

2008-2009

# **Supplement**

to the

## **MASTER AGREEMENT**

between the

**Board of Education of Baltimore County**

and

**Council 67/Local 434**

of the

**American Federation of State, County,  
and Municipal Employees, AFL-CIO  
(AFSCME)**

**July 1, 2008 – June 30, 2012**

**Article X**  
**Transportation Reimbursement**

The authorized use of an employee's personal car for transportation to accomplish his assigned duties shall be reimbursed at the rate established by the Internal Revenue Service. The use of a personal automobile may be authorized for:

1. Attendance at a meeting called by an appropriate administrator.
2. Travel at the direction of the appropriate administrator.

Reimbursement will be made monthly, bi-monthly, or quarterly subject to completion of the appropriate form. No reimbursement of less than fifteen dollars (\$15.00) will be paid to an employee for any period of time, except for the final reimbursement if the fiscal year, which may be submitted for less than fifteen dollars (\$15.00). Final reimbursement reports must be submitted by June 30 for ten (10) month employees or within seven (7) duty days of the close of a fiscal year for all other employees in order to receive reimbursement.

When computing mileage, the employee's normal round-trip commuting distance to his regularly assigned location shall be subtracted from the total mileage incurred. Those employees without a regularly assigned work location (painters, stationary crews, roofing inspectors) will be assigned to a specific location at the beginning of each fiscal year for the purpose of computing their travel reimbursement. Transportation reimbursement shall be provided for an employee traveling to a medical facility from his/her work location and back to the work location, due to an injury on the job. Transportation reimbursement shall be provided for an employee traveling to and from a medical facility from his/her legal residence when required and confirmed in writing by the medical facility personnel.

**Article XII**  
**Vacations**

5. In determining vacation schedules, effort shall be made to comply with the wishes of the employee. It must be recognized, however, that work schedules must be met, and when there is an irreconcilable conflict between work schedule and desired vacation schedule, the former will be dominant. Vacations must be requested in advance and approved by the appropriate administrator. Whenever possible, the employee will be notified in writing or electronically of the disposition of a vacation request of five (5) consecutive work days or longer within fifteen (15) work days of the date received by the appropriate administrator. When considering two (2) or more vacation requests for the same period of time, the employee with the most seniority shall be given preference, where appropriate. Approved vacation requests shall not be subject to revocation except in cases of designated system emergencies and/or disasters. In the event that an employee is required to work because of disaster or emergency, the unused vacation time shall be restored and may be used at a later date.

**ARTICLE XV**  
**Job Security and Transfers**

**3. Assignment and Voluntary Transfer**

An employee who is voluntarily transferred (i.e., moves to the same job classification in another department or job location) shall be paid at the same base rate held at the time of transfer. Shift differentials applicable to the new assignments will apply. Current employees requesting transfers will be given priority of selection.

Employees desiring to be considered for a voluntary transfer within the existing classification may obtain a form from the Department of Physical Facilities or the Department of Transportation or copy the form in Appendix D, and return the completed form to the designated office.

Any transfer under this provision is subject to the grievance procedure only for reasons of arbitrariness or failure to follow procedures.

**4. Assignment and Involuntary Transfer**

Involuntary transfers may be made by the superintendent or the superintendent's designee as the needs of the system require. Notification of an involuntary transfer will be given to an employee as soon as possible but not less than twenty (20) calendar days, except in case of emergency, in advance of the intended transfer. The involuntary transfer will be made only after a meeting between the employee and the appropriate supervisor at which time the employee shall be notified of the reason for the transfer. Whenever possible the employee will be transferred to a work location within the same geographic area. In the event the transfer is not in the employee's desired geographic area, the transferred employee shall be given primary consideration for any opening in the desired geographic area for a minimum of two (2) school years.

Involuntary transfers based on reasons other than the ability to perform essential functions will be affected, whenever possible, beginning with the employees having the least service within the classification at the location.