

Negotiated Agreement

between the

Association of Educational Leaders

and the

**Board of Education of
Anne Arundel County**



AEL

July 1, 2017 to June 30, 2019

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PREAMBLE

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

The Bill of Respect

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

1. Our Negotiated Agreement is critical to the professional stature of our membership.
2. We should be adequately and equitably compensated for the duties and responsibilities to which we are assigned in accordance with the salary guidelines and work schedules.
3. The membership shall have optimal options for fringe benefits.
4. The personal and professional leave time shall be respected according to individual needs.
5. Professional improvement is essential for continued excellence in leadership performance.
6. Fair, consistent, and equitable practices should be adhered to when dealing with promotions, assignments, and discipline.
7. There should be mutual support when resolving school and community conflicts.

The Bill of Respect shall not be subject to grievance.

ARTICLE 1
GENERAL PROVISIONS OF THE AGREEMENT

A. Parties to the Agreement

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

B. Definition of "Items"

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

C. Definition of "Board" and "AEL"

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

D. Definition of "Unit II Employee"

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

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

Certificated professional employee shall be represented in negotiations by Unit II if they spend less than 50% of their time in required working hours in any of the following:

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

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

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

E. Authority of the Board

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

The Board recognizes that Unit II employees are responsible to the Board for the administration of school policy, the operation and management of schools, and the direction of subordinate employees subject to its Negotiated Agreements, state and federal laws.

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

F. Recognition of AEL

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

G. Non-Discrimination by AEL

AEL agrees to continue its policy of admitting eligible Unit II employees to membership without discrimination and to represent all such persons without regard to membership.

H. Effect of Agreement on Other Policies

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

I. Effective Dates of Items and Agreement: Renegotiations

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

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

RENEGOTIATIONS

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

REOPENERS

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

J. Severability

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

K. Printing and Distributing Agreement

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

L. Temporary Suspension of Agreement During Emergency

In circumstances resulting from civil disorder, national emergency, fire, flood, or other natural catastrophe beyond the control of the Board, AEL and the Board agree that any provisions of this Agreement which restrict the Board from taking emergency action for the safety and welfare of all citizens may be suspended for the duration of the emergency.

ARTICLE 2
AEL RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

A. Payroll Deduction

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

Disbursement to the professional associations will be made by AEL.

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

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

B. Leave for President

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

C. Exchange of Communications

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

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

D. Use of Mailboxes

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

E. Payroll Deduction - Insurance Programs

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

F. Board Data

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

G. Use of School Facilities

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

H. Roster of Unit II Employees

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

I. Agenda and Minutes of Board Meetings

The agenda and Board minutes of all public meetings shall be posted on the Board's website with full access to AEL.

J. Recognition During Board Meetings

A representative for AEL, who may be the president or the president's designee, may attend any board meeting to offer comments on items on the agenda which affect salaries, hours, and/or working conditions for Unit II employees.

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

K. AEL's Obligation Regarding Performance of Duties

AEL recognizes the obligation of Unit II employees to perform all duties required by the rules and regulations of the State and the Board.

L. Non-Restraint of Employees' Rights

AEL and the Board agree not to interfere with, restrain, or coerce Unit II employees in their individual exercise of any right granted them by this Agreement.

M. Calendar Committee

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

N. Advice of Unit II Employees on Facilities Planning

In the design of new structures and the renovation of old, the advice of appropriate Unit II employees shall be sought and acted upon.

ARTICLE 3
PROFESSIONAL RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

A. AEL Membership

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

B. Non-Discrimination

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

C. Controversial Issues

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

D. Personnel File

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

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

If a Unit II position is abolished an explanation shall be placed in the personnel file of any Unit II employees affected. If an agency requests references concerning a Unit II employee, this explanation shall be included.

E. Removal of Counseling Letters

Unit II employees may submit a written request to the Superintendent's designee requesting the removal of a counseling letter from the Official Personnel File provided that no similar infractions have occurred and/or subsequently resulted in additional counseling letters and/or disciplinary action within the past three (3) consecutive years from the date the counseling letter issued.

F. AEL Representation on Study Committees

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

G. Citizenship Rights

1. Political Rights

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

2. Prohibited Political Activities

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

The following activities upon property under the jurisdiction of the Board are specifically prohibited:

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

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

3. Protection Against Jeopardy of Position

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

4. Political Leave

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

5. Use of School Facilities Denied

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

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

6. Privileges Not Denied

Nothing in this Agreement shall prevent:

- a. The dissemination of information concerning tax and/or school bonds.
- b. The use of "bumper stickers" or other expressions of individual preferences upon automobiles which the Unit II employees normally park on school grounds.

H. Right to Other Gainful Employment

It shall be the right of Unit II employees to engage in other gainful employment as long as it does not interfere with the performance of the duties of their position.

I. Retirement Information

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

J. Personal Property Damages

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

K. Participation in Curriculum Development

Committees appointed to develop or revise curriculum guides and courses of study shall include Unit II employees.

L. Requests for Identical Data

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

ARTICLE 4
SALARIES

A. Salary Plan

1. Salary Job Groups

Job Group I

Job Group II

Administrative Trainee

Job Group III

Assistant Principal Level I

Job Group IV

Assistant Principal Level II – up to 750 students

Assistant Program Manager – Infant and Toddler Program

Volunteer Services Administrator

Job Group V

Assistant Principal II - 751-1,500 students

Job Group VI

Assistant Principal II - over 1,500 students

Special Assistant for Student Discipline

Job Group VII

Personnel Specialist

Principal - up to 350 students

Program Coordinator

Coordinator of Title I

Coordinator of Outdoor Education

Coordinator – Career and Continuing Education

Job Group VIII

Coordinator of Special Education: Pre-School, Elementary, Speech and Language
Coordinator of Psychological Services
Coordinator of Pupil Personnel Services
Coordinator of Special Education: Secondary, Intensity V, Vision and Hearing
Principal - 351-750 students
Special Education Legal Issues Officer

Job Group IX

Principal - 751-1,500 students

Job Group X

Principal - over 1,500 students

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

2. Salary Scale

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

SALARY SCALE DESIGN/CRITERIA

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

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

PERFORMANCE PAY

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

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

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

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

DOCTORAL DEGREE STIPEND

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

NATIONAL BOARD CERTIFICATION STIPEND

Upon approval by the Executive Director of Human Resources, a \$2,000 stipend shall be given to Unit II employees annually that hold a National Board Certification which directly relates to the employee’s current position.

3. Procedures

- a. If an employee is appointed to a position for which certification is required and the employee does not obtain the required certification, an advance of one (1) increment step shall be allowed, but further increment steps shall be withheld until the required certification is obtained.
- b. Certificated employees who fail to meet certification renewal requirements shall not be eligible to continue as contractual employees. Should AACPS, at its sole discretion, choose to re-employ said employee on a conditional certificate, said employee's annual salary shall be reduced by \$5000.00. These employees shall not be eligible for any salary or pay increases so long as they remain in a conditional status.
- c. In determining the placement on the salary scale for someone who is employed with previous experience in another school system, credit shall be given in the appropriate job group for experience in another school system at the same or comparable position.
- d. During the period of time a school is on double sessions, a principal's salary shall be determined by increasing the current salary by 10%, and then placement on the step that is nearest to but exceeds the computed amount. This action shall be taken even though it may exceed the maximum salary step indicated in the salary plan. This exception shall be determined upon the discontinuance of double sessions.
- e. During the period of time when a principal or assistant principal is responsible for two (2) or more separate schools, their salary shall be determined by increasing the current salary by 10%, and then placement on the step that is nearest to but exceeds the computed amount. This action shall be taken even though it may exceed the maximum salary step indicated in the salary plan. This exception shall be terminated when the principal or the assistant principal is no longer responsible for more than one school.
- f. An annual increment shall be paid to each employee who has received an overall annual performance rating of satisfactory for the previous year and has not reached maximum.
- g. Upon promotion or reassignment, Unit II employees shall be placed in the designated Job Group for the new position, and on the commensurate step for the employees' years of creditable experience as determined by the Executive Director of Human Resources.
- h. The job group of a principal or an assistant principal, who is on the Unit II salary scale shall be subject to adjustment on October 1 based on pupil enrollment as of September 30. If the enrollment of a school as of September 30 would place a principal or assistant principal in a lower job group than the one in which the principal or assistant principal is currently placed, the salary rate in that position shall not be reduced for a period of twelve (12) months.
- i. Enrollment in Special Education Schools, including orthopedically handicapped centers, diagnostic centers, special education pre-school classes in a regular school, and Level V outreach programs and seriously emotionally disturbed programs in a regular school shall be multiplied by a factor of three to determine the enrollment factor for establishing the job group of principal and assistant principal.
- j. The job group of principals of the vocational-technical centers and night high school shall be established by the Superintendent and the Board.

B. Position Changes

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

If a job classification is abolished, the persons serving in the capacity or serving as administrative trainees for the job shall be formally notified in writing at least thirty (30) days prior to the abolishment. Alternative jobs shall be formally offered to them and there shall be no reduction in salary for a period of 12 months.

C. Involuntary Reassignment

Any Unit II employee who is involuntarily reassigned shall be paid the salary for the position to which the employee is reassigned, beginning with the effective date of reassignment, except that the salary shall not be reduced for a period of twenty-four (24) months. This provision shall not apply to an assistant principal level I returned to a Unit I position nor to other employees who have agreed in writing to accept a position on a temporary basis. It shall not apply to reassignments that occur as a result of poor performance issues.

D. Rate of Deduction for Lost Time

For all absences without pay, the per diem rate of deduction for Unit II employees shall be as follows:

- 1/190 of the annual salary for employees whose work year is the same as that of classroom teachers.
- 1/200 of the annual salary for employees whose work year is 200 duty days.
- 1/260 of the annual salary for employees whose work year is 12 months.

E. Bank Deposit of Payroll Checks

Unit II employees shall have their payroll checks deposited in their bank.

F. Report of Accumulated Leave

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

G. "Acting" Status

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

H. Workshops

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

ARTICLE 5
EMPLOYEE BENEFITS

A. Healthcare

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

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

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

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

Further coverage information can be found in Appendix C.

B. Term Life Insurance

A term life insurance policy for \$200,000, with full cost paid by the Board, shall be provided for each Unit II employee.

Optional term life insurance in \$5,000 increments up to \$200,000 is available at employee cost. New

employees opting to purchase more than \$100,000 will be required to submit Evidence of Insurability. During open enrollment or thirty (30) days of a lifestyle change, employees may purchase optional life insurance in any amount and will be required to submit Evidence of Insurability

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

C. Severance Pay on Retirement

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

D. Early Notice of Retirement

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

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

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

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

E. Special Pay Plan

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

1. If the total dollar amount of the separation pay is less than \$1,000, separation pay will be paid in a lump sum as taxable income.
2. If the total dollar amount of the separation pay is \$1,000 or more, the full amount of separation pay (qualifying sick leave and annual leave) will be forwarded as an employer contribution to the Special Pay Plan, a qualified retirement plan subject to IRS Annual limits. . The employer contribution will become taxable income only upon the Unit II employee withdrawing it from the plan. Withdrawals from the Special Pay Plan are not subject to Employment tax (Social Security or Medicare)
3. The Unit II employee will then have the following options concerning their separation pay detailed in number 2 above. They may:
 - a. Keep the funds in the Special Pay Plan and invest amongst the choices within the qualified retirement program.
 - b. Directly roll all or a portion of the funds from the Special Pay Plan to an individual retirement account (IRA) or other qualified retirement plan.
 - c. Directly roll all or a portion of the funds from the Special Pay Plan to another AACPS approved vendor's qualified retirement plan.
 - d. Request a partial or full distribution in cash, taxed in accordance with IRS and state regulations.

F. Savings Bonds

At a Unit II employee's written request, the Board shall make payroll deductions for U.S. Savings Bonds.

G. Liability Insurance

The Board will provide liability insurance as required by Maryland law and per the Board's self-insurance agreement with Anne Arundel County, to protect Unit II employee(s) from damages that they may become legally obligated to pay arising out of their activities as employees of the Board.

The Board shall provide insurance coverage of \$200,000 for accidental death and up to \$200,000 for dismemberment and/or injury for any Unit II employee while on an authorized trip in the performance of the employee's duties as a Board employee. The Unit II employee may designate his/her beneficiary of said policy.

ARTICLE 6
SICK LEAVE

A. Rate of Earning

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

B. Transfer of Sick Leave

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

C. Unlimited Accumulation

Unused sick leave shall be cumulative without limit.

D. Use for Illness in Immediate Family

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

E. Sick Leave Bank

1. All Unit II employees on active duty are eligible to contribute to a sick leave bank. Contributors will be permitted to apply for use of the bank for salary payment for personal illness during regularly scheduled duty days after regular sick leave has been exhausted.
2. The contribution on the appropriate form will be authorized by the employee and continued from year to year until canceled in writing by the employee. Cancellation, on the proper form, may be elected at any time and the employee shall not be eligible to use the bank as of the effective cancellation date. Sick leave properly authorized to the bank for contribution will not be returned if the employee effects cancellation.
3. Contributions shall be made between July 1 and September 30. Employees returning from extended leave will be permitted to contribute to the bank on the approval of the committee. New Unit II employees may contribute within the first thirty (30) days after appointment to a Unit II position.
4. The annual rate of contribution may be one (1) day per year and must be in whole day increments.
5. The bank can be used on the first duty day after sick leave is exhausted for the employee who contributed. The maximum number of sick leave days that can be granted in any one (1) fiscal year will be the remaining number of duty days an employee is scheduled to work. In no case will the granting of leave from the bank cause an employee to receive more than the employee's annual salary.

6. Employees must use all accumulated sick leave before applying for leave from the bank. Application for use of the bank shall be made on the required form and submitted to the approval committee.
7. The three-employee approval committee, selected by AEL, shall have the responsibility of receiving requests, verifying the validity of requests, approving or denying requests and communicating its decision to the employee and the Executive Director of Human Resources. The committee shall have reasonable discretion in requiring a doctor's certification of disability and in establishing special limits or provision for certain disabilities such as, but not limited to, maternity, injury covered by worker's compensation and mental illness. The committee shall develop its rules of procedure and general criteria for approval. Upon approval of the rules and criteria by the Executive Board of AEL and the Superintendent's Council, the committee shall give them wide distribution.
8. The Executive Director of Human Resources shall authorize payment of approved bank grants.
9. All bank grants will end on the last scheduled duty day of the fiscal year for which the applicant is eligible to use sick leave. A new application must be submitted to the approval committee for a succeeding fiscal year.
10. If an employee does not use all of the days granted from the bank, the unused sick leave bank days will be returned to the bank.
11. Any unused days remaining in the sick leave bank on June 30 will be carried into the next fiscal year.
12. AEL and the Board shall agree on a feasible actuarial advised limit on the number of days to be carried in the bank.

ARTICLE 7 **SABBATICAL LEAVE**

- A. **Full-Time Study Grant**
Upon recommendation by the Superintendent, sabbatical leave will be granted to Unit II employees for full-time study subject to the following conditions.
- B. **Number Available**
Sabbatical leave shall be available for three (3) employees.
- C. **Application and Notification**
Request for sabbatical leave must be received by the Executive Director of Human Resources in writing no later than October 1, and action shall be taken on all such requests no later than January 15th prior to the school year for which sabbatical leave is requested.
- D. **Eligibility**
The Unit II employee must have completed at least five (5) full school years of service in AACPS prior to the leave and have performance evaluations of least "Effective" in the two (2) years preceding the request.
- E. **Compensation**
Unit II employees on sabbatical leave, for either a full year or a half year, shall be paid by the Board at fifty (50%) percent of the rate of salary which they would have received had they remained on active duty. To ensure that employees return to employment with AACPS, the Unit II employee shall enter into a separate, written contract, including a confessed judgment, whereby he/she agrees to return to service in AACPS for no less than two (2) times the length of the sabbatical leave. If the employee fails to return and remain an employee for said time, he/shall refund any monies paid (salary and the Board's share for healthcare benefits) in accordance with a repayment plan paid to the Board of Education.
- F. **Experience Credit**
Upon return from sabbatical leave, the Unit II employee shall be placed on the salary schedule at the level which would have been achieved had the employee remained actively employed in the system during the period of absence.

G. Benefits During Sabbatical Leave

Employees of Unit II on sabbatical leave will continue to receive the full benefit of healthcare coverage, hospital medical insurance, major medical insurance, and term life insurance for which they would have been eligible as full-time employees of the Board.

H. Obligation of the Board

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

ARTICLE 8
LEAVES OF ABSENCE

A. Obligation of the Board

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

B. Obligation of Unit II Employee

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

C. Types

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

1. Without Experience Credit For

- a. Personal illness*
- b. Maternity**
- c. Adoption of a child
- d. Full-time study at a college or university
- e. Severe illness of an employee of the employee's household*

2. With Experience Credit For

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

*Recommended by a physician

**Verified by a physician

3. May qualify for FMLA under provisions of Article 9.K.

- a. Personal illness
- b. Maternity leave
- c. Adoption of a child
- d. Severe illness of an employee of the employee's household

D. Period of Leave

The leave shall be for the entire school year or for the remainder of the school year in which it becomes effective.

The Board shall consider a request for an extension of the leave for the second year by any Unit II employee who requests it in writing by June 1. The decision shall be given in writing.

A Unit II employee on leave may request reinstatement by giving written notification to the Executive Director of Human Resources sixty (60) days prior to the date on which the employee wishes to return to service.

E. Termination

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

ARTICLE 9 **OTHER LEAVES**

A. Annual Leave

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

1. Normal Use, with Exceptions

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

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

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

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

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

2. Use for Summer School

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

3. Carry-Over of Unused Days

If at the end of any fiscal year (June 30), 12-month Unit II employees have any unused annual leave from the previous fiscal year they may carry over a maximum of twenty-four (24) days of such unused leave

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

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

B. Special Leave for Injury on the Job

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

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

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

C. Religious Observances

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

D. Jury Duty

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

E. Court Summons

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

F. Bereavement

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

G. Awarding of Degree

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

H. Personal Business Leave

Each Unit II employee on 10-month duty shall be entitled to one (1) day of personal business leave per year with pay. The leave shall normally be approved at least twenty-four (24) hours in advance by the immediate superior,

who shall not require the employee to state a reason for the leave. If, however, an unforeseen emergency requires absence which could not have been approved twenty-four (24) hours in advance, the reason for the absence shall be stated and at the discretion of the immediate superior the absence may be approved as a day of personal business.

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

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

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

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

I. Assault Leave

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

J. Adoption Leave

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

K. Family Medical Leave Act (FMLA) Leave

AEL and the Board agree to modify and amend the following terms and provisions of this Agreement as it pertains to FMLA as per the agreed recommendations of a joint FMLA Committee comprised of all AACPS bargaining units.

1. FMLA benefits are available to all Unit II employees who have worked at least twelve (12) months during the preceding twelve (12) month period. The twelve (12) month work period shall be from the date of the employee's hire.
2. The twelve (12) month period for FMLA will be the fiscal year.
3. The Unit II employee must use available sick leave prior to going on unpaid FMLA leave. The Unit II employee may elect whether or not to use other available paid leave while on FMLA leave.
4. FMLA leave may be used for serious health conditions of those persons covered by "illness in immediate family" of the contracts of the respective units as long as the current year's available sick leave (15) has been used.
5. If a Unit II employee is on paid leave because of his or her own serious health condition, and such leave is pursuant to a sick leave bank grant or is covered by worker's compensation, such leave would be exempt from the Unit II employee's FMLA entitlement.
6. All benefits will continue as provided in the negotiated agreements of the respective units.
7. At the Unit II employee's option, the Board will pay the Unit II employee's share of the insurance premium during the leave. The Unit II employee, on return, will repay the Board for those premiums under a mutually convenient pay plan.

8. Leave taken intermittently or on a reduced leave schedule is not permitted for child care.
9. Except in unusual circumstances when FMLA leave is taken near the end of an academic term, the Board will not mandate FMLA extensions.
10. Except in unusual circumstances upon return from FMLA leave, a Unit II employee will return to his/her position.
11. An oversight committee comprised of the President and Chief Negotiator of each unit and the Board's representatives shall be formed and will meet at least annually.

ARTICLE 10 **RESIGNATION AND CONTRACT RENEWAL**

A. Provisions for Resigning

1. Regular Certificate

a. Probationary

Unless otherwise provided for in COMAR, for a Unit II employee who is completing the first or second year of continuous employment by the Board and holds a regular certificate, the deadline date for termination of employment at the end of the year by either the Board or the Unit II employee shall be May 1, except that for a Unit II employee employed on or after February 1, this notification date shall be no later than July 1 of the first year or July 1 of the second year.

b. Tenured

For a Unit II employee who has completed the third year of continuous employment by the Board and holds a regular certificate, this notification date shall be no later than July 31.

2. Provisional Certificate

For a Unit II employee employed on a provisional certificate, the deadline date for notification of termination of employment at the end of the year, by either the Board or the Unit II employee, shall be June 30.

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

B. Supplying References

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

ARTICLE 11 **WORK SCHEDULE**

A. Duty Days

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

Twelve-Month Employees

All principals, assistant principals and Unit II Central Office personnel shall be on 12-month duty. Administrative Interns shall have a work year of 200 duty days unless otherwise negotiated by AEL and the Board. All 210-day assistant principals shall be converted to 12-month employees effective July 1, 2015.

Except in case of emergency, Unit II employees will not be required to work on the following designated government holidays, when the central office will be closed:

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

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

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

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

B. Required Work Hours

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

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

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

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

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

ARTICLE 12 **PROFESSIONAL IMPROVEMENT**

A. Reimbursement for College Credit

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

1. Approval of Courses
Credits, subject to approval of the Executive Director of Human Resources, must be applicable to some clearly defined objective, such as a planned program leading to an advanced degree or the enhancement of expertise in the job.
2. Grade Requirement
The Unit II employee must earn a grade of "B" or better, except that one (1) course with a grade of "C" in an approved program of study may be reimbursed.

3. Limitations
The Unit II employee shall be reimbursed for only one (1) course per semester during the academic year, except by advance approval of the Superintendent.
4. Schedule of Payments
Unit II employees shall be reimbursed in the fall for courses completed while on active duty as employees of the Board during the previous spring or summer, and in the spring for courses completed during the previous fall. Employees failing to return to AACPS for the year following the one in which spring or summer courses were taken shall not be eligible for payment; however, if such employees are reemployed within five (5) years they become eligible for the full amount they would have received had they had uninterrupted service.
5. Duplication of Payment
Payment shall not be reduced because of funds the employee may receive from another source, except that payment by the Board shall not duplicate tuition payment from other tax sources.
6. Rate of Payment
Tuition reimbursement for all Unit II employees as to credit hours permitted and the rate of reimbursement shall be no less than the credit hours permitted and the rate of reimbursement provided for Unit I employees of AACPS and increase tuition reimbursement to match TAAAC. Additionally, employees who are enrolled in an approved career-related doctoral program as approved by the Executive Director of Human Resources will be reimbursed up to \$2,450 per year.

B. Assistance in Planning

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

C. Evaluation and Rating of Unit II

1. Purpose

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

The evaluation-rating process should:

- a. Enable a rater to establish performance goals for the ratee at least six (6) months prior to the formal rating.
- b. Encourage self-appraisal by the ratee.
- c. Provide supervisory assistance to the ratee in identifying strengths and weaknesses and in mutually developing courses of action to bring about desired change.
- d. Provide a measure of accountability by assessing the ratee's progress toward the accomplishment of goals.
- e. Provide a criterion for validating and improving the method of selection and placement.
- f. Provide one (1) source of data for making administrative decisions regarding promotion, retention in position, transfer, demotion, and release from employment.

The results of group standardized achievement tests of students shall not be used as the sole criterion for evaluation or rating of administrators.

2. Procedures
Written procedures for the evaluation and annual rating of Unit II employees shall include data concerning who shall make the evaluation, the form of notice of results to the individual, the consequences of a particular rating, the review of such ratings by a joint appeal committee, and the relationship between ratings and continued employment. When administratively practicable, electronic signatures will be used for ratings for Unit II employees.
3. Provision for Changes in Procedures
One-half of the membership of committees studying evaluation and rating procedures shall be Unit II employees appointed by AEL. Changes in procedures currently in effect shall not be made without the involvement of and due consideration by a study committee so constituted.

ARTICLE 13
**NOMINATION PROCEDURES FOR ADMINISTRATIVE
AND SUPERVISORY POSITIONS**

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

Vacancies created by the filling of advertised positions need not be re-advertised provided they are filled by employees who have established candidacy through evaluation by an interview committee.
- C. Application
Employees wishing to be considered for vacancies in administrative or supervisory positions shall apply in writing within the time limits established in the announcements. Employees who have indicated on the Declaration of Intention for that year that they wish to apply for an administrative or supervisory position shall also be considered.
- D. Screening of Applicants
The applications shall be screened by the personnel department to ascertain the eligibility of each applicant for consideration for the position, after which each applicant shall be notified of the time and place of the interview or the reason for ineligibility.
- E. References
Confidential references shall be requested from four persons of the applicant's choice who can evaluate the applicant's professional background and competence for the position sought. The Executive Director of Human Resources shall request any other references deemed appropriate. All such references shall be considered by the interview committee. References which have been obtained for this purpose in the last three (3) years may be used at the applicant's request.
- F. Interview Committee
 1. Appointments by Department Head
The appropriate department head shall appoint to the interview committee from five (5) to seven (7) employees who shall be broadly representative of the various departments with which the classification of the vacant position is involved.
 2. Organization Representation
If the applicant is an employee of Unit II, a representative of Unit II shall also be appointed to the committee from a representative list of all job groups.

3. Superior Named by Applicant

In addition, each applicant who wishes to do so may request a superior to be present at the interview. If the superior chooses to be present the superior shall participate in the evaluation of the applicant.

G. Evaluation of Applicants by Committee

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

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

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

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

H. Nomination of Candidate(s)

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

I. Notification of Applicants

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

J. Exception for Emergencies

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

K. Selection of External Candidates

An applicant who is not an employee of the Board may be selected for a position covered by this policy only if:

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

L. Applicability of Other Policies to Unit II Employees

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

ARTICLE 14
STUDENT CONTROL AND DISCIPLINE

A. Unit II Employees' Authority and Responsibility

Unit II employees shall have the authority and shall exercise the responsibility for the control of pupils throughout the school while on regular duty and also during the supervision of school-sponsored activities. They shall take reasonable action to deter acts of vandalism, willful waste of materials and utilities, and physical abuse of persons.

B. Use of Force

The Board will absolve a Unit II employee for using reasonable force in self-defense or in the restraint of a student to prevent harm to that student or to others. In case of legal claim brought by a student and/or the student's parents related to the action above, the Board shall provide legal representation for the Unit II employee and bear the cost of this service.

ARTICLE 15
OTHER PERSONNEL POLICIES

A. Travel Allowance

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

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

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

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

B. Transporting Students

Unit II employees shall not be required to transport students in their private automobiles.

C. Notification of Assignment

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

D. Authority for Assignment

The authority for determining assignments rests properly with the Superintendent.

E. Emergency Closing of Schools

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

F. Reduction In Force

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

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

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

ARTICLE 16 **GRIEVANCE PROCEDURE**

A. Definitions

The Board and AEL agree to the following definitions:

1. A "grievance" is a claim by a Unit II employee that the employee has been directly and adversely affected by a violation, misinterpretation, or misapplication of provisions of the Negotiated Agreement concerning the salaries, hours, or working conditions of Unit II employees.
2. An "aggrieved employee" is the person or persons making the claim.
3. A "party in interest" is the person or persons making claim and any person or persons who may be required to take action or against whom action may be taken in order to resolve the grievance.

B. Purpose

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

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

C. Procedure

The following procedures shall be used in processing grievances:

Informal Level

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

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

Level One

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

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

Level Two

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

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

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

Level Three

If the grievance committee is not satisfied with the decision at Level Two, it may refer the grievance to the Superintendent within five (5) duty days. The Superintendent shall meet with the aggrieved person and the person's representative(s) and render the decision within ten (10) duty days after the referral.

Level Four

If AEL finds the Superintendent's decision not acceptable, it shall within ten (10) duty days notify the Board whether or not the grievance is to be submitted to advisory arbitration. If so, both parties shall promptly request the American Arbitration Association (AAA) to submit to each party a list of persons skilled in arbitration of educational matters. Within seven (7) days each party shall cross off any names to which it objects, number the remaining names in order of preference and return the list to the AAA. If a party does not return the list within the time specified, all persons named therein shall be deemed acceptable.

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

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

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

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

D. Separate Filing of Grievance Records

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

E. Availability of Board Information

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

F. Release Time for Hearing

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

G. Time Limit for Initiating Grievance

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

H. Time Limit for Processing Grievances

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

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

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

I. AEL Advice

Nothing herein shall deny any aggrieved employee the right to seek advice of AEL representatives at any level of these procedures.

J. Representation

Any aggrieved employee may be represented above Level One by not more than two (2) persons whom the employee may choose. The aggrieved employee must, however, be present at all hearings.

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

K. No Reprisals

Neither the Board nor any employee of the administration shall take reprisals affecting any party in interest by reason of participation in the grievance procedure.

L. Evaluation Appeals


The Board shall pre-schedule four (4) evaluation appeal hearings on an annual basis. An independent note-taker will be selected as a non-participating member of the Appeal Committee. The Board and AEL shall equally share the cost of the note-taker.


ARTICLE 17
DURATION OF THE AGREEMENT


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


FOR THE BOARD

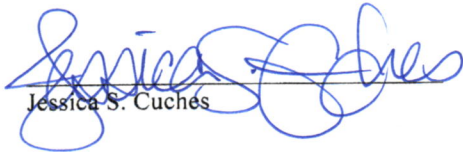
FOR THE ASSOCIATION

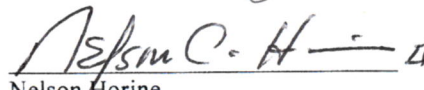

Melisa D. Rawles, Esq. Chief Negotiator

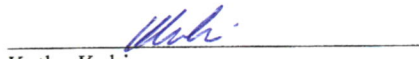

Richard Kovelant, Esq. Chief Negotiator

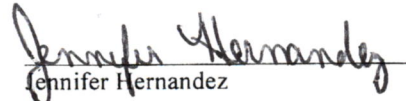

Angie Auth



William T. Myers, AEL President



Jessica S. Cuches

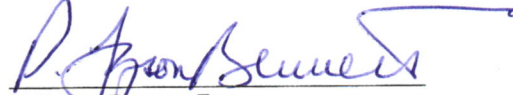

Nelson Horine


Kathy Kubic


Jennifer Hernandez



Melissa Camden


Tammy Scott


P. Tyson Bennet, Esq.

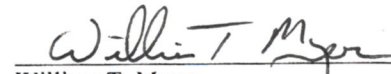
Following mutual ratification, the parties hereunto set their hands and seals this 7th day of June, 2017.
BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY


Dr. George Arlotto
Superintendent of Schools


Stacy Korbela
Board President

ASSOCIATION OF EDUCATIONAL LEADERS


Richard Kovelant, Esq.
Chief Negotiator


William T. Myers
AEL President

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Anne Arundel County Public Schools
Unit II Salary Scale
July 1, 2017 to June 30, 2018

Step	Group 1 Admin. Trainee 200 Day	Group 2 Admin. Trainee 200 Day	Group 3 Asst. Principal Level 1	Group 4 Asst. Principal Level 2 Up to 750 Students	Group 5 Asst. Principal Level 2 751-1500 Students
1	57,264	61,622	80,283	81,801	83,349
2	58,321	62,766	81,801	83,349	84,928
3	59,400	63,935	83,349	84,928	86,539
4	60,501	65,126	84,928	86,539	88,183
5	61,622	66,340	86,539	88,183	89,859
6	62,766	67,579	88,183	89,859	91,568
7	63,935	68,845	89,859	91,568	93,311
8	65,126	70,135	91,568	93,311	95,092
9	66,340	71,448	93,311	95,092	96,905
10	67,579	72,790	95,092	96,905	98,755
11	68,212	73,474	95,998	97,829	99,698
12	68,851	74,164	96,913	98,765	100,652
13	69,496	74,862	97,837	99,708	101,613
14	70,147	75,567	98,774	100,661	102,585
15	70,740	76,211	99,626	101,529	103,473
16	71,403	76,929	100,578	102,501	104,464
17	72,074	77,654	101,540	103,482	105,465
18	72,751	78,386	102,512	104,474	106,475
19	73,435	79,126	103,491	105,475	107,496
20	73,901	79,630	104,161	106,157	108,191
21	74,595	80,383	105,158	107,174	109,229
22	75,297	81,143	106,165	108,201	110,278
23	76,006	81,911	107,185	109,239	111,337
24	76,723	82,686	108,213	110,290	112,407
25	77,059	83,050	108,695	110,782	112,911
26	78,272	84,360	110,435	112,555	114,719
27	79,503	85,695	112,203	114,359	116,558
28	80,220	86,471	113,231	115,408	117,628
29	80,978	87,293	114,320	116,518	118,761
30	81,743	88,121	115,421	117,639	119,905
31	82,518	88,958	116,529	118,771	121,060
32	82,748	89,207	116,860	119,108	121,403
33	83,530	90,055	117,984	120,256	122,574
34	84,322	90,912	119,119	121,415	123,755
35	85,099	91,752	120,234	122,550	124,915
36	85,904	92,626	121,392	123,733	126,120
37	86,720	93,507	122,563	124,925	127,337
38	87,566	94,420	123,766	126,153	128,588
39	88,441	95,365	125,004	127,415	129,875
40	89,325	96,319	126,254	128,688	131,173

NOTE: Unit 2 employees will be paid a salary increased by \$1000 for holding a doctorate degree.

Anne Arundel County Public Schools

Unit II Salary Scale

July 1, 2017 to June 30, 2018

Step	Group 6 Asst. Principal Level 2 Over 1500 Students Asst. Prog. Coord.	Group 7 Principal Up to 350 Students Program Coord.	Group 8 Principal 351 to 750 Students	Group 9 Principal 751 to 1500 Students	Group 10 Principal Over 1500 Students
1	84,928	89,859	91,568	93,311	96,905
2	86,539	91,568	93,311	95,092	98,755
3	88,183	93,311	95,092	96,905	100,643
4	89,859	95,092	96,905	98,755	102,566
5	91,568	96,905	98,755	100,643	104,530
6	93,311	98,755	100,643	102,566	106,534
7	95,092	100,643	102,566	104,530	108,576
8	96,905	102,566	104,530	106,534	110,660
9	98,755	104,530	106,534	108,576	112,787
10	100,643	106,534	108,576	110,660	114,955
11	101,605	107,555	109,618	111,724	116,059
12	102,575	108,586	110,671	112,797	117,176
13	103,558	109,629	111,733	113,880	118,305
14	104,550	110,681	112,807	114,975	119,443
15	105,454	111,641	113,786	115,973	120,482
16	106,466	112,714	114,881	117,091	121,644
17	107,487	113,796	115,985	118,217	122,816
18	108,519	114,891	117,102	119,356	124,000
19	109,559	115,995	118,230	120,504	125,197
20	110,267	116,748	118,995	121,289	126,012
21	111,326	117,873	120,142	122,457	127,228
22	112,397	119,008	121,300	123,639	128,457
23	113,476	120,153	122,469	124,830	129,697
24	114,568	121,310	123,650	126,034	130,949
25	115,081	121,857	124,206	126,602	131,540
26	116,925	123,814	126,202	128,640	133,659
27	118,802	125,805	128,234	130,711	135,815
28	119,894	126,963	129,415	131,916	137,069
29	121,049	128,188	130,666	133,192	138,395
30	122,214	129,427	131,928	134,479	139,736
31	123,393	130,678	133,206	135,780	141,088
32	123,743	131,050	133,582	136,167	141,490
33	124,938	132,316	134,875	137,486	142,862
34	126,143	133,595	136,179	138,815	144,247
35	127,324	134,850	137,460	140,120	145,605
36	128,554	136,155	138,790	141,478	147,017
37	129,796	137,473	140,134	142,849	148,443
38	131,072	138,825	141,513	144,256	149,906
39	132,383	140,213	142,929	145,698	151,405
40	133,706	141,615	144,358	147,155	152,919

NOTE: Unit 2 employees will be paid a salary increased by \$1000 for holding a doctorate degree.



2017

Medical Plans Comparison Chart

Active Employees



Our goal...to educate all employees so they can make an informed healthcare decision.



Benefit	BlueChoice (HMO) "Open Access" Plan	BlueChoice (HMO) Low Option "Open Access" Plan
Acupuncture Services	\$10 co-pay, 24 visits per calendar year	Not covered (except when approved or authorized by plan when used for anesthesia)
Chiropractic Services	\$10 co-pay, 20 visits per calendar year	Office Setting – Deductible, then \$40/visit; 20 visits per calendar year
Dental Services as a result of an accidental injury	\$10 co-pay – Covered for accidental bodily injury or to correct congenital anomalies	100% Allowed Benefit after deductible
Diagnostic, Lab Services, X-ray	Covered in full for x-rays and lab services (Lab Corp only) Other diagnostic – \$10 co-pay (eg., MRIs)	Non-routine, office setting; \$40 co-pay/visit
Durable Medical Equipment	100% Allowed Benefit	50% Allowed Benefit after deductible
Emergency Room Visits	Medical Emergency – \$50 co-pay, waived if admitted Urgent Care Centers – \$10 co-pay	\$300 co-pay after deductible (waived if admitted) Urgent Care Centers – \$100 co-pay after deductible
Family Planning/Fertility (subject to state mandate)	Infertility Counseling & Testing – \$10 co-pay Artificial Insemination – covered at 50% of the plan allowance; IVF – covered at 50% of the plan allowance (limited to 3 attempts per live birth, lifetime maximum benefit \$100,000)	50% Allowed Benefit after deductible; IVF – (limited to 3 attempts per live birth, lifetime maximum benefit \$100,000)
Hearing Exams/Hearing Aids	Hearing exam – no co-pay. Aids – 100% Allowed Benefit for each ear; member may be balance billed up to total charge. Benefit once every 36 months.	Covered for minor children (up to age 18). 100% Allowed Benefit for each ear (co-pays and deductible do not apply); member may be balance billed up to total charge.
Hospitalization (Inpatient)/ Surgery	Covered in full	30% Allowed Benefit after deductible
Inpatient Nervous and Mental; Alcohol/Substance Abuse	Contact Magellan Behavioral Health for pre-authorization at 1-800-245-7013.	Contact Magellan Behavioral Health for pre-authorization at 1-800-245-7013. 30% Allowed Benefit after deductible
Outpatient Nervous and Mental; Alcohol/Substance Abuse	No pre-authorization required. Contact Magellan Behavioral Health for provider network information at 1-800-245-7013. \$5 co-pay per visit.	Office Setting – \$30 co-pay after deductible
Maternity Care	No co-pays required for prenatal services. Hospitalization covered at 100% of Allowed Benefit.	No co-pays required for pre- and postnatal services. Delivery and hospitalization – 30% Allowed Benefit after deductible
Outpatient Surgery	\$5 co-pay PCP; \$10 co-pay specialist	Office Setting – \$30 PCP co-pay/\$40 Specialist co-pay
Physical Therapy	\$10 co-pay; 30 visits/per condition/per calendar year. PCP referral required.	Office Setting – \$40 co-pay; limited to 30 days/condition/benefit period; combined with speech & occupational therapy
Prescription Drug Card (CVS CAREMARK) <i>(includes diabetic supplies)</i>	RETAIL: \$5 generic/\$15 preferred brand/\$25 non-preferred brand MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: \$10 generic/\$30 preferred brand/\$50 non-preferred brand Units 5 & 6 – 4th tier specialty: RETAIL: \$75 MAIL ORDER/ MAINTENANCE CHOICE: \$150	RETAIL: \$500 deductible, then: \$15 generic/\$35 preferred brand/\$60 non-preferred brand; self-injectables – 50% coinsurance up to a max payment of \$150 (30 days) MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: \$30 generic/\$70 preferred brand/\$120 non-preferred brand; self-injectables – 50% coinsurance up to a max payment of \$300 (90 days)
Routine Physicals	No co-pay	No co-pay
Vision Care	\$10 co-pay through Davis Vision Providers – Optometrists or Ophthalmologists. Limited to one examination per calendar year. Discounts on glasses and contact lenses from participating Davis Vision Providers. You may also use your CareFirst Select Vision plan.	\$10 co-pay through Davis Vision Providers. Routine eye exam (limited to 1 visit/per year). Discounts on glasses and contact lenses from participating Davis Vision Providers.
Well Child Care	No co-pay	No co-pay
Additional Program Benefits	Disease Management/Case Management • Discount program through Blue 365 • Magellan Behavioral Health	
Primary Care Office Visit Co-pays/ Specialist Office Visit Co-pays	\$5 co-pay \$10 co-pay	\$30 co-pay after deductible \$40 co-pay after deductible
Calendar Year Deductible	N/A	Individual – \$4,500 individual; family – \$9,000
Co-insurance	100%	Plan pays 70%; employee pays 30%
Out-of-Pocket Maximum (Medical Only)	Individual – \$2,000; family – \$6,000	Individual – \$6,350; family – \$12,700
Out-of-Pocket Max. (Comb. Medical & Rx)	Individual – \$6,350; family – \$12,700	Individual – \$6,350; family – \$12,700
Calendar Year Maximum	Unlimited	Unlimited
Lifetime Maximum	Unlimited, except for fertility services	Unlimited, except for fertility services

Dependents must be added within 31 days of becoming eligible or wait until the next open enrollment period. • Dependents are covered until end of

BlueChoice Triple Option "Open Access" Plan

Level 1	Level 2	Level 3
\$10 co-pay, 24 visits per calendar year	\$15 co-pay	80% Allowed Benefit after deductible
\$10 co-pay (limited to 20 visits per year)	\$15 co-pay (unlimited visits)	80% Allowed Benefit after deductible (unlimited visits)
\$10 co-pay covered for accidental bodily injury or to correct congenital anomalies	90% Allowed Benefit after deductible covered for accidental bodily injury or to correct congenital anomalies	80% Allowed Benefit after deductible
Lab no co-pay (Lab Corp only) Other diagnostic – \$10 co-pay (eg., MRIs).	\$15 co-pay	80% Allowed Benefit after deductible
100% Allowed Benefit	90% Allowed Benefit after deductible	80% Allowed Benefit after deductible
\$50 co-pay (waived if admitted) Urgent Care Centers – \$10 co-pay	Considered under Level 1. If Benefits are not available under Level 1, benefits may be payable under the appropriate level.	
	Urgent Care Centers – \$15 co-pay	80% Allowed Benefit after deductible
Processed under Level 2	90% Allowed Benefit after deductible	80% Allowed Benefit after deductible
Hearing exam – no co-pay. Aids – 100% Allowed Benefit for each ear; member may be balance billed up to total charge. Benefit once every 36 months.	Hearing exam – \$15 co-pay. 100% of Allowed Benefit every 36 months per aid per ear; member may be balance billed up to total charge.	Hearing exam – 80% of Allowed Benefit, after deductible. 100% of Allowed Benefit every 36 months per aid per ear; member may be balance billed up to total charge.
No co-pay	90% Allowed Benefit after deductible	80% Allowed Benefit after deductible
Contact Magellan Behavioral Health for pre-authorization at 1-800-245-7013.		
No co-pay	100% Allowed Benefit, no deductible	80% Allowed Benefit after deductible
No pre-authorization required. Contact Magellan Behavioral Health for provider network information at 1-800-245-7013.		
\$10 co-pay per visit	\$10 co-pay per visit	Deductible and co-insurance apply
No co-pays required for prenatal services. Hospitalization covered at 100% of Allowed Benefit.	No co-pays required for prenatal services. Hospitalization covered at 90% of Allowed Benefit after deductible.	Prenatal services and hospitalization covered at 80% of Allowed Benefit after deductible.
\$10 co-pay	\$15 co-pay	80% Allowed Benefit after deductible
\$10 co-pay (limited to 30 visits/per condition/per year)	\$15 co-pay (limited to 100 visits per year)	80% Allowed Benefit after deductible (limited to 100 visits per year)
RETAIL: \$5 generic/\$15 preferred brand/\$25 non-preferred brand MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: \$10 generic/\$30 preferred brand/\$50 non-preferred brand Units 5 & 6 – 4th tier specialty: RETAIL: \$75 MAIL ORDER/ MAINTENANCE CHOICE: \$150		
No co-pay	No co-pay	80% Allowed Benefit, no deductible
\$10 co-pay at Plan-designated Vision Care Centers (Davis Vision Providers). Discounts on glasses and contact lenses from Davis Vision Providers. You may also use your CareFirst Select Vision plan.	Not Covered — refer to Level 1 benefits or the CareFirst Select Vision plan.	
No co-pay	No co-pay	80% Allowed Benefit, no deductible
Disease Management/Case Management • Discount program through Blue 365 • Magellan Behavioral Health		
\$10 co-pay \$10 co-pay	\$15 co-pay \$15 co-pay	80% Allowed Benefit, after deductible
Individual/family – \$0	Individual – \$200; family – \$400	Individual – \$300; family – \$600
100%	90%	80%
Individual – \$2,000; family – \$6,000	Individual – \$500; family – \$1,000	Individual – \$1,000; family – \$2,000
Individual – \$6,350; family – \$12,700	Individual – \$6,350; family – \$12,700	Individual – \$6,350; family – \$12,700
Unlimited	Unlimited	Unlimited
Unlimited, except for fertility services	Unlimited, except for fertility services	Unlimited, except for fertility services

the month in which they turn 26. • This chart is for comparison purposes only. Please consult each plan benefit summary (available on-line) for full details.

Benefit	CareFirst/BCBS Preferred ProviderNetwork (PPN)	
	In-Network	Out-of-Network
Acupuncture Services	Only covered with certain diagnosis. Contact BCBS to verify. \$15 co-pay for preferred provider.	Only covered with certain diagnosis. Contact BCBS to verify. 80% of Allowed Benefit, after deductible.
Chiropractic Services	\$15 co-pay in-network	Benefit paid at 80% of Allowed Benefit after deductible
Dental Services as a result of an accidental injury	Restorative services for accidental injury to natural teeth—100% of Allowed Benefit	Restorative services for accidental injury to natural teeth—100% of Allowed Benefit
Diagnostic, Lab Services, X-ray	100% of Allowed Benefit	80% of Allowed Benefit after deductible
Durable Medical Equipment	100% of Allowed Benefit	80% of Allowed Benefit after deductible
Emergency Room Visits	\$25 co-pay or if admitted 100% of Allowed Benefit. Urgent Care Centers – \$15 co-pay	\$25 co-pay or if admitted 100% of Allowed Benefit. Urgent Care Centers – \$15 co-pay
Family Planning/Fertility (subject to state mandate)	Plan of treatment required Artificial Insemination – 100% of allowed mandate, some services may require co-pay; IVF – 100% of Allowed Benefit, some services may require co-pay (limited to 3 attempts per live birth, lifetime maximum benefit \$100,000)	Plan of treatment required Artificial Insemination – 80% of allowed benefit after deductible; IVF – 80% of Allowed Benefit after deductible (limited to 3 attempts per live birth, lifetime maximum benefit \$100,000)
Hearing Exams/Hearing Aids	Hearing exam – \$15 co-pay. 100% of Allowed Benefit every 36 months per aid per ear.	Hearing exam – 80% of Allowed Benefit, after deductible. 100% of Allowed Benefit every 36 months per aid per ear.
Hospitalization (Inpatient)/ Surgery	100% up to 365 days	80% after deductible/365 days
Inpatient Nervous and Mental; Alcohol/Substance Abuse	Contact Magellan Behavioral Health for pre-authorization at 1-800-245-7013.	
Outpatient Nervous and Mental; Alcohol/Substance Abuse	No pre-authorization required. Contact Magellan Behavioral Health for provider network information at 1-800-245-7013. \$15 co-pay per visit	No pre-authorization required. Contact Magellan Behavioral Health for provider network information at 1-800-245-7013. Deductible and co-insurance applies.
Maternity Care	No co-pays required for prenatal services. Hospitalization covered at 100% of Allowed Benefit.	Prenatal services and hospitalization covered at 80% of Allowed Benefit after deductible.
Outpatient Surgery	100% of Allowed Benefit	80% of Allowed Benefit after deductible
Physical Therapy	100 visits per year with \$15 co-pay per office visit	Deductible, then 80% of Allowed Benefit for 100 visits per calendar year
Prescription Drug Card (CVS CAREMARK) (includes diabetic supplies)	RETAIL: \$5 generic/\$15 preferred brand/\$25 non-preferred brand MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: \$10 generic/\$30 preferred brand/\$50 non-preferred brand Units 5 & 6—4th tier specialty: RETAIL: \$75 MAIL ORDER/ MAINTENANCE CHOICE: \$150	
Routine Physicals	No co-pay	80% of Allowed Benefit, after deductible
Vision Care	Not included in medical benefit. See CareFirst BCBS Summary Dental and Vision Plans.	Not included in medical benefit. See CareFirst BCBS Summary Dental and Vision Plans.
Well Child Care	No co-pay	80% of Allowed Benefit, after deductible
Additional Program Benefits	Disease Management/Case Management • Discount program through Blue 365 Magellan Behavioral Health	
Primary Care Office Visit Co-pays/ Specialist Office Visits Co-pays	100% of Allowed Benefit after \$15 100% of Allowed Benefit after \$15	80/20 after deductible
Calendar Year Deductible	N/A	Individual – \$200; family – \$400
Co-insurance	100%	80/20
Out-of-Pocket Max. (Medical Only)	Individual – \$1,200; family – \$2,400	Individual – \$1,200; family – \$2,400
Out-of-Pocket Max. (Combined Medical & Rx)	Individual – \$6,350; family – \$12,700	Individual – \$6,350; family – \$12,700
Calendar Year Benefit Max.	Unlimited	Unlimited
Lifetime Maximum	Unlimited, except for fertility services	Unlimited, except for fertility services

Benefit	BlueChoice (HMO) "Open Access" Plan	BlueChoice (HMO) Low Option "Open Access" Plan
Acupuncture Services	\$15 co-pay, 24 visits per calendar year	Not covered (except when approved or authorized by plan when used for anesthesia)
Chiropractic Services	\$15 co-pay, 20 visits per calendar year	Office Setting – Deductible, then \$40/visit; 20 visits per calendar year
Dental Services as a result of an accidental injury	No co-pay – Covered for accidental bodily injury or to correct congenital anomalies	100% Allowed Benefit after deductible
Diagnostic, Lab Services, X-ray	Covered in full for x-rays and lab services (Lab Corp only) Other diagnostic – \$15 co-pay (eg., MRIs)	Non-routine, office setting; \$40 co-pay/visit (Lab Corp only for lab services)
Durable Medical Equipment	100% Allowed Benefit	50% Allowed Benefit after deductible
Emergency Room Visits	Medical Emergency – \$65 co-pay, waived if admitted Urgent Care Centers – \$10 PCP co-pay/\$15 Specialist co-pay	\$300 co-pay after deductible (waived if admitted) Urgent Care Centers – \$100 co-pay after deductible
Family Planning/Fertility (subject to state mandate)	Infertility Counseling & Testing – \$10 co-pay Artificial Insemination – covered at 50% of the plan allowance; IVF – covered at 50% of the plan allowance (limited to 3 attempts per live birth, lifetime maximum benefit \$100,000)	50% Allowed Benefit after deductible; IVF – (limited to 3 attempts per live birth, lifetime maximum benefit \$100,000)
Hearing Exams/Hearing Aids	Hearing exam – \$10 co-pay. Aids – 100% Allowed Benefit for each ear; member may be balance billed up to total charge. Benefit once every 36 months.	Covered for minor children (up to age 18). 100% Allowed Benefit for each ear (co-pays and deductible do not apply); member may be balance billed up to total charge.
Hospitalization (Inpatient)/ Surgery	Covered in full	30% Allowed Benefit after deductible
Inpatient Nervous and Mental; Alcohol/Substance Abuse	Contact Magellan Behavioral Health for pre-authorization at 1-800-245-7013.	Contact Magellan Behavioral Health for pre-authorization at 1-800-245-7013. 30% Allowed Benefit after deductible
Outpatient Nervous and Mental; Alcohol/Substance Abuse	No pre-authorization required. Contact Magellan Behavioral Health for provider network information at 1-800-245-7013. \$10 co-pay per visit.	Office Setting – \$30 co-pay after deductible
Maternity Care	No co-pays required for prenatal services. Hospitalization covered at 100% of Allowed Benefit.	No co-pays required for pre- and postnatal services. Delivery and hospitalization – 30% Allowed Benefit after deductible
Outpatient Surgery	\$10 co-pay PCP; \$15 co-pay specialist	Office Setting – \$30 PCP co-pay/\$40 Specialist co-pay
Physical Therapy	\$15 co-pay; 30 visits/per condition/per calendar year	Office Setting – \$40 co-pay; limited to 30 days/condition/benefit period; combined with speech & occupational therapy
Prescription Drug Card (CVS CAREMARK) (includes diabetic supplies)	RETAIL: \$5 generic/\$20 preferred brand/\$35 non-preferred brand Units 1–4: 50% up to a max of \$50 self injectables Units 5 & 6: \$75 self injectables MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: \$10 generic/\$40 preferred brand/\$70 non-preferred brand Units 1–4: 50% up to a max of \$100 self injectables Units 5 & 6: \$150 self injectables	RETAIL: \$500 deductible, then: \$15 generic/\$35 preferred brand/\$60 non-preferred brand; self-injectables – 50% coinsurance up to a max payment of \$150 (30 days) MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: \$30 generic/\$70 preferred brand/\$120 non-preferred brand; self-injectables – 50% coinsurance up to a max payment of \$300 (90 days)
Routine Physicals	No co-pay	No co-pay
Vision Care	\$10 co-pay through Davis Vision Providers – Optometrists or Ophthalmologists. Limited to one examination per calendar year. Discounts on glasses and contact lenses from participating Davis Vision Providers. You may also use your CareFirst Select Vision plan.	\$10 co-pay through Davis Vision Providers. Routine eye exam (limited to 1 visit/per year). Discounts on glasses and contact lenses from participating Davis Vision Providers.
Well Child Care	No co-pay	No co-pay
Additional Program Benefits	Disease Management/Case Management • Discount program through Blue 365 • Magellan Behavioral Health	
Primary Care Office Visit Co-pays/ Specialist Office Visit Co-pays	\$10 co-pay \$15 co-pay	\$30 co-pay after deductible \$40 co-pay after deductible
Calendar Year Deductible	N/A	Individual – \$4,500 individual; family – \$9,000
Co-insurance	100%	Plan pays 70%; employee pays 30%
Out-of-Pocket Maximum (Medical Only)	Individual – \$2,000; family – \$6,000	Individual – \$6,350; family – \$12,700
Out-of-Pocket Max. (Comb. Medical & Rx)	Individual – \$6,350; family – \$12,700	Individual – \$6,350; family – \$12,700
Calendar Year Maximum	Unlimited	Unlimited
Lifetime Maximum	Unlimited, except for fertility services	Unlimited, except for fertility services

Dependents must be added within 31 days of becoming eligible or wait until the next open enrollment period. • Dependents are covered until end of

BlueChoice Triple Option "Open Access" Plan

Level 1	Level 2	Level 3
\$10 co-pay, 24 visits per calendar year	\$15 co-pay	80% Allowed Benefit after deductible
\$10 co-pay (limited to 20 visits per year)	\$15 co-pay (unlimited visits)	80% Allowed Benefit after deductible (unlimited visits)
No co-pay covered for accidental bodily injury or to correct congenital anomalies	90% Allowed Benefit after deductible covered for accidental bodily injury or to correct congenital anomalies	80% Allowed Benefit after deductible
Lab no co-pay (Lab Corp only) Other diagnostic – \$10 co-pay	\$15 co-pay	80% Allowed Benefit after deductible
100% Allowed Benefit	90% Allowed Benefit after deductible	80% Allowed Benefit after deductible
\$65 co-pay (waived if admitted) Urgent Care Centers – \$10 co-pay	Considered under Level 1. If Benefits are not available under Level 1, benefits may be payable under the appropriate level.	
	Urgent Care Centers – \$15 co-pay	80% Allowed Benefit after deductible
Processed under Level 2	90% Allowed Benefit after deductible	80% Allowed Benefit after deductible
Hearing exam – \$10 co-pay. Aids – 100% Allowed Benefit for each ear; member may be balance billed up to total charge. Benefit once every 36 months.	Hearing exam – \$15 co-pay. 100% of Allowed Benefit every 36 months per aid per ear; member may be balance billed up to total charge.	Hearing exam – 80% of Allowed Benefit, after deductible. 100% of Allowed Benefit every 36 months per aid per ear; member may be balance billed up to total charge.
No co-pay	90% Allowed Benefit after deductible	80% Allowed Benefit after deductible
Contact Magellan Behavioral Health for pre-authorization at 1-800-245-7013.		
No co-pay	100% Allowed Benefit, no deductible	80% Allowed Benefit after deductible
No pre-authorization required. Contact Magellan Behavioral Health for provider network information at 1-800-245-7013.		
\$10 co-pay per visit	\$10 co-pay per visit	Deductible and co-insurance apply
No co-pays required for prenatal services. Hospitalization covered at 100% of Allowed Benefit.	No co-pays required for prenatal services. Hospitalization covered at 90% of Allowed Benefit after deductible.	Prenatal services and hospitalization covered at 80% of Allowed Benefit after deductible.
\$10 co-pay	\$15 co-pay	80% Allowed Benefit after deductible
\$10 co-pay (limited to 30 visits/per condition/per year)	\$15 co-pay (limited to 100 visits per year combined between Levels 2 and 3)	80% Allowed Benefit after deductible (limited to 100 visits per year combined between Levels 2 and 3)
RETAIL: \$5 generic/\$20 preferred brand/\$35 non-preferred brand <i>Units 1–4:</i> 50% up to a max of \$50 self injectables <i>Units 5 & 6:</i> \$75 self injectables MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: \$10 generic/\$40 preferred brand/\$70 non-preferred brand <i>Units 1–4:</i> 50% up to a max of \$100 self injectables <i>Units 5 & 6:</i> \$150 self injectables		
No co-pay	No co-pay	80% Allowed Benefit, no deductible
\$10 co-pay through Davis Vision Providers – Optometrists or Ophthalmologists. Limited to one examination per calendar year. Discounts on glasses and contact lenses from participating Davis Vision Providers. You may also use your CareFirst Select Vision plan.	Not Covered — refer to Level 1 benefits or the CareFirst Select Vision plan.	
No co-pay	No co-pay	80% Allowed Benefit, no deductible
Disease Management/Case Management • Discount program through Blue 365 • Magellan Behavioral Health		
\$10 co-pay \$10 co-pay	\$15 co-pay \$15 co-pay	80% Allowed Benefit, after deductible
Individual/family – \$0	Individual – \$200; family – \$400	Individual – \$300; family – \$600
100%	90%	80%
Individual – \$2,000; family – \$6,000	Individual – \$1,000; family – \$2,000	Individual – \$2,000; family – \$4,000
Individual – \$6,350; family – \$12,700	Individual – \$6,350; family – \$12,700	Individual – \$6,350; family – \$12,700
Unlimited	Unlimited	Unlimited
Unlimited, except for fertility services	Unlimited, except for fertility services	Unlimited, except for fertility services

the month in which they turn 26. • This chart is for comparison purposes only. Please consult each plan benefit summary (available on-line) for full details.

Benefit	CareFirst/BCBS Preferred Provider Network (PPN)	
	In-Network	Out-of-Network
Acupuncture Services	\$15 co-pay for preferred provider.	80% of Allowed Benefit, after deductible.
Chiropractic Services	\$15 co-pay in-network. Unlimited visits.	Benefit paid at 80% of Allowed Benefit after deductible
Dental Services as a result of an accidental injury	Restorative services for accidental injury to natural teeth–100% of Allowed Benefit	Restorative services for accidental injury to natural teeth–100% of Allowed Benefit
Diagnostic, Lab Services, X-ray	100% of Allowed Benefit	80% of Allowed Benefit after deductible
Durable Medical Equipment	100% of Allowed Benefit	80% of Allowed Benefit after deductible
Emergency Room Visits	\$25 co-pay or if admitted 100% of Allowed Benefit. Urgent Care Centers – \$15 co-pay	\$25 co-pay or if admitted 100% of Allowed Benefit. Urgent Care Centers – \$15 co-pay
Family Planning/Fertility (subject to state mandate)	Plan of treatment required Artificial Insemination – 100% of allowed mandate, some services may require co-pay; IVF – 100% of Allowed Benefit, some services may require co-pay (limited to 3 attempts per live birth, lifetime maximum benefit \$100,000)	Plan of treatment required Artificial Insemination – 80% of allowed benefit after deductible; IVF – 80% of Allowed Benefit after deductible (limited to 3 attempts per live birth, lifetime maximum benefit \$100,000)
Hearing Exams/Hearing Aids	Hearing exam office setting – \$15 co-pay. 100% of Allowed Benefit every 36 months per aid per ear.	Hearing exam – 80% of Allowed Benefit, after deductible. 100% of Allowed Benefit every 36 months per aid per ear.
Hospitalization (Inpatient)/ Surgery	100% up to 365 days	80% after deductible/365 days
Inpatient Nervous and Mental; Alcohol/Substance Abuse	Contact Magellan Behavioral Health for pre-authorization at 1-800-245-7013.	
Outpatient Nervous and Mental; Alcohol/Substance Abuse	No pre-authorization required. Contact Magellan Behavioral Health for provider network information at 1-800-245-7013. \$15 co-pay per visit	No pre-authorization required. Contact Magellan Behavioral Health for provider network information at 1-800-245-7013. 80% of Allowed Benefit after deductible.
Maternity Care	No co-pays required for prenatal services. Hospitalization covered at 100% of Allowed Benefit.	Prenatal services and hospitalization covered at 80% of Allowed Benefit after deductible.
Outpatient Surgery	100% of Allowed Benefit	80% of Allowed Benefit after deductible
Physical Therapy	100 visits per year with \$15 co-pay per office visit	Deductible, then 80% of Allowed Benefit for 100 visits per calendar year
Prescription Drug Card (CVS CAREMARK) (includes diabetic supplies)	RETAIL: \$5 generic/\$20 preferred brand/\$35 non-preferred brand Units 1–4: 50% up to a max of \$50 self injectables Units 5 & 6: \$75 self injectables MAIL ORDER or CVS RETAIL MAINTENANCE CHOICE: \$10 generic/\$40 preferred brand/\$70 non-preferred brand Units 1–4: 50% up to a max of \$100 self injectables Units 5 & 6: \$150 self injectables	
Routine Physicals	No co-pay	80% of Allowed Benefit, after deductible
Vision Care	Not included in medical benefit. See CareFirst BCBS Summary Dental and Vision Plans.	Not included in medical benefit. See CareFirst BCBS Summary Dental and Vision Plans.
Well Child Care	No co-pay	80% of Allowed Benefit, after deductible
Additional Program Benefits	Disease Management/Case Management • Discount program through Blue 365 Magellan Behavioral Health	
Primary Care Office Visit Co-pays/ Specialist Office Visits Co-pays	100% of Allowed Benefit after \$15 100% of Allowed Benefit after \$15	80/20 after deductible
Calendar Year Deductible	N/A	Individual – \$200; family – \$400
Co-insurance	100%	80/20
Out-of-Pocket Max. (Medical Only)	Individual – \$1,200; family – \$2,400	Individual – \$1,200; family – \$2,400
Out-of-Pocket Max. (Combined Medical & Rx)	Individual – \$6,350; family – \$12,700	Individual – \$6,350; family – \$12,700
Calendar Year Benefit Max.	Unlimited	Unlimited
Lifetime Maximum	Unlimited, except for fertility services	Unlimited, except for fertility services



Dental and Vision Options

**ANNE ARUNDEL COUNTY
PUBLIC SCHOOLS**

*Active Employees and Retirees
Benefits as of January 2017*



ANNE ARUNDEL
COUNTY PUBLIC SCHOOLS

Dental and Vision Options

Active Employees and Retirees

Dental Options Benefits	CareFirst Traditional	CareFirst PPO		Concordia Plus DHMO MD1560*
		In-Network	Out-of-Network	In-Network
Oral Examination	100% of AB	100% of AB	80% of AB	\$5 copay
Routine Cleaning	100% of AB	100% of AB	80% of AB	100%
Sealants (limited to permanent molars – until end of year in which a member turns 19)	100% of AB	100% of AB	80% of AB	100%
Bitewing X-ray	100% of AB	100% of AB	80% of AB	100%
Palliative Treatment	100% of AB	100% of AB	80% of AB	95%
Other X-rays as required	100% of AB	100% of AB	80% of AB	100%
Space Maintainers	100% of AB	100% of AB	80% of AB	95%
Fillings	100% of AB	80% of AB	60% of AB**	100%
Simple Extractions	100% of AB	80% of AB	60% of AB**	75%-85%
Pulpotomy	100% of AB	80% of AB	60% of AB**	75%-80%
Direct Pulp Caps	100% of AB	80% of AB	60% of AB**	75%-80%
Root Canals	100% of AB	80% of AB	60% of AB**	75%-80%
Apicoectomy	80% of AB**	80% of AB	60% of AB**	75%-80%
Oral Surgical Services	80% of AB**	80% of AB	60% of AB**	75%-85%
Surgical Extractions	80% of AB**	80% of AB	60% of AB**	75%-85%
Oral Surgery	80% of AB**	80% of AB	60% of AB**	75%-85%
General Anesthesia	80% of AB**	80% of AB	60% of AB**	See note 1
Periodontics	50% of AB**	80% of AB	60% of AB**	50%-65%
Crown	80% of AB**	80% of AB	60% of AB**	60%-80%
Prosthetic Appliances (including implants)	50% of AB	80% of AB	60% of AB**	60%-80% Implants not covered
Orthodontics Children and Adults	50% of AB	50% of AB	35% of AB	See note 3
Annual Deductible	\$25 Ind./\$50 Family	None	\$50 Ind./\$150 Family	None
Annual Benefit Maximum	\$1,500	\$1,500		None/See note 2
Ortho Lifetime Maximum	\$1,500	\$1,500		See note 3

(AB Allowed Benefit)

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

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

**After Deductible

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

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

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

Dental and Vision Options
Active Employees and Retirees

CareFirst Vision

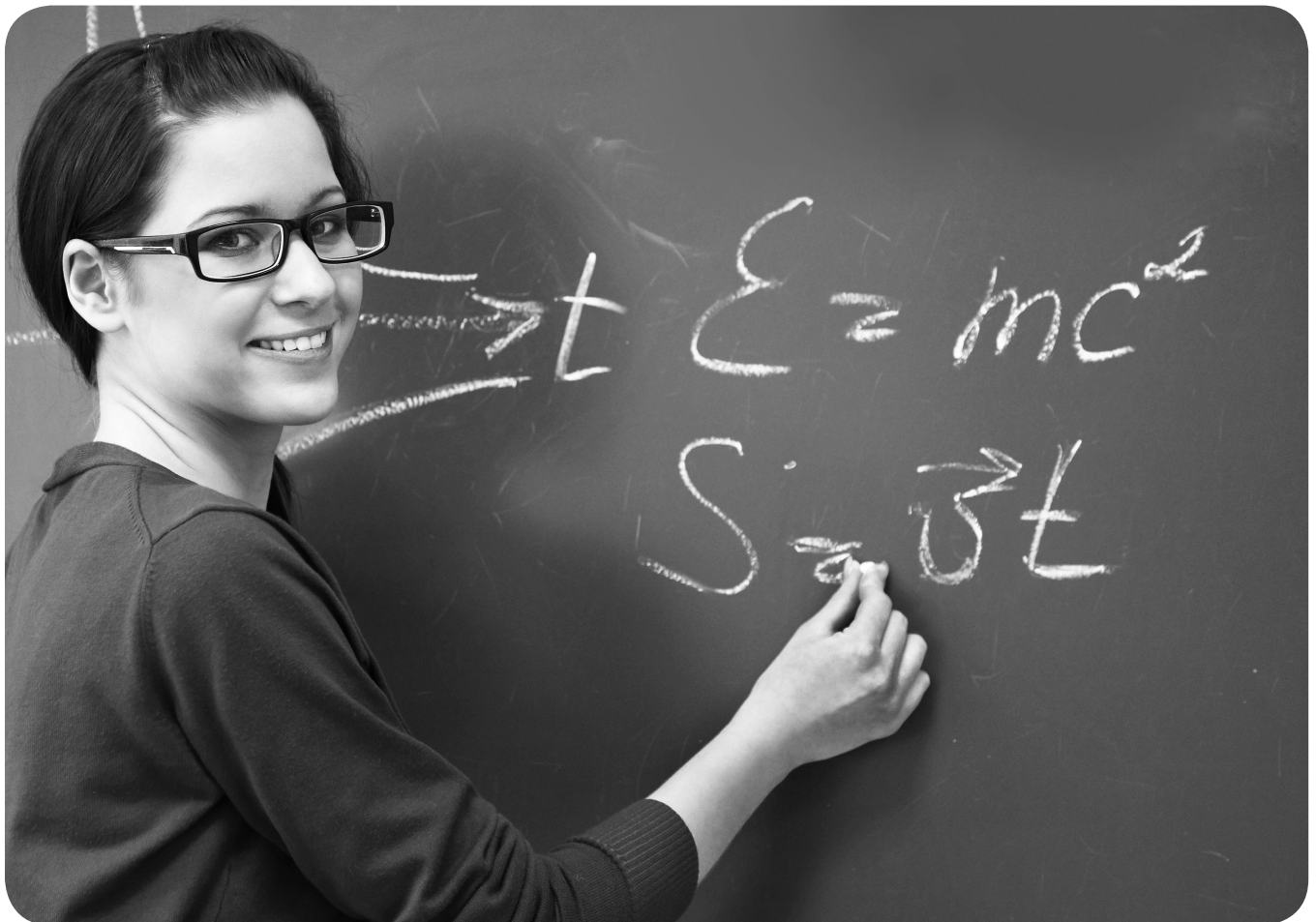
(Once every 12 months)

	Plan Pays
Eye Exam	100% of Allowed Benefit* Once every 12 months
Single Vision Lenses	\$52.00
Bifocal Lenses	\$82.00
Double Bifocal Lenses	\$100.50
Trifocal Lenses	\$101.00
Cataract (e) Lenses	\$181.00
Contact Lenses Medically Indicated	\$352.00
Contact Lenses instead of glasses Cosmetic—Single	\$97.00
Frames	\$45.00

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

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

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



Core Davis Vision

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

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

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

Summary of Benefits: (12-month benefit period)

IN-NETWORK	YOU PAY
EYE EXAMINATIONS	
Routine Eye Examination with dilation	\$10
FRAMES¹	
Priced up to \$70 retail	\$40
Priced above \$70 retail	\$40, plus 90% of the amount over \$70
SPECTACLE LENSES²	
Single Vision	\$35
Bifocal	\$55
Trifocal	\$65
Lenticular	\$110
Standard Progressive Addition Lenses	\$75
CONTACT LENSES¹	
Contact Lens Evaluation and Fitting	85% of retail price
Conventional	80% of retail price
Disposable/Planned Replacement	90% of retail price
Lens 1-2-3 [®] Mail Order Contact Lens Replacement Program	Up to 40% off retail prices
LASER VISION CORRECTION¹	Up to 25% off allowed amount or 95% of advertised special ²

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

² Please note that some providers have flat fees that are equivalent to these discounts.

These benefits are issued under policies:

13.800 (6/98) • 13.801 (R. 10/99) • 13.802 (R. 10/99) • 13.803 (R. 10/99)
13.804 (R. 10/99) • 13.805 (R. 10/99) • 13.806 (R. 10/99) • 13.810 (R. 10/99)
13.812 (R. 10/99) • BCBSMD-APPEAL (1/99) • Preferred Dental Amendment (10/00)



www.carefirst.com

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Dental and Vision Options 2018

Active Employees and Retirees



ANNE ARUNDEL
COUNTY PUBLIC SCHOOLS

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Dental Options

Active Employees and Retirees

Benefits	CareFirst Traditional	CareFirst PPO		Concordia Plus DHMO MD/DC1660*
	Plan Pays	In-Network	Out-of-Network	In-Network Plan Pays
		Plan Pays	Plan Pays	
Oral Examination	100% of AB	100% of AB	80% of AB	\$5 copay
Routine Cleaning	100% of AB	100% of AB	80% of AB	100%
Sealants (limited to permanent molars—until end of year in which a member turns 19)	100% of AB	100% of AB	80% of AB	100%
Bitewing X-ray	100% of AB	100% of AB	80% of AB	100%
Palliative Treatment	100% of AB	100% of AB	80% of AB	95%
Other X-rays as required	100% of AB	100% of AB	80% of AB	100%
Space Maintainers	100% of AB	100% of AB	80% of AB	95%
Fillings	100% of AB	80% of AB	60% of AB**	100%
Simple Extractions	100% of AB	80% of AB	60% of AB**	75%-85%
Pulpotomy	100% of AB	80% of AB	60% of AB**	75%-80%
Direct Pulp Caps	100% of AB	80% of AB	60% of AB**	75%-80%
Root Canals	100% of AB	80% of AB	60% of AB**	75%-80%
Apicoectomy	80% of AB**	80% of AB	60% of AB**	75%-80%
Oral Surgical Services	80% of AB**	80% of AB	60% of AB**	75%-85%
Surgical Extractions	80% of AB**	80% of AB	60% of AB**	75%-85%
Oral Surgery	80% of AB**	80% of AB	60% of AB**	75%-85%
General Anesthesia	80% of AB**	80% of AB	60% of AB**	See note 1
Periodontics	50% of AB**	80% of AB	60% of AB**	50%-65%
Crown	80% of AB**	80% of AB	60% of AB**	60%-80%
Prosthetic Appliances (including implants)	50% of AB	80% of AB	60% of AB**	60%-80% Implants not covered
Orthodontics Children and Adults	50% of AB	50% of AB	35% of AB	See note 3
Annual Deductible	\$25 Ind./\$50 Family	None	\$50 Ind./\$150 Family	None
Annual Benefit Maximum	\$1,500		\$1,500	None/See note 2
Ortho Lifetime Maximum	\$1,500		\$1,500	See note 3

(AB Allowed Benefit)

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

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

** After Deductible

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

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

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

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

Vision Options

Active Employees and Retirees

CareFirst Vision

(Once per calendar year)

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

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

Core Davis Vision

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

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

Summary of Benefits

(12-month benefit period)

In-Network	You Pay
EYE EXAMINATIONS	
Routine Eye Examination with dilation	\$10
FRAMES¹	
Priced up to \$70 retail	\$40
Priced above \$70 retail	\$40, plus 90% of the amount over \$70
SPECTACLE LENSES²	
Single Vision	\$35
Bifocal	\$55
Trifocal	\$65
Lenticular	\$110
Standard Progressive Lenses	\$75
CONTACT LENSES¹	
Contact Lens Evaluation and Fitting	85% of retail price
Conventional	80% of retail price
Disposable/Planned Replacement	90% of retail price
DavisVisionContacts.com Mail Order Contact Lens Replacement Program	Up to 40% off retail prices
LASER VISION CORRECTION¹	Up to 25% off allowed amount or 95% off any advertised special ²

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

² Please note that some providers have flat fees that are equivalent to these discounts.

These benefits are issued under policies: 13.800 (6/98) • 13.801 (R. 10/99) • 13.802 (R. 10/99) • 13.803 (R. 10/99) • 13.804 (R. 10/99) • 13.805 (R. 10/99) • 13.806 (R. 10/99) • 13.810 (R. 10/99) • 13.812 (R. 10/99) • BCBSMD-APPEAL (1/99) • Preferred Dental Amendment (10/00)

Notice of Nondiscrimination and Availability of Language Assistance Services

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

CareFirst:

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

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

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

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

Civil Rights Coordinator, Corporate Office of Civil Rights

Mailing Address P.O. Box 8894
 Baltimore, Maryland 21224

Email Address civilrightscoordinator@carefirst.com

Telephone Number 410-528-7820

Fax Number 410-505-2011

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

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

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

NDLA (6/17)

CareFirst BlueCross BlueShield is the shared business name of CareFirst of Maryland, Inc. and Group Hospitalization and Medical Services, Inc. CareFirst of Maryland, Inc., Group Hospitalization and Medical Services, Inc., CareFirst BlueChoice, Inc., First Care, Inc. and The Dental Network are independent licensees of the Blue Cross and Blue Shield Association. ® Registered trademark of the Blue Cross and Blue Shield Association. ® Registered trademark of CareFirst of Maryland, Inc.

Foreign Language Assistance

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

አማርኛ (Amharic) ማሳሰቢያ፡- ይህ ማስታወቂያ ስለ መደን ሽፋንዎ መረጃ ይዟል። ከተወሰኑ ቀን-ገደቦች በፊት ሊፈጽሟቸው የሚገቡ ነገሮች ሊኖሩ ስለሚችሉ እነዚህን ወሳኝ ቀናት ሊይዝ ይችላሉ። ይኸን መረጃ የማግኘት እና ያለምንም ክፍያ በቋንቋዎ እገዛ የማግኘት መብት አለዎት። አባል ከሆኑ ከመታወቂያ ካርድዎ በስተጀርባ ላይ ወደተጠቀሰው የስልክ ቁጥር መደወል ይችላሉ። አባል ካልሆኑ ደግሞ ወደ ስልክ ቁጥር 855-258-6518 ደውለው 0ን እንዲጫኑ እስኪነገርዎ ድረስ ንግግሩን መጠበቅ አለብዎ። አንድ ወኪል መልስ ሲሰጥዎ፣ የሚፈልጉትን ቋንቋ ያሳውቁ፣ ከዚያም ከተርጓሚ ጋር ይገናኛሉ።

Èdè Yorùbá (Yoruba) Ìtẹ̀lẹ̀kọ: Àkíyèsí yìí ní iwífún nípa isẹ̀ adójú tòfò rẹ̀. Ó le ní àwọn déèti pátó o sì le ní láti gbé igbésẹ̀ ní àwọn ojú gbèdèké kan. O ni ètò láti gba iwífún yí àti iránlówó ní èdè rẹ̀ lófèfè. Àwọn omo-egbé gbòdò pe nòmbà fòdùn tò wà lẹ̀yìn kààdi idánimò wọn. Àwọn mírán le pe 855-258-6518 kí o sì dúró nípasẹ̀ ijiròrò títi a ó fí sọ fún ọ̀ láti tẹ̀ 0. Nígbàti aṣojú kan bá dáhùn, sọ èdè tí o fẹ̀ a ó sì sọ ọ̀ pọ̀ mọ̀ ògbufò kan.

Tiếng Việt (Vietnamese) Chú ý: Thông báo này chứa thông tin về phạm vi bảo hiểm của quý vị. Thông báo có thể chứa những ngày quan trọng và quý vị cần hành động trước một số thời hạn nhất định. Quý vị có quyền nhận được thông tin này và hỗ trợ bằng ngôn ngữ của quý vị hoàn toàn miễn phí. Các thành viên nên gọi số điện thoại ở mặt sau của thẻ nhận dạng. Tất cả những người khác có thể gọi số 855-258-6518 và chờ hết cuộc đối thoại cho đến khi được nhắc nhấn phím 0. Khi một tổng đài viên trả lời, hãy nêu rõ ngôn ngữ quý vị cần và quý vị sẽ được kết nối với một thông dịch viên.

Tagalog (Tagalog) Atensyon: Ang abisong ito ay naglalaman ng impormasyon tungkol sa nasasaklawan ng iyong insurance. Maaari itong maglaman ng mga pinakamahalagang petsa at maaaring kailangan mong gumawa ng aksyon ayon sa ilang deadline. May karapatan ka na makuha ang impormasyong ito at tulong sa iyong sariling wika nang walang gastos. Dapat tawagan ng mga Miyembro ang numero ng telepono na nasa likuran ng kanilang identification card. Ang lahat ng iba ay maaaring tumawag sa 855-258-6518 at maghintay hanggang sa dulo ng diyologo hanggang sa diktahan na pindutin ang 0. Kapag sumagot ang ahente, sabihin ang wika na kailangan mo at ikokonekta ka sa isang interpreter.

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

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

Notice of Nondiscrimination and Availability of Language Assistance Services

हिन्दी (Hindi) ध्यान दें: इस सूचना में आपकी बीमा कवरेज के बारे में जानकारी दी गई है। हो सकता है कि इसमें मुख्य तिथियों का उल्लेख हो और आपके लिए किसी नियत समय-सीमा के भीतर काम करना ज़रूरी हो। आपको यह जानकारी और संबंधित सहायता अपनी भाषा में निःशुल्क पाने का अधिकार है। सदस्यों को अपने पहचान पत्र के पीछे दिए गए फ़ोन नंबर पर कॉल करना चाहिए। अन्य सभी लोग 855-258-6518 पर कॉल कर सकते हैं और जब तक 0 दबाने के लिए न कहा जाए, तब तक संवाद की प्रतीक्षा करें। जब कोई एजेंट उत्तर दे तो उसे अपनी भाषा बताएँ और आपको व्याख्याकार से कनेक्ट कर दिया जाएगा।

Bàsɔ̀-wùdù (Bassa) Tò Òùù Cáo! Bǎ̀ nìà kè bá nyò bě kè m̀ gbo kpá bó nì fùà-fúá-tiín nyεε jè dyí. Bǎ̀ nìà kè bédé wé jéé bě bē m̀ kè dε wa m̀ m̀ kè nyuεε nyu hwè bē wé bēa kè zi. Ǫ m̀ nì kpé bē m̀ kè bǎ̀ nìà kè kè gbo-kpá-kpá m̀ m̀óεε dyé dē nì bídí-wùdù mú bē m̀ kè se wídí d̀ p̀é. Kpooò nyò bē m̀é d́á fúùn-nòbà nìà d́é waà I.D. káàò d́éin nyε. Nyò tòò séin m̀é d́á nòbà nìà kè: 855-258-6518, kè m̀ m̀é fò tee bē wa kée m̀ gbo cē bē m̀ kè nòbà m̀òà 0 kèε dyi pàd̀àin hwè. Ǫ jù kè nyò d̀ò dyi m̀ gǎ̀ jùin, po wuđù m̀ m̀ó pòε dyiε, kè nyò d̀ò mu bó nìin bē Ǫ kè nì wuđùò mú zà.

বাংলা (Bengali) লক্ষ্য করুন: এই নোটিশে আপনার বিমা কভারেজ সম্পর্কে তথ্য রয়েছে। এর মধ্যে গুরুত্বপূর্ণ তারিখ থাকতে পারে এবং নির্দিষ্ট তারিখের মধ্যে আপনাকে পদক্ষেপ নিতে হতে পারে। বিনা খরচে নিজের ভাষায় এই তথ্য পাওয়ার এবং সহায়তা পাওয়ার অধিকার আপনার আছে। সদস্যদেরকে তাদের পরিচয়পত্রের পিছনে থাকা নম্বরে কল করতে হবে। অন্যরা 855-258-6518 নম্বরে কল করে 0 টিপতে না বলা পর্যন্ত অপেক্ষা করতে পারেন। যখন কোনো এজেন্ট উত্তর দেবেন তখন আপনার নিজের ভাষার নাম বলুন এবং আপনাকে দোভাষীর সঙ্গে সংযুক্ত করা হবে।

اردو (Urdu) توجہ: یہ نوٹس آپ کے انشورینس کوریج سے متعلق معلومات پر مشتمل ہے۔ اس میں کلیدی تاریخیں ہو سکتی ہیں اور ممکن ہے کہ آپ کو مخصوص آخری تاریخوں تک کارروائی کرنے کی ضرورت پڑے۔ آپ کے پاس یہ معلومات حاصل کرنے اور بغیر خرچہ کیے اپنی زبان میں مدد حاصل کرنے کا حق ہے۔ ممبران کو اپنے شناختی کارڈ کی پشت پر موجود فون نمبر پر کال کرنی چاہیے۔ سبھی دیگر لوگ 855-258-6518 پر کال کر سکتے ہیں اور 0 دبانے کو کہے جانے تک انتظار کریں۔ ایجنٹ کے جواب دینے پر اپنی مطلوبہ زبان بتائیں اور مترجم سے مربوط ہو جائیں گے۔

فارسی (Farsi) توجه: این اعلامیه حاوی اطلاعاتی درباره پوشش بیمه شما است. ممکن است حاوی تاریخ های مهمی باشد و لازم است تا تاریخ مقرر شده خاصی اقدام کنید. شما از این حق برخوردار هستید تا این اطلاعات و راهنمایی را به صورت رایگان به زبان خودتان دریافت کنید. اعضا باید با شماره درج شده در پشت کارت شناسایی شان تماس بگیرند. سایر افراد می توانند با شماره 855-258-6518 تماس بگیرند و منتظر بمانند تا از آنها خواسته شود عدد 0 را فشار دهند. بعد از پاسخگویی توسط یکی از اپراتورها، زبان مورد نیاز را تنظیم کنید تا به مترجم مربوطه وصل شوید.

اللغة العربية (Arabic) تنبيه: يحتوي هذا الإخطار على معلومات بشأن تغطيتك التأمينية، وقد يحتوي على تواريخ مهمة، وقد تحتاج إلى اتخاذ إجراءات بحلول مواعيد نهائية محددة. يحق لك الحصول على هذه المساعدة والمعلومات بلغتك بدون تحمل أي تكلفة. ينبغي على الأعضاء الاتصال على رقم الهاتف المذكور في ظهر بطاقة تعريف الهوية الخاصة بهم. يمكن للأخريين الاتصال على الرقم 855-258-6518 والانتظار خلال المحادثة حتى يطلب منهم الضغط على رقم 0. عند إجابة أحد الوكلاء، اذكر اللغة التي تحتاج إلى التواصل بها وسيتم توصيلك بأحد المترجمين الفوريين.

中文繁体 (Traditional Chinese) 注意：本聲明包含關於您的保險給付相關資訊。本聲明可能包含重要日期及您在特定期限之前需要採取的行動。您有權利免費獲得這份資訊，以及透過您的母語提供的協助服務。會員請撥打印在身分證背面電話號碼。其他所有人士可撥打電話 855-258-6518，並等候直到對話提示按下按鍵 0。當接線生回答時，請說出您需要使用的語言，這樣您就能與口譯人員連線。

Notice of Nondiscrimination and Availability of Language Assistance Services

Igbo (Igbo) Nrụbama: Ọkwa a nwere ozi gbasara mkpuchi nchekwa onwe gi. Ọ nwere ike inwe ụbọchị ndị dị mkpa, ị nwere ike ime ihe tupu ụfọdụ ụbọchị njedebe. Ị nwere ikike inweta ozi na enyemaka a n'asụsụ gi na akwughị ụgwọ ọ bula. Ndi otu kwesiri ikpo akara ekwentị di n'azu nke kaadi njirimara ha. Ndi ozo niile nwere ike ikpo 855-258-6518 wee chere ụbụbọ ahụ ruo mgbe amanyere ipi 0. Mgbe onye nnọchite anya zara, kwuo asụsụ ị choro, a ga-ejikọ gi na onye okwọwa okwu.

Deutsch (German) Achtung: Diese Mitteilung enthält Informationen über Ihren Versicherungsschutz. Sie kann wichtige Termine beinhalten, und Sie müssen gegebenenfalls innerhalb bestimmter Fristen reagieren. Sie haben das Recht, diese Informationen und weitere Unterstützung kostenlos in Ihrer Sprache zu erhalten. Als Mitglied verwenden Sie bitte die auf der Rückseite Ihrer Karte angegebene Telefonnummer. Alle anderen Personen rufen bitte die Nummer 855-258-6518 an und warten auf die Aufforderung, die Taste 0 zu drücken. Geben Sie dem Mitarbeiter die gewünschte Sprache an, damit er Sie mit einem Dolmetscher verbinden kann.

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

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

Diné Bizaad (Navajo) Ge': Díí bee íł hane'ígíí bii' dahólq bee éédahózin béeso ách'áqah naanil ník'ist'i'ígíí bá. Bii' dahólq doo íiyisí yoolkáálgíí dóó t'áádoó le'é ádadoolyíllígíí da yókeedgo t'áá doo bee e'e'aahí ájiil'íłh. Bee ná ahóót'i' díí bee íł hane' dóó níká'ádoowoł t'áá nínizaad bee t'áá jiik'é. Atah danilínígíí béesh bee hane'é bee wólta'ígíí nitł'izgo bee nee hódolzinígíí bikéédéé' bikáá' bich'í' hodoonihjí'. Aadóó náánáta' éi kójj' dahódoonih 855-258-6518 dóó yii diiłts'íłt' yattí'ígíí t'áá niléijí áádóó éi bikéé'dóó naasbaas bił adidiilchił. Áká'ánidaalwó'ígíí neidiitáágo, saad bee yániłt'i'ígíí yii diikił dóó ata' halne'é lá níká'ádoowoł.

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