

**Memorandum of Understanding between the Secretaries and Assistants Association of  
Anne Arundel County and the Board of Education of Anne Arundel County**

This document constitutes a Memorandum of Understanding (MOU) between the Board of Education of Anne Arundel County and the Secretaries and Assistants Association of Anne Arundel County (SAAAAC) regarding a four (4) day work week schedule effective July 5, 2017, through August 15, 2017. AACPS is committed to accommodating the needs of its employees. Managers and supervisors will make every effort to work with employees to accommodate their scheduling needs and hardship situations. The following modifications will be made to the Negotiated Agreement during the aforementioned time period:

**ARTICLE 4 – WORKING HOURS AND WORKING CONDITIONS**

Employees will schedule their regular weekly hours within four (4) days each week. Schedules will be determined by employees ensuring building coverage and business needs are met as determined by the employee's supervisor. Conflicts in employees' choice in scheduling will be determined by seniority within their work site.

**ARTICLE 9 – SICK LEAVE\***

Employees who work extended hours shall have the equivalent of 1.25 days deducted from their sick leave balance for every day an employee takes of leave to accommodate the increased hours of work during this time.

Employees who work their regular hours during the week shall have the equivalent of one (1) day deducted from their sick leave balance for every one (1) day of leave an employee takes.

**ARTICLE 10 – VACATION AND ANNUAL LEAVE\***

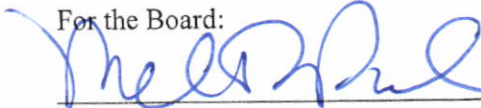
Employees who work extended hours shall have the equivalent of 1.25 days deducted from their vacation/annual leave balance for every one (1) day of leave an employee takes to accommodate the increased hours of work during this time.

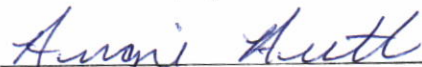
Employees may work their regular hours during the week if they take one (1) day of annual leave each week with the approval of their supervisors.

*\*Employees shall be allowed to use leave in quarter (1/4) increments during this period.*

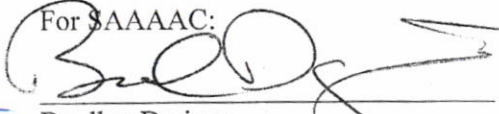
The terms and conditions of this memorandum were agreed to by the undersigned representatives.

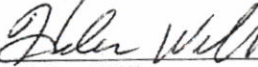
For the Board:

  
Melisa D. Rawles, Esq.  
Director of Employee Relations

  
Angie Auth  
Employee and Labor Relations Specialist

For SAAAAC:

  
Bradley Darjean,  
UniServ Director, SAAAAC

  
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