MEMORANDUM

To: Members of the Board of Education

From: Patricia O’Neill, Chair, Board of Education Policy Management Committee

Subject: Tentative Action, Policy GHC, Salaries and Other Benefits of Professional Personnel

Montgomery County Board of Education (Board) Policy GHC, Salaries and Other Benefits of Professional Personnel, provides guidelines for salary schedules, anniversary dates, and rehiring employees returning after having resigned.

Policy GHC was brought up for review as part of the policy review process. Proposed amendments were developed in consultation with employee associations and align the policy with negotiated agreements and current practice. Additional non-substantive edits update directory information and references to current law.

Members of the Board’s Policy Management Committee discussed draft Policy GHC, Salaries and Other Benefits of Professional Personnel, on May 20, 2014, and July 22, 2014. A draft of the policy is attached.

The following resolution is provided for your consideration:

WHEREAS, Policy GHC, Salaries and Other Benefits of Professional Personnel, provides guidelines for publishing salary schedules; assuring placement of administrators and supervisors, business and operations administrators, and teacher-level employees on the salary schedule; rehiring an employee returning after having resigned; and establishing anniversary dates; and

WHEREAS, Policy GHC, Salaries and Other Benefits of Professional Personnel, has been updated to address the concerns of the Policy Management Committee; and

WHEREAS, The Policy Management Committee has considered and recommended revisions to Policy GHC, Salaries and Other Benefits of Professional Personnel, including renaming the policy Salaries and Other Benefits of Administrators and Supervisors, Business and Operations
Administrators, and Teacher-Level Employees in order to more accurately characterize the policy’s provisions; now therefore be it

Resolved, That the Montgomery County Board of Education takes tentative action on Policy GHC, Salaries and Other Benefits of Professional Personnel; and be it further

Resolved, That Policy GHC, Salaries and Other Benefits of Professional Personnel, be sent out for public comment.

PO:hp

Attachment
A. PURPOSE

To provide guidelines for establishing publishing salary schedules; assuring placement of professional administrators and supervisors, business and operations administrators, and teacher-level employees on the salary schedule; reemploying—rehiring an employee returning after having resigned; and establishing anniversary dates.

B. PROCESS AND CONTENT

1. Salary Schedules

   a) The Montgomery County Board of Education (Board) will establish publish salary schedules for persons assigned to teacher and administrative and supervisory positions, and teacher-level
positions, including licensed or certificated specialists, based upon negotiated agreements. Procedures for placement on the salary schedules and for reimbursements will be established and will be uniformly applied.

b) Placement of newly hired administrative administrators and supervisors' personnel on the salary schedule will be determined by the superintendent of schools or designee based on the needs of the school system and the qualifications of the individuals.

c) All advancements on the salary schedule will be determined by the superintendent of schools or designee in accordance with the provisions of the evaluation program for administrative and supervisory personnel based on the applicable negotiated agreement.

d) No teacher will receive less than the amount specified in the state salary schedule as set forth in Section 6-301 of the Annotated Code of Maryland for his/her varying amounts of training and successful experience. Salaries for newly hired teacher-level employees align with the salaries of other Montgomery County Public Schools (MCPS) teacher-level employees with
comparable training and successful experience. A maximum entry step is assigned to newly hired teachers based on their educational qualifications. The maximum entry steps are indicated on the annual salary schedule published by the Employee and Retiree Service Center.

e) The salaries of the negotiators’ group administrators on nonscheduled salaries will be established annually by the superintendent of schools in accordance with the following guidelines:

(1) All such personnel will maintain salary relationship to other administrative administrators and supervisor positions consistent with responsibility relationships.

(2) All personnel on nonscheduled salaries will be reviewed annually for possible salary action, and, in the absence of change in responsibility, increases will not exceed 10 percent, including the factors of annual step and salary schedule change.

2. Education Preparation
a) Placement on a schedule above the bachelor's degree is based on an approved program completed after having earned the bachelor's degree. An approved program is one related to teaching assignment and to the total undergraduate and graduate program of the teacher.

b) A teacher with a Standard Professional Certificate or an Advanced Professional Certificate who has earned a second bachelor's degree (requiring 30 to 36 semester hours work) will for salary purposes be placed on the master's salary schedule. Such courses must be related and appropriate to this assignment.

32. Reemployment of Employees Who Have Resigned

a) Employees who worked for MCPS for five years or more and who are rehired within three years are placed on their last salary step of the appropriate lane, if the last step was above the maximum entry step. An employee who has resigned without prejudice after being employed by the Montgomery County Board of Education and who wishes to return may be reemployed provided a vacancy exists and provided the employee meets the qualifications for appointment in effect at the time of return.
b) The returning teacher who has continued to teach (public, private, or college) during the period of broken service will be required to qualify for a regular certificate within five years of the date of first employment by the Montgomery County Board of Education.

e) A teacher who does not qualify for a regular certificate within five years of the date of employment will be placed on the state salary schedule at the beginning of the sixth school year. See Annotated Code of Maryland, Section 6-301 for salary schedules.

43. Anniversary Dates Salary Steps

a) Any employee hired on or after May 1, 1963, who report after the first duty day of the month will be assigned as an anniversary date the first day of the month immediately following the month in which they report.

b) Any employees who were hired prior to May 1, 1963 will retain their current anniversary date.

Negotiated agreements may include provisions for salary step increases and other salary adjustments.
C. REVIEW AND REPORTING

This policy will be reviewed every three years in accordance with the Board of Education policy review process.