual Leave:

1. All employees whose job classification is one that requires twelve (12) months of service are eligible for Annual Leave.

Years of Service

Annual Leave

Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I

Less than 1 year	Pro-rated based on number of months employed
Beginning with 1 st year	5 days
Beginning with 2 nd year through 5 th year	10 days
Beginning with 6 th year through 15 th year	15 days
Beginning with 16 th year	20 days

2. The maximum carry-over credit for Annual Leave is thirty (30) days.
3. All Annual Leave in excess of thirty (30) days at the end of a fiscal year will be converted to accumulated sick leave.
4. Eligible employees must submit an application at least fifteen (15) days in advance of the effective date of Annual Leave if such Annual Leave is in excess of five (5) days.
5. Upon termination of employment, an employee will be paid a lump sum for any accrued and unused portion of annual leave, subject to all appropriate deductions.
6. Supervisors and Principals shall require that Annual Leave be scheduled in advance, and they shall have the authority to adjust such schedules so as to maintain an effective working force at all times.
7. The Finance Office shall be responsible for maintaining accurate, official Annual Leave records for employees and ensuring that Annual Leave balances reflect no more than the maximum allowable accumulated leave at the beginning of each fiscal year.

8.6 COURT SUBPOENA AND JURY DUTY

Court Subpoena - An employee who is subpoenaed as a witness in a case (not related to their employment with the Board) may be granted unpaid leave for the period of time he is unable to report to work. The employee will retain any money received from such duty and be granted leave without pay. Written notice of the leave must be made in advance, at least seven days prior to the court date and submitted with a copy of the subpoena. Personal leave may be used for this absence, but the use

of personal leave does not negate the need to provide the notice called for in this paragraph. The Board will grant paid leave to the employee when subpoenaed to count for Board-related cases.

Jury Duty - An employee who is called to serve on a jury shall be granted leave for the period of time he is unable to report to work. The employee will retain any money received from the court for jury duty. To allow the Board to prepare for the employee's absence, notification for leave for jury duty must notify their supervisor as soon as possible prior to the beginning of the jury duty and submit a copy of the subpoena.

8.7 MILITARY LEAVE

All employees who are members of the military or naval establishments of the United States or of the State of Maryland shall be granted leave on those days during which they shall be engaged in any military or naval duty to which they shall be ordered by proper authority, not to exceed fifteen (15) calendar days in any year without loss of pay for the working days included in such leave subject to the appropriate provisions in COMAR.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

8.8 LEAVES OF ABSENCE

- A. The Superintendent may grant leave of absence from an assignment to employees without pay and without experience credit after exhausting all other applicable leave for the following reasons:
 - (1) Personal illness
 - (2) Severe illness of a member of the employee's household
 - (3) Maternity
 - (4) Adoption of a child
 - (5) Care of an infant
 - (6) Military service
 - (7) Personal reasons
- B. The leave of absence from the employee's assignment may be for no more than three (3) consecutive months or for the remainder of the school year in which it becomes effective, whichever comes first. The Superintendent may consider a request for one extension of leave if submitted in writing fifteen (15) days prior to the expiration of the leave.
- C. An employee who wishes to return to work prior to the expiration of the approved leave of absence shall give five (5) days written notice of his intent to return to work.
- D. Employees returning from leaves of absence shall be assigned to their former positions, if available, or an equivalent position.
- E. Employees taking an unpaid leave of absence shall be afforded the opportunity to continue health insurance benefits by paying the full cost thereof to the Board monthly in advance. Retirement continuation shall be consistent with State regulations and laws.

8.9 FAMILY MEDICAL LEAVE ACT (FMLA)

This article shall conform to the requirements of the Family and Medical Leave Act of 1993. The provisions of the FMLA shall be considered in conjunction with the leaves and benefits outlined in this Agreement and shall not be construed so as to diminish those leaves and benefits. Paid leave must be used prior to using unpaid leave.

- A. FMLA Parental Leave – Eligible employees may utilize twelve (12) weeks of FMLA unpaid leave for the birth of a child and bonding with the newborn child, or the placement of a child with the employee for adoption or foster care, and bonding with the newly-placed child. When both parents are employed by DCPS each parent shall separately be eligible for FMLA 12-work weeks of unpaid leave for the aforementioned qualifying reasons.

**ARTICLE 9
EVALUATION**

9.1 EMPLOYEE EVALUATION

Employees will be evaluated no less than annually and all evaluations will become part of the employee's personnel file. No such evaluation shall be placed in the employee's file, or otherwise acted upon, without prior conference with the employee, unless the employee is unavailable. Employees will receive a copy of all such evaluations. The employee will have the opportunity to submit written comments to be attached to the evaluation.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

**ARTICLE 10
FRINGE BENEFITS**

10.1 HEALTH INSURANCE

Health Care: The Board agrees to provide group health, prescription, vision, and dental insurance plan programs provided by the Eastern Shore of Maryland Educational Consortium (ESMEC) Health Insurance Trust

- a. Copays, deductibles, out of pocket expenses, and plan specifics will be determined by ESMEC Health Alliance Trustees. The ESMEC Trustees will determine changes by December 31st of each year, to take effect by September 1st of the following year. Following December 31st, the parties will have an opportunity to discuss, review, and study the changes. The impact on any increased cost associated with changes to the health insurance plans outlined herein remain a subject of bargaining, including premium cost sharing or other financial considerations.
- b. The parties will form a stakeholders' advisory / wellness committee consisting of three (3) representatives of the Board of Education, three (3) representatives of DE-TCH, three (3) representatives of DE-ESP, and one (1) retired representative from the Dorchester Retired Teachers Association (DRTA) to meet within two weeks of each meeting of the consortium to discuss matters concerning health insurance coverage. The chairs and the co-chairs of the advisory committee will be responsible for convening the meeting. Part of the responsibilities of the committee will be to examine current practices and policies and benefits in an effort to find ways to educate bargaining unit members on the benefit plans of the healthcare, including preventative care.
- c. Appointment of Trustees: One Trustee to the ESMEC Health Alliance will be nominated by the Superintendent and appointed by the Board. Dorchester Educators shall seek applicants from the bargaining unit employees, to serve as the second trustee to the ESMEC Health Alliance. After review of all interested applicants, DE shall endorse a candidate for approval and appointment by the Board as the second trustee to the ESMEC Health Alliance.
- d. Prior to September 1 of each year, active benefit eligible employees able to obtain medical coverage elsewhere may waive medical coverage provided by the Board and with proof of ACA acceptable medical coverage elsewhere, (copy of "Member Certificate of Coverage or policy"), will receive \$1,000 compensation to be paid out over the year in 20 equal pays.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

Active Employees: Board and Employee contribution dollar amount rates shall be revised to reflect contribution percentage rates per selected plan benefit, as follows:

EPO (Exclusive provider Organization) Plan:	% of Board Contribution	% of Employee Contribution
Individual Plan	95%	5%
Parent/Child	85%	15%
Husband/Wife	85%	15%
Family	85%	15%

Active Employees: Board and Employee contribution dollar amount rates shall be revised to reflect contribution percentage rates per selected plan benefit, as follows:

PPN (Preferred Provider Network) Plan:	% of Board Contribution	% of Employee Contribution
Individual Plan	92%	8%
Parent/Child	83%	17%
Husband/Wife	83%	17%
Family	83%	17%

10.2 SICK LEAVE BANK

The Board will provide a payroll mechanism and support enrollment to enable any school system employee who earns paid sick leave to have the opportunity to participate in the sick leave bank. The sick leave bank will operate in accordance with state and federal laws and regulations and the terms of the procedures developed by the Sick Leave Bank Committee, as approved by the Superintendent of Schools and Dorchester Educators. A good faith effort will be made to continue operating the sick leave bank in a similar fashion to the rules already in place for the existing sick leave banks. A sick leave bank committee consisting of four (4) teachers, two (2) support staff members, one (1) A & S member, and the Human Resources Administrator, will have the responsibility for operation of the sick leave bank.

10.3 RETIREE HEALTH CARE

The Board will provide to former employees who retire with fifteen (15) years or more service with the Board, an opportunity to purchase individual health insurance, including dental coverage at an additional cost to the retiree through one of the Board's health care plans, with a contribution to be funded by the Board. The contribution offered will be based on the number of years of service with the Board.

Board and Retiree contribution dollar amount rates shall be revised to reflect contribution percentage rates per selected plan benefit as follows:

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

Years of Service	<u>65 and Over Medicare Supplement</u>		<u>Under 65</u>			
			EPO	PPN	EPO	PPN
	Board %	Retiree %	Board %		Retiree %	
30+ years	78%	22%	63%	60%	37%	40%
20 - 29 years	74%	26%	57%	55%	43%	45%
15 - 19 years	70%	30%	51%	49%	49%	51%

NOTE: Dental coverage is optional for an additional cost.

If an employee is currently enrolled in the board-sponsored health care plan and has been for at least one (1) year prior to retirement, the retiree will have the option to make a one-time benefit election to continue in the Board-sponsored health care plan or to receive the specified subsidy above as a payment toward the cost of a health insurance plan selected by the retiree. **This provision only applies to retirees that retired on or after July 1, 2014.** In order to receive the board subsidy toward health care, the retiree will have to either be enrolled in the Board’s health care program, or at least annually supply proof of payment to a health insurance program where the amount paid by the retiree equals or exceeds the Board subsidy. **Example of payment verification is a “Member Certificate of Coverage.”** The subsidy paid by the Board shall not exceed the total premium for the plan selected and paid for by the retiree.

10.4 PROFESSIONAL DEVELOPMENT

The Board shall pay the full cost of tuition and any other related educational expenses as determined by the Board and incurred in connection with any courses, workshops, seminars, or conferences which a unit member is required by the Board to take. Unless specified, travel to and from the training or overnight stay will not be paid work time beyond the regular workday. Training will also be provided to employees during scheduled work time on topics relevant to their duties.

The Board and the Association agree to provide a minimum of one-half day of scheduled work time for professional development for support services employees. This training will be identified and planned in cooperation with the Association. New employees will attend the training program appropriate to their position as designated by their department.

Food Service Staff – As of July 1, 2020, prior to the start of the student year, Food Service Employees shall be provided six (6) hours of regular paid time to complete online Safe Schools Training. These days shall be scheduled with the Food Service Manager. If the employee is unable to schedule to complete the Safe Schools Training during the six (6) hours of regular paid time prior to the start of the

school year, the Food Service Manager shall schedule time for the employee during the regular workday/ work hours to complete the board training.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

10.5 TUITION REIMBURSEMENT

The Board of Education shall reimburse any full-time support services employee at a rate of 85% of the actual costs, not to exceed \$2,500.00 per fiscal year, for any credits earned or coursework working toward an Associate of Arts Degree, an approved trade license status, a Bachelor's Degree, a Master's Degree, or a specific course with prior approval by the Superintendent of his designee including reimbursement of course credit hours fees charged category. For an employee to be eligible for reimbursement, written approval must be obtained from the Superintendent or his designee prior to enrollment in the course or program.

To be eligible for reimbursement, the applicant must be an employee of the Board at the time the course was taken, at the time the reimbursement is paid, and have received a grade of "C" or above. The reimbursement form, accompanied by official grade slips or transcripts with proof of payment, must be submitted within three (3) months following completion of a course.

10.6 FLEXIBLE SPENDING PLAN

The Board provides a Flexible Spending Plan. The Board shall determine the administration and benefits available through the plan and may discontinue the plan at the Board's discretion. These funds may be used for medical, dental, prescription, vision or other medical costs that are permitted by federal and state regulations for payment from a flex spending account.

10.7 EMPLOYEE ASSISTANCE PROGRAM

The Board provides an Employee Assistance Program (EAP) for employees who voluntarily seek or are directed by the Board to seek assistance. The Board shall determine the administration and benefits available through the plan and may discontinue the plan at the Board's discretion.

10.8 EMPLOYEE SHORT TERM / LONG TERM DISABILITY INSURANCE COVERAGE

The Board shall make available Short Term / Long Term Disability Insurance coverage. All bargaining unit eligible employees shall have the option to enroll and purchase plans provided by the Board.

10.9 LIFE INSURANCE

The Board Shall pay for each employee the full premium of \$50,000 worth of term life insurance, with an additional \$50,000 of accidental death and dismemberment coverage, for a maximum benefit of \$100,000.

**ARTICLE 11
SALARY**

11.1 Salary

As of July 1, 2025, the board had insufficient funds to meet the obligations to the negotiated salary for school year 2025-2026 (1 step, plus 4.5\$ COLA).

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

Effective January 1, 2026

1% COLA shall be added to all salary scales

Effective April 15, 2026

Employees eligible for a step shall receive one (1) step

- **Pursuant to Article 11 Longevity Pay, employees eligible for longevity shall receive the negotiated longevity pay.**

Beginning July 1, 2023, Grounds people will be moved from Scale L to Sale M.

Shift Differential – Custodians

Effective School Year 2022-2023 Custodial Shift Differential pay for the Dorchester Education Support Personnel Bargaining Unit I and Unit II

The Dorchester Education Support Personnel Bargaining Unit I and Dorchester Education Support Personnel Bargaining Unit II – custodians shall be paid as follows:

- **Shift Differential – Custodians**
Custodians, Lead Custodians, and Head Custodians who work a shift beginning at 12:30 p.m., pay will be .50 cents. Employees will have a salary add-on of \$1,040.00 to their base pay as indicated on the approved salary scale.
- **Custodians, Lead Custodians, and Head Custodians who work a shift beginning at 2:00 p.m., pay will be .75 cents. Employees will have a salary add-on of \$1,560.00**

Some employees may receive additional amounts above the minimum indicated below due to:

Dorchester Service Longevity Pay –Employees who have completed 20 years of service shall receive \$1,000. added to their annual salary. Employees who have completed 25 years of service shall receive an addition \$1,000. added to their annual salary. Cumulative total for 25 years of service is \$2,000.

All of the above increases will be considered salary for retirement purposes.

Salary Stipends for Head Custodians Responsible for Multiple Buildings – When a Head Custodian is assigned the duty of coordinating custodial operations for two facilities, they shall receive additional compensation. The parties agree that a salary addition, equaling 7.5% of the standard salary based upon the step on the negotiated scale, for the head custodian assigned these tasks will be added to their total compensation. This additional compensation would remain in effect so long as the head custodian has the responsibilities for two or more school buildings.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

As of the 2019-2020 School Year the Board reorganized custodial staff worksite assignments. Due to this reorganization, the duty of the Campus Engineer/Head Custodian for multiple building assignments were realigned from multiple buildings to single building assignments. Campus Engineers/Head Custodians employed with the Board as of the 2019-2020 School Year receiving the stipend for multiple building assignments shall continue to receive the salary stipend for multiple buildings.

Effective July 1, 2020, salary stipends for Campus Engineers/Head Custodians responsible for multiple buildings will not apply to newly hired employees. This shall be in effect for the duration that the Board does not assign the duty of multiple buildings to custodial staff.

If and when an employee is assigned the duty of multiple buildings than those employees who were grandfathered shall be considered for the opportunity prior to advertising externally. At that time, the provisions of Article 11.1 Salary Stipend for Multiple Buildings shall apply.

Salary Stipend - Head Custodian South Dorchester School K-8: As of July 1, 2020, when the Head Custodian is assigned the duty of coordinating custodial operations for SDS K-8, they shall receive additional compensation. The Head Custodian assigned these responsibilities shall have 5% added to their base salary.

The Superintendent of Schools retains the right to assign head custodians additional responsibilities and make final determination as to the assignment of multiple locations to any head custodian and the necessity of granting the additional pay.

When maintenance, operations, food service, and/or technology staff members are called in for or respond to emergencies, they will receive a minimum of two (2) hours of hourly rate of pay. The hourly rate of pay shall be at the rate of time and one-half for all time worked in addition to their regular pay.

Food Service Compensation for After School Activities: Food service employees who work after school activities shall receive a minimum of two (2) hours of the hourly rate of pay. The following are examples of applicable activities:

- After school meetings/fundraisers (not to include Community Eligibility Program – CEP Supper Program)
- Food deliveries and other preparation outside of the normal workday

Work Beyond Contractual Year Food Service: With supervisor approval for days worked; any days worked beyond the contractual year shall be paid at per diem. Food service employees may choose to take a comp day in lieu of per diem pay for the day(s) worked.

As of the 2020-2021 School Year, prior to the start of the student year, Food Service Employees shall be provided six (6) hours of regular paid time to complete online Safe Schools Training. These days shall be scheduled with the Food Service Manager. If the employee is unable to schedule to complete the Safe Schools Training during the six (6) hours of regular paid time prior to the start of the school year, the Food Service Manager shall schedule time for the employee during the regular work day/ work hours to complete the Board training.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

Experience – In determining salary offers for new employees or promotions; the employee shall be placed on the appropriate scale based on his/her verified total work experience, relevant work experience, training related to the assignment, and equity issues within the organization as determined by the Human Resources Administrator. Upon request, the Superintendent can approve additional experience credit for previous professional educational experience outside of the Dorchester Public School System. In no case can credited experience for prior employment outside of the county exceed that which would be available to a Dorchester County employee with comparable experience.

Maintenance I Personnel – Effective SY 2019-2020, Maintenance I Personnel who are on the Head Custodian pay scale shall be moved to the Tradesman I pay scale.

As of July 1, 2020, Maintenance and Grounds Foreman II positions shall be added to ESP salary scale J.

As of July 1, 2022, a Custodian Groundsman position will be added and shall be assigned ground maintenance duties for more than one school site. This position will be placed on Scale M.

As if July 1, 2022, a Food Service Manager III position will be added and shall be assigned the duty of coordinating food service operations and administrative process for more than on school site. This position will be placed on Scale X.

Effective July 1, 2025, Food Service Area Managers work year shall be increased from 10-months (216 work days) to 12-months (245 work days).

Food Service Area Manager Bonus: The percentage will be determined based on the average daily meal participation rate for the county. Average percentage calculations will be determined from May 31 of the prior school year to May 31 each year. The baseline to determine daily meal participation shall be May 31. This will include the Summer Meal Count.

5% = \$1,000
5.1 – 8% = \$1,200
8.1 – 10%=\$1,400
10.1-15%=\$1,600
15.1-20%=\$1,800
20.1-25%=\$2,000

As of July 1, 2022, a Behavioral Specialist position will be added. Eligible employees for this position shall be highly qualified IA's, or employees with advanced degrees, such as Associates or Bachelors Degree, who assists school staff with instructional programs, activities, and support the needs of students, monitors student behavior, and implements behavior strategies.

School Based Administrative Secretaries' Stipend – School based administrative secretaires shall receive an annual stipend. The annual stipend shall be based on the number of administrative secretaries per school site: Level 1 (three or more) secretaries, Level 2 (two) secretaries, Level 3 (one) secretary.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

The annual stipend shall be as follows:

Level 1	\$340.00 per secretary
Level 2	\$590.00 per secretary
Level 3	\$840.00 per secretary

Instructional Assistants assigned as long-term substitutes/classroom teachers shall be paid at a minimum of Step 10 of the Education Specialist Scale. Those employees' salaries that are above Education Specialist scale shall be paid at the next highest salary on the Education Specialist Scale that is above their current salary. This pay shall be retroactive to the first day of the duty assignment. In addition, they shall be paid \$40.00 per day and shall be paid overtime all hours per day worked beyond their scheduled workday. Pursuant to Article 6, Working Conditions, of the negotiated agreement between Dorchester Educators Teacher Bargaining Unit and the Board, the work schedule/hours for these employees shall align with the teacher bargaining unit work schedule/hours. These employees shall be scheduled for planning time and applicable professional development. They may be observed for professional input, instructional support and mentorship. They shall not be evaluated as a certified teacher. Their end of year performance evaluation shall be aligned with the Support Personnel Bargaining Units Evaluation Handbook.

11.2 PAYMENT FOR ADVANCED TRAINING

- A. Food Service employees who hold an American School Nutrition Association (SNA) Certification, Level I, \$300.00; Level II, \$400.00; Level III, \$500.00; Level IV, \$600.00; will be added to the regular salary. Food Service employees who hold a School Nutrition Specialist (SNS) Certification, Level V \$700.00 will be added to the regular salary. The American School Food Service Association name changed to the School Nutrition Association <https://schoolnutrition.org/home.aspx>, certifications received under the ASFSA are SNA certifications.
- B. Instructional Assistants who become "highly qualified" pursuant to NCLB will be moved to the Highly-Qualified Instructional Assistant Lane.
- C. Tradesmen who hold or acquire a professional license (such as but not limited to, licenses issued by the Maryland Board of Master Electricians, the Maryland State Board of Plumbing, Maryland State Board of HVACR Contractors), or the equivalent for another trade shall be placed on the Tradesman II Lane.
- D. All Employees: For a two-year degree or comparable approved program in a specific area relevant to the employee's field, the employee shall move up one (1) step.
- E. All Employees: For a four-year degree or comparable approved program in a specific area relevant to the employee's field, the employee shall move up two (2) steps.
- F. Effective July 1, 2016; Technology staff who acquire Certifications shall have the following added to their salary: The Association and the Board will review course subjects annually and mutually agree to additions and /or revisions to the below lists

Entry Level Certification (1 step)

CompTIA Network +
CompTIA Server +
CompTIA Linux +
CompTIA Security +(ADD)
Cisco Certified Technician (CCT) (ADD)
LFCA (Linus Foundation Certified IT Associate

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

Advanced Level (2 steps)

Microsoft Certified: Windows Server Hybrid Administrator Associate AZ-800, AZ-801 (ADD)
LFCS (Linus Foundation Certified Administrator) a 2-step certification
CISSP (Certified Information Systems Security Professions) a 2-step certification
Microsoft MSCE Desktop/server
Microsoft MSCA Office 365

A maximum of two (2) steps will be permitted for certification in either entry level or advanced level or a combination of both levels. All courses and/or tests must be approved by the Informational Technology Manager and Human Resources prior to enrollment.

The Board shall reimburse Technology staff employees the costs for completed and certification exams and passed certifications. To be eligible for reimbursement, the applicant must be an employee of the Board and have completed six (6) months of employment at the time the course was taken, at the time the reimbursement is paid.

The reimbursement form, accompanied by official transcript documentation with proof of payment, must be submitted within three (3) months following completion of a course.

- G. Effective July 1, 2016; Employees who earn nine (9) credit education units (CEU's), from Chesapeake College or Board approved CEU, shall have \$300.00 added to their annual base salary. Reimbursement shall be at the Chesapeake College rate per course, including course fees, not to exceed \$1,200.00 per fiscal year as indicated in the Negotiated Agreement, Article 10; Section 10.5 Tuition Reimbursement.

The following course categories will be accepted:

- Computer-Information Technology-Bytes (see below)
- Child Care
- Institute for Adult Learning
- Writing skills

The following conditions apply:

- The CEU's cannot be applied more than once
- Original documentation, transcripts and/or certificated (as applicable) must be submitted to the Board (Department of Human Resources)

- H. Effective July 1, 2019; All employees who acquire certifications shall have the following added to their salary:

- | | | |
|-------------------------------|-----------|----------|
| • Level 1 – CPR and First Aid | Bi-Annual | \$450.00 |
| • Level 2 – Med Tech | Annual | \$200.00 |
| • Level 3 – Tact 2 | Annual | \$300.00 |

These levels may be completed out of sequence. Stipend is cumulative up to \$950.00.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

Level I:

The CPR and First Aid stipend shall be paid for each year that the employee holds an active certification for CPR and First Aid, the payout for this stipend is \$225.00 per year. After completion of certification employees shall be paid \$450.00 to cover the two-year certification period. If an employee is not recertified bi-annually then the employee will not be eligible to receive the payout for the CPR stipend.

Level 2 and 3:

Upon certification Level 2 and 3 are paid annually.

- I. Maintenance Personnel - Maintenance Personnel who hold or acquire a professional license or certification in Core, Ornamental, Turf, and Right of Way Aquatic, shall move up one (1) step on their respective salary scale.
- J. Maintenance/Operations Personnel – As of July 1, 2020, Maintenance/Operations Personnel who hold or acquire a professional Water Treatment Licenses as required by the employer shall have \$2,000.00 added as a stipend to their annual salary.

These provisions shall not apply to employees where the pay scale already provides for an additional pay grade for licensure or degrees or the job description requires the level of training that otherwise would qualify for the extra pay noted above.

K. Promotion Workgroup

Promotions Workgroup: The Board and Association agree to work jointly and collaboratively to review and mutually agree to salary- step scale placement regarding employee promotions. The recommendations will not be considered binding on either party, but rather will be utilized as a basis for future bargaining proposals for inclusion in this Agreement. Each party shall assign up to four committee members. Salary/Promotion Review /MOU for Promotion Language: Upon mutual agreement by DE and the Board promotions language shall be incorporated into the negotiated agreement.

The Board agrees to pursue an outside independent contractor to review all salary scales and promotion procedures. Results will be shared with the Promotions Workgroup.

L. Junior Systems Administrator

The Board and association agree to create the IT Position- Junior Systems Administrator. The parties shall jointly collaborate to determine a starting salary and work-related responsibilities. Upon mutual agreement between the parties the position shall be incorporated into the negotiated agreement. When the parties have reached mutual agreement, the chief negotiators on behalf of the parties will develop the language of the MOU to be incorporated into the negotiated agreement.

M. School Site Administrative Support Employees Stipend

The Board and Association agree to review stipend compensation up to \$2,500; *the parties will mutually agree and determine qualified employees in this classification.*

When the parties have reached mutual agreement, the chief negotiators on behalf of the parties will develop the language of the MOU to be incorporated into the negotiated agreement.

N. Head Custodian and Food Service Manager Scales and Support Scales Review

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

The Board and Association agree to work jointly to determine salary increases in the Head Custodian and Food Service Manager salary scales. The goal is to increase the scales by a minimum of \$2.00 more per hour than the Custodian and Food Service scales. Upon mutual agreement, the chief negotiators on behalf of the parties develop the language of the MOU to be incorporated into the negotiated agreement.

Dorchester Educators and the Board shall reach mutual agreement regarding the effective start dates of the School Site Administrative Support Employees Stipend, Junior Systems Administrator, Head Custodian and Food Service Managers Scales. Implementation of the stipend, scales and positions shall occur consecutively, no less than one (1) per year in the following order; (1.) School Site Administrative Support Employees, (2.) Junior Systems Administrator, (3.) Head Custodian and Food Service Manager Scales, however if funding is available more than one may be implemented per year.

O. Child Development Associate – Blueprint Early Childhood Education – Licensure for Paraeducators

Beginning the 2025-2026 school year, paraeducators must hold a Child Development Associate (CDA) certificate or an associate degree. Unit members who acquire the CDA will be placed on Scale T. The Board agrees to assist employees in applying for the CDA funding through MSDE and supplement any remaining credit costs for certification that is not covered by the MSDE, Division of Early Childhood. If funding through MSDE is not available for the impacted employees, the Board shall cover the costs for CDA licensure. Employees that are assigned to an early childhood classroom and choose not to become CDA certified shall be reassigned.

11.3 COMPENSATION FOR MILITARY SERVICE

A maximum of two (2) years (two increments) on the salary scale will be allowed for military service. credit for less than two (2) years will be prorated to the nearest year. This applies throughout the salary scale until the maximum step is reached.

11.4 OVERTIME PAY

- A. Employees shall be paid 1.5 times their regular rate of pay for all hours over forty (40) worked in a workweek. For an employee with a workweek that is less than

forty (40) hours, time worked up to 40 hours will be at the employee's regular rate of pay.
- B. The Board will comply with all provisions of the Fair Labor Standards Act (FLSA).

11.5 PAYMENT OF SALARY

All employees will be paid via direct deposit, debit card, or some form of electronic transfer as selected by the Board of Education.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

**ARTICLE 12
GRIEVANCE PROCEDURE**

GENERAL PURPOSE

The purpose of this procedure is to secure, at the lowest possible administrative level, an equitable solution to problems that occur in the administration of this Agreement. An employee should present their concerns to their immediate supervisor orally prior to initiating the written grievance procedure, with the goal of mutually resolving the matter.

12.1 DEFINITIONS

1. Aggrieved Party – An education support personnel member or group of members or the Association filing a grievance.
2. Grievance - a written statement by an aggrieved party that a controversy, dispute, or disagreement of any kind or character exists arising out of or in any way involving interpretation or application of the terms of this Agreement. The grievance must be filed on the appropriate form and signed by the aggrieved party.
3. Employer - the Board of Education or its administrative officers.
4. Days - working days.
5. Time Limits - if the employer fails to answer within the time limits provided, the grievance may be appealed to the next step. If the grievant fails to appeal within the time Limits provided, it shall be deemed as acceptance of the employer's disposition of the claim.

12.2 PROCEDURAL STEPS

Should a concern not be resolved orally with the immediate supervisor, then a grievance must be initiated within fifteen (15) days from the date of its occurrence or the date the grievant knew or should have known of the act or condition which is the basis of the complaint. The aggrieved party may file a grievance with the immediate supervisor.

All grievances should be presented in the following manner:

- Step 1** The immediate supervisor or their designated representative shall have ten (10) days to give a written decision after receipt of the grievance.
- Step 2** If the grievance is not settled in Step 1, the aggrieved party, within ten (10) days, may move it to Step 2 by written notice to the Supervisor of Human Resources. The Supervisor of Human Resources or the designated representative shall have ten (10) days to give a written decision after receipt of the grievance.
- Step 3** If the grievance is not settled in Step 2, the aggrieved party, within ten (10) days, may move it to Step 3 by written notice to the Assistant Superintendent for Administration. The Assistant Superintendent for Administration or the designated representative shall have ten (10) days to give a written decision after receipt of the grievance.
- Step 4** If the grievance is not settled in Step 3, the aggrieved party, within ten (10) days, may move it to Step 4 by written notice to the Superintendent of Schools. The Superintendent of Schools or the designated representative shall have ten (10) days to give a written decision after receipt of the grievance.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

The decision of the Superintendent shall be final unless further appeal of the matter is conducted in accordance with the Annotated Code of Maryland, Section 4-205, or by mutual agreement of both parties, an advisory only, third-party hearing officer may render an opinion on the matter. The Board and the Association shall mutually agree upon the hearing officer and the cost shall be shared equally by the Board and the Association.

12.3 RESOLUTION ENCOURAGED

Each party involved in the dispute resolution procedure shall make every effort to resolve dispute at the lowest level possible.

12.4 EFFECT OF FAILURE TO APPEAL OR DECIDE

- A. Failure to appeal. If an employee fails to timely appeal a decision in accordance with this Section to the next step in the process, the employee is considered to have accepted the decision.
- B. Failure to decide. If an employee's appeal is not decided timely at any step in the process, The dispute is considered as denied and the employee may appeal to the next step.

12.5 REPRESENTATION

All education support personnel bargaining unit members shall have the right of Association representation at each step of the grievance procedure. Any individual member or group of members shall have the right to present grievances to their employer and to have such grievances adjusted without the intervention of the Association as long as the adjustment is not inconsistent with the terms of the Agreement and the Association has been given opportunity to be present and make statements at such adjustment. Copies of the employer's decision given at any step of the grievance procedure, in any grievance whatsoever, shall be delivered to the Association.

12.6 NO REPRISALS

No reprisals shall be invoked against any education support personnel bargaining unit member for processing a grievance or participating in any way in the grievance procedure.

**ARTICLE 13
GENERAL PROVISIONS**

13.1 SEVERABILITY

If any provision of this Agreement or any application thereof is held to be contrary to law by a court of competent jurisdiction, such provision or application will not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect. The parties will meet no later than fifteen (15) days after any such holding for the purpose of renegotiating the provisions affected.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

13.2 NONDISCRIMINATION

The provisions of this Agreement shall be applied without regard to age, sex, race, color, religion, national origin, sexual orientation, and handicap. The parties stipulate that this Agreement shall be interpreted in such a manner as to be consistent with and subject to the nondiscrimination provisions of the United States Constitution and statutes, regulations and guidelines enacted pursuant thereto.

13.3 RENEGOTIATIONS

The Board and the Association agree that, should the receipt of funds be insufficient to implement fully the provisions of this Agreement pertaining to salaries, wages, hours, or conditions of work, those provisions affected by such reduced receipt of funds will be renegotiated.

13.4 SUCCESSOR AGREEMENT

- A. Negotiating Teams - At the October Board meeting, the Board and the Association shall each designate in writing to the other, the names of the official representatives, including its chief negotiator.
- B. Opening Negotiations - Negotiations shall begin on a mutually agreeable date no later than November 30th.
- C. Negotiations Procedures - In an effort to reach understanding and agreement, both parties agree to exchange points of view and to conduct negotiations in good faith on all matters.
- D. Reaching Agreement - When consensus is reached, the proposed total contract shall be reduced in writing, signed by the official negotiating teams and submitted to the ratifying body of the Association and the Board for approval within ten (10) school days of the receipt of the contract from the negotiating teams. Upon ratification by the parties, they shall approve and sign the contract to become effective July 1, unless otherwise specified.
- E. Impasse Procedures - In the event that an impasse in negotiations is declared pursuant to Article 6-510(d) of the Education Article of the Annotated Code of Maryland, the impasse process shall be conducted pursuant to regulations adopted by the Public School Labor Relations Board and in compliance with the provisions for handling an impasse as provided by Title 6, Subtitle 4 and 5, et. Seq. of the Education Article of the Annotated Code of Maryland.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I**

ARTICLE 14 – Duration and Funding

This agreement shall become effective July 1, 2025, and remain in full force and effect through June 30, 2026. In the event that any portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, that balance and remainder of this Agreement shall remain in full force and effect.

Any item in this Agreement that the Board is unable to fund due to the lack of funding or the budget actions taken by the Board of Education, Dorchester County Council, or the State of Maryland, shall be subject to further negotiations. Only the items not funded as determined by the budget of the Board of Education shall be subject to further negotiations.

Financial Resources:

If during the contract period additional savings are realized, the Board receives additional funds, and/or additional funds are available from the State and/or County and/or Federal government (such as, but not limited to, ARP, CARES, ESSR, and Blueprint for Maryland’s Future), the parties agree to return to the bargaining table.

**The Board of Education of Dorchester County
STATEMENT OF NONDISCRIMINATION**

The Board of Education of Dorchester County does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, color, age, sex, national origin, religion, disability, sexual orientation, or other basis prohibited by law.

Appropriate accommodations for individuals with disabilities will be provided upon request. The information in this announcement is available in alternative formats upon request.

Concerns regarding the above are directed to Dr. Michael Collins, Director of Operations, Dorchester County Public Schools, 700 Glasgow Street, Cambridge, MD 21613, or by phone at 410-228-4747, extension 1015.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

**DORCHESTER EDUCATORS
EDUCATION SUPPORT PERSONNEL - Unit I**

Date

President

Date

Vice President

Date

Theresa Miles, DE-ESP Chief Negotiator

BOARD OF EDUCATION OF DORCHESTER COUNTY

Date

Sheri Hubbard, President

Date

Dr. Jymil Thompson, Superintendent of Schools

Date

Dr. Michael W. Collins, Board of Education Chief Negotiator

Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I

Pay Grade	Unit	Exempt	Job Title	Months	Daily Hours*
A	1	N	Office Clerk/Secretary	10	7.0
	1	N	Attendance Clerk 10	10	7.0
B	1	N	Office Clerk/Secretary	12	7.0
	1	N	Attendance Clerk 12	12	7.0
	1	N	Accounts Payable Clerk	12	7.0
C	1	N	Help Desk Associate	12	8.0
	1	N	Front Desk Receptionist	12	8.0
D	1	N	Admin Sec/Financial Spec	10	7.0
E	1	N	Admin Sec/Financial Spec	12	7.0
	1	N	Payroll Specialist	12	7.0
	1	N	School Bookkeeper 12 months	12	7.0
	1	N	Food Service Specialist	12	7.0
F	1	N	Admin Sec/Financial Spec	12	8.0
	1	N	Human Resources Specialist	12	8.0
	1	N	Benefits Coordinator	12	8.0
G	1	N	Tech Support I	12	8.0
	1	N	Family Services Coordinator	12	8.0
	1	N	Computer Technician	12	8.0
	1	N	Bus Driver Instructor	12	8.0
H	2	N	Tech Support II	12	7.0
I	2	N	Tech Support II	12	8.0
	2	N	Compliance Specialist	12	8.0
	2	N	Senior Systems Administrator	12	8.0
	2	N	Maintenance/Grounds Foreman	12	8.0
	2	N	Instructional Data Programmer	12	8.0
J	1	E	Community Involvement Liaison	12	8.0
	2	E	Tech Support III	12	8.0
	2	E	Energy/Project Manager	12	8.0
	2	E	Finance Office Manager	12	8.0
	2	E	Family Services Liaison Title I	12	8.0
	2	E	Network Engineer	12	8.0
K	1	N	Custodian	12	8.0
L	2	N	Head Custodian	12	8.0
	1	N	Groundsman	12	8.0
M	1	N	Tradesman I/ Custodian Groundsman	12	8.0
	1	N	Campus Engineer	12	8.0
N	1	N	Tradesman II	12	8.0
O	1	N	Food Service Assistant	10	6.0
P	2	N	Food Service Manager II	10	7.0
Q	1	N	Bus Assistant	10	8.0
R	1	N	Bus Driver	10	8.0
S	1	N	Instructional Assistant	10	7.0
T	1	N	Instructional Assistant HQ	10	7.0
U	1	N	Educational Specialist	10	7.0
W	1	N	IA Behavioral Specialist	10	7.0
X	2	N	Food Service Area Manager	10	7.0

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

EXHIBIT A – 2025-2026 Salary Scales

Office Clerk 10 Month SCALE - A			Office Clerk - 12 Month SCALE - B			Help Desk/Switchboard SCALE - C		
10 month - 7 hour day			12 Month - 7 hour day			12 Month - 8 hour day		
FY 26 1% on 1/1/2026			FY26 1% on 1/1/2026			FY 26 1% on 1/1/2026		
STEP	HOURLY	ANNUAL	STEP	HOURLY	ANNUAL	STEP	HOURLY	ANNUAL
1	16.51	24,271	1	16.51	30,050	1	16.51	34,343
2	16.68	24,518	2	16.68	30,356	2	16.68	34,693
3	16.85	24,765	3	16.85	30,662	3	16.85	35,042
4	17.01	25,012	4	17.01	30,967	4	17.01	35,391
5	17.18	25,259	5	17.18	31,273	5	17.18	35,740
6	17.35	25,506	6	17.37	31,619	6	17.37	36,136
7	17.71	26,032	7	17.88	32,536	7	17.88	37,184
8	18.36	26,987	8	18.44	33,555	8	18.43	38,325
9	18.86	27,727	9	18.96	34,512	9	18.96	39,442
10	19.14	28,138	10	19.33	35,184	10	19.33	40,211
11	19.51	28,681	11	19.71	35,877	11	19.70	40,979
12	20.00	29,406	12	20.09	36,570	12	20.08	41,771
13	20.37	29,949	13	20.47	37,262	13	20.47	42,586
14	20.76	30,524	14	20.88	37,996	14	20.88	43,424
15	21.16	31,100	15	21.28	38,729	15	21.28	44,262
16	21.60	31,759	16	21.73	39,544	16	21.73	45,193
17	22.00	32,335	17	22.15	40,318	17	22.15	46,078
18	22.40	32,927	18	22.58	41,093	18	22.57	46,940
19	22.98	33,783	19	23.10	42,050	19	23.09	48,034
20	23.22	34,128	20	23.34	42,478	20	23.34	48,546

Dorchester Longevity-Employees who have completed 20 years of service in Dorchester County Public Schools shall receive \$1,000. added to their annual salary, employees who have completed 25 years of service shall receive an additional \$1,000. added to their annual salary. Cumulative total for 25 years of service is \$2,000.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

Admin. Secretary/Finance Secretary			SCALE - E			SCALE - F		
SCALE - D			12 Month - 7 hour day			12 Month - 8 hour day		
10 month - 7 hour day			FY26 1% as of 1/1/2026			FY26 1% as of 1/1/2026		
FY26 1% as of 1/1/2026			STEP	HOURLY	ANNUAL	STEP	HOURLY	ANNUAL
STEP	HOURLY	ANNUAL	1	22.40	40,767	1	22.39	46,567
1	22.18	32,598	2	23.26	42,335	2	23.25	48,360
2	23.03	33,848	3	24.17	43,986	3	24.17	50,269
3	23.93	35,181	4	25.18	45,819	4	25.18	52,365
4	24.93	36,646	5	25.91	47,164	5	25.90	53,878
5	25.66	37,715	6	26.66	48,529	6	26.66	55,462
6	26.40	38,801	7	27.45	49,955	7	27.44	57,068
7	27.17	39,937	8	28.24	51,401	8	28.24	58,745
8	27.97	41,122	9	29.14	53,031	9	29.14	60,607
9	28.86	42,422	10	29.71	54,070	10	29.71	61,795
10	29.42	43,244	11	30.29	55,130	11	30.28	62,982
11	29.99	44,084	12	30.87	56,189	12	30.87	64,216
12	30.57	44,939	13	31.48	57,289	13	31.48	65,473
13	31.19	45,844	14	32.09	58,410	14	32.08	66,731
14	31.77	46,700	15	32.72	59,551	15	32.71	68,035
15	32.40	47,621	16	33.36	60,712	16	33.35	69,362
16	33.02	48,543	17	34.01	61,894	17	34.00	70,712
17	33.67	49,497	18	34.67	63,096	18	34.66	72,086
18	34.32	50,452	19	35.55	64,705	19	35.55	73,949
19	35.21	51,752	20	35.91	65,357	20	35.91	74,694
20	35.78	52,591						

Dorchester Longevity-Employees who have completed 20 years of service in Dorchester County Public Schools shall receive \$1,000. added to their annual salary, employees who have completed 25 years of service shall receive an additional \$1,000. added to their annual salary. Cumulative total for 25 years of service is \$2,000.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

Tech Support I - 8hr.			Tech Support II			Tech Support II		
SCALE G			SCALE H			SCALE I		
12 Month - 8 hour day			12 Month 7 hr.			12 MONTH 8 HR		
FY26 1% as of 1/1/2026			FY26 1% as of 1/1/2026			FY26 1% as of 1/1/2026		
STEP	HOURLY	ANNUAL	STEP	HOURLY	ANNUAL	STEP	HOURLY	ANNUAL
1	19.63	40,839	1	23.06	41,969	1	23.05	47,941
2	20.40	42,423	2	23.97	43,619	2	23.94	49,804
3	21.19	44,076	3	24.90	45,310	3	24.88	51,759
4	22.07	45,915	4	25.94	47,205	4	25.91	53,902
5	22.72	47,266	5	26.69	48,570	5	26.66	55,462
6	23.38	48,639	6	27.47	49,996	6	27.45	57,091
7	24.07	50,060	7	28.28	51,463	7	28.25	58,768
8	24.77	51,527	8	29.16	53,072	8	29.07	60,467
9	25.56	53,156	9	30.01	54,620	9	29.92	62,237
10	26.05	54,181	10	30.59	55,680	10	30.51	63,459
11	26.55	55,229	11	31.20	56,780	11	31.16	64,822
12	27.08	56,323	12	31.80	57,880	12	31.77	66,090
13	27.60	57,417	13	32.42	59,001	13	32.40	67,383
14	28.14	58,535	14	33.06	60,162	14	33.02	68,687
15	28.69	59,676	15	33.69	61,323	15	33.67	70,037
16	29.25	60,840	16	34.35	62,525	16	34.33	71,411
17	29.82	62,028	17	35.04	63,768	17	35.00	72,808
18	30.40	63,238	18	35.79	65,133	18	35.69	74,228
19	31.18	64,845	19	36.62	66,641	19	36.53	75,974
20	31.49	65,497	20	36.99	67,313	20	36.89	76,733

Dorchester Longevity-Employees who have completed 20 years of service in Dorchester County Public Schools shall receive \$1,000. added to their annual salary, employees who have completed 25 years of service shall receive an additional \$1,000. added to their annual salary. Cumulative total for 25 years of service is \$2,000.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

Tech Support III			Custodian			Head Custodian		
SCALE J			SCALE K			SCALE L		
12 Month 8 hr			12 MONTH 8 HR			12 MONTH 8 HR		
FY26 1% as of 1/1/2026			FY26 1% as of 1/1/2026			FY26 1% as of 1/1/2026		
STEP	HOURLY	ANNUAL	STEP	HOURLY	ANNUAL	STEP	HOURLY	ANNUAL
1	30.15	62,703	1	16.51	34,343	1	17.35	36,090
2	31.39	65,287	2	16.74	34,809	2	17.52	36,439
3	32.61	67,825	3	16.94	35,228	3	17.78	36,974
4	33.88	70,479	4	17.14	35,647	4	18.15	37,743
5	34.88	72,552	5	17.34	36,066	5	18.36	38,185
6	35.90	74,670	6	17.54	36,485	6	18.58	38,651
7	36.96	76,882	7	17.74	36,905	7	18.82	39,140
8	38.14	79,327	8	17.96	37,347	8	19.06	39,652
9	39.26	81,656	9	18.24	37,929	9	19.32	40,187
10	40.02	83,239	10	18.47	38,418	10	19.54	40,653
11	40.80	84,869	11	18.69	38,884	11	19.80	41,189
12	41.61	86,545	12	18.92	39,349	12	20.08	41,771
13	42.41	88,222	13	19.20	39,931	13	20.36	42,353
14	43.25	89,968	14	19.43	40,420	14	20.65	42,958
15	44.22	91,970	15	19.66	40,886	15	21.08	43,843
16	45.09	93,786	16	20.00	41,608	16	21.51	44,751
17	45.96	95,602	17	20.24	42,097	17	22.01	45,776
18	46.88	97,512	18	20.57	42,795	18	22.28	46,334
19	47.97	99,770	19	20.88	43,424	19	22.99	47,825
20	48.45	100,771	20	21.20	44,099	20	23.32	48,500

Dorchester Longevity-Employees who have completed 20 years of service in Dorchester County Public Schools shall receive \$1,000. added to their annual salary, employees who have completed 25 years of service shall receive an additional \$1,000. added to their annual salary. Cumulative total for 25 years of service is \$2,000.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

Grounds - Tradesman I			Tradesman II			Food Service Assistant		
SCALE M			SCALE N			SCALE O		
12 MONTH 8 HR			12 MONTH 8 HR			10-month-6 hr day 196 days		
FY26 1% as of 1/1/2026			FY26 1% as of 1/1/2026			FY26 1% as of 1/1/2026		
STEP	HOURLY	ANNUAL	STEP	HOURLY	ANNUAL	STEP	HOURLY	ANNUAL
1	17.53	36,462	1	20.24	42,097	1	16.51	19,417
2	18.15	37,743	2	21.02	43,727	2	16.74	19,680
3	18.68	38,860	3	21.91	45,566	3	16.94	19,917
4	19.43	40,420	4	22.76	47,336	4	17.14	20,154
5	19.99	41,585	5	23.42	48,709	5	17.34	20,391
6	20.60	42,842	6	24.10	50,130	6	17.54	20,628
7	21.18	44,053	7	24.81	51,608	7	17.74	20,865
8	21.85	45,450	8	25.59	53,226	8	17.96	21,115
9	22.49	46,777	9	26.34	54,786	9	18.24	21,444
10	22.93	47,685	10	26.86	55,878	10	18.47	21,721
11	23.38	48,639	11	27.37	56,928	11	18.69	21,984
12	23.83	49,571	12	27.91	58,046	12	18.92	22,247
13	24.29	50,525	13	28.46	59,187	13	19.20	22,577
14	24.77	51,527	14	29.00	60,328	14	19.43	22,853
15	25.31	52,644	15	29.57	61,515	15	19.66	23,116
16	25.80	53,669	16	30.15	62,703	16	20.00	23,524
17	26.31	54,716	17	30.74	63,937	17	20.24	23,801
18	26.90	55,950	18	31.40	65,310	18	20.57	24,196
19	27.45	57,091	19	32.15	66,870	19	20.88	24,551
20	27.72	57,650	20	32.46	67,522	20	21.20	24,933

Dorchester Longevity-Employees who have completed 20 years of service in Dorchester County Public Schools shall receive \$1,000. added to their annual salary, employees who have completed 25 years of service shall receive an additional \$1,000. added to their annual salary. Cumulative total for 25 years of service is \$2,000.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

Food Service Manager			Bus Assistant			Bus Driver		
SCALE P			SCALE Q			SCALE R		
10 Month - 7 hr day 196 days			10 Month 8 hr day			10 month 8 hr day		
FY26 1% as of 1/1/2026			FY26 1% as of 1/1/2026			FY26 1% as of 1/1/2026		
STEP	HOURLY	ANNUAL	STEP	HOURLY	ANNUAL	STEP	HOURLY	ANNUAL
1	18.19	24,953	1	16.51	25,493	1	17.74	27,394
2	18.97	26,032	2	16.74	25,839	2	18.02	27,827
3	19.42	26,647	3	16.94	26,150	3	18.49	28,552
4	19.81	27,184	4	17.14	26,461	4	18.86	29,123
5	20.43	28,029	5	17.34	26,772	5	19.14	29,555
6	20.66	28,351	6	17.54	27,083	6	19.52	30,143
7	21.26	29,165	7	17.74	27,394	7	19.90	30,730
8	21.86	29,995	8	17.96	27,723	8	20.28	31,318
9	22.49	30,855	9	18.24	28,155	9	20.75	32,044
10	22.93	31,454	10	18.47	28,518	10	21.10	32,580
11	23.40	32,099	11	18.69	28,864	11	21.58	33,323
12	23.98	32,897	12	18.92	29,209	12	22.18	34,239
13	24.44	33,527	13	19.20	29,641	13	22.49	34,723
14	24.91	34,172	14	19.43	30,004	14	22.86	35,293
15	25.39	34,832	15	19.66	30,350	15	23.29	35,967
16	25.88	35,508	16	20.00	30,886	16	23.75	36,676
17	26.40	36,215	17	20.24	31,249	17	24.31	37,540
18	27.09	37,167	18	20.57	31,767	18	24.68	38,110
19	27.53	37,766	19	20.88	32,234	19	25.25	38,992
20	27.81	38,150	20	21.20	32,735	20	25.52	39,407

Dorchester Longevity-Employees who have completed 20 years of service in Dorchester County Public Schools shall receive \$1,000. added to their annual salary, employees who have completed 25 years of service shall receive an additional \$1,000. added to their annual salary. Cumulative total for 25 years of service is \$2,000.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

Instructional Assistant		
SCALE - S		
10 Month 7 hr day		
FY26 1% as of 1/1/2026		
STEP	HOURLY	ANNUAL
1	16.58	22,629
2	16.97	23,164
3	17.26	23,562
4	17.60	24,020
5	17.93	24,478
6	18.30	24,983
7	18.69	25,517
8	19.03	25,976
9	19.39	26,465
10	19.77	26,984
11	20.13	27,473
12	20.57	28,084
13	20.88	28,497
14	21.26	29,016
15	21.67	29,582
16	22.03	30,071
17	22.41	30,590
18	22.81	31,140
19	23.15	31,599
20	23.49	32,057

Instructional Assistant HQ		
SCALE - T		
10 Month 7 hr day		
FY26 1% as of 1/1/2026		
STEP	HOURLY	ANNUAL
1	17.85	24,371
2	18.36	25,059
3	18.90	25,792
4	19.30	26,342
5	19.70	26,893
6	20.10	27,443
7	20.37	27,809
8	20.83	28,436
9	21.43	29,246
10	21.84	29,811
11	22.26	30,392
12	22.71	31,003
13	23.13	31,568
14	23.57	32,179
15	24.08	32,867
16	24.55	33,509
17	25.02	34,150
18	25.50	34,808
19	26.09	35,617
20	26.36	35,984

Educational Specialist		
SCALE -U		
10 month 7 hr day		
FY26 1% as of 1/1/2026		
STEP	HOURLY	ANNUAL
1	21.21	28,955
2	22.02	30,055
3	22.86	31,201
4	23.75	32,424
5	24.48	33,417
6	25.07	34,227
7	25.68	35,052
8	26.55	36,244
9	27.31	37,283
10	27.85	38,016
11	28.39	38,750
12	28.98	39,560
13	29.54	40,324
14	30.12	41,118
15	30.71	41,913
16	31.30	42,722
17	31.90	43,548
18	32.53	44,403
19	33.34	45,503
20	33.93	46,313

Dorchester Longevity-Employees who have completed 20 years of service in Dorchester County Public Schools shall receive \$1,000. added to their annual salary, employees who have completed 25 years of service shall receive an additional \$1,000. added to their annual salary. Cumulative total for 25 years of service is \$2,000.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

IA Behavioral Specialist			Food Service Area Manager			Tech Support II Athletic Trainer		
SCALE - W			SCALE X			SCALE Y		
10 month 7 hr day			12 Month 7 hr day 245 days			11 MONTH 8 HR		
FY26 1% as of 1/1/2026			FY26 1% as of /1/2026			FY26 1% as of 1/1/2026		
STEP	HOURLY	ANNUAL	STEP	HOURLY	ANNUAL	STEP	HOURLY	ANNUAL
1	19.93	27,198	1	19.59	35,661	1	23.05	43,884
2	20.60	28,115	2	20.04	36,470	2	23.94	45,589
3	21.13	28,848	3	20.65	37,591	3	24.88	47,380
4	21.54	29,398	4	21.05	38,308	4	25.91	49,341
5	21.94	29,949	5	21.58	39,282	5	26.66	50,769
6	22.34	30,499	6	22.03	40,091	6	27.45	52,261
7	22.61	30,865	7	22.44	40,844	7	28.25	53,795
8	23.06	31,477	8	23.35	42,499	8	29.07	55,351
9	23.66	32,302	9	24.10	43,859	9	29.92	56,971
10	24.08	32,867	10	24.59	44,760	10	30.51	58,090
11	24.50	33,448	11	25.18	45,827	11	31.16	59,337
12	24.95	34,059	12	25.76	46,892	12	31.77	60,498
13	25.37	34,624	13	26.39	48,033	13	32.40	61,681
14	25.81	35,235	14	26.78	48,749	14	33.02	62,875
15	26.32	35,923	15	27.29	49,668	15	33.67	64,111
16	26.78	36,549	16	27.81	50,606	16	34.33	65,368
17	27.25	37,191	17	28.22	51,360	17	35.00	66,647
18	27.74	37,863	18	29.47	53,639	18	35.69	67,947
19	28.32	38,658	19	30.10	54,778	19	36.53	69,546
20	28.59	39,025	20	30.55	55,606	20	36.89	70,241

Dorchester Longevity-Employees who have completed 20 years of service in Dorchester County Public Schools shall receive \$1,000. added to their annual salary, employees who have completed 25 years of service shall receive an additional \$1,000. added to their annual salary. Cumulative total for 25 years of service is \$2,000.

**Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel - Unit I**

Tech Support III CSL's and CC		
SCALE Z		
11 Month 8 hr		
FY26 1% as of 1/1/2026		
STEP	HOURLY	ANNUAL
1	30.15	57,397
2	31.39	59,763
3	32.61	62,086
4	33.88	64,516
5	34.88	66,413
6	35.90	68,352
7	36.96	70,377
8	38.14	72,615
9	39.26	74,746
10	40.02	76,196
11	40.80	77,688
12	41.61	79,222
13	42.41	80,757
14	43.25	82,355
15	44.22	84,188
16	45.09	85,851
17	45.96	87,513
18	46.88	89,261
19	47.97	91,328
20	48.45	92,245

Dorchester Longevity-Employees who have completed 20 years of service in Dorchester County Public Schools shall receive \$1,000. added to their annual salary, employees who have completed 25 years of service shall receive an additional \$1,000. added to their annual salary. Cumulative total for 25 years of service is \$2,000.

Negotiated Agreement
Between The Board of Education of Dorchester County
and the Dorchester Educators-Education Support Personnel – Unit I

DORCHESTER EDUCATORS
EDUCATION SUPPORT PERSONNEL – Unit I

10/28/25
Date

Katie Cole
President

11/3/25
Date

[Signature]
Vice President

12/14/2025
Date

[Signature]
Theresa Miles, DE-ESP Chief Negotiator

BOARD OF EDUCATION OF DORCHESTER COUNTY

11/6/2025
Date

[Signature]
Sheri Hubbard, President

11/3/25
Date

[Signature]
Dr. Jymil Thompson, Superintendent of Schools

10.28.25
Date

[Signature]
Dr. Michael W. Collins, Board of Education Chief Negotiator