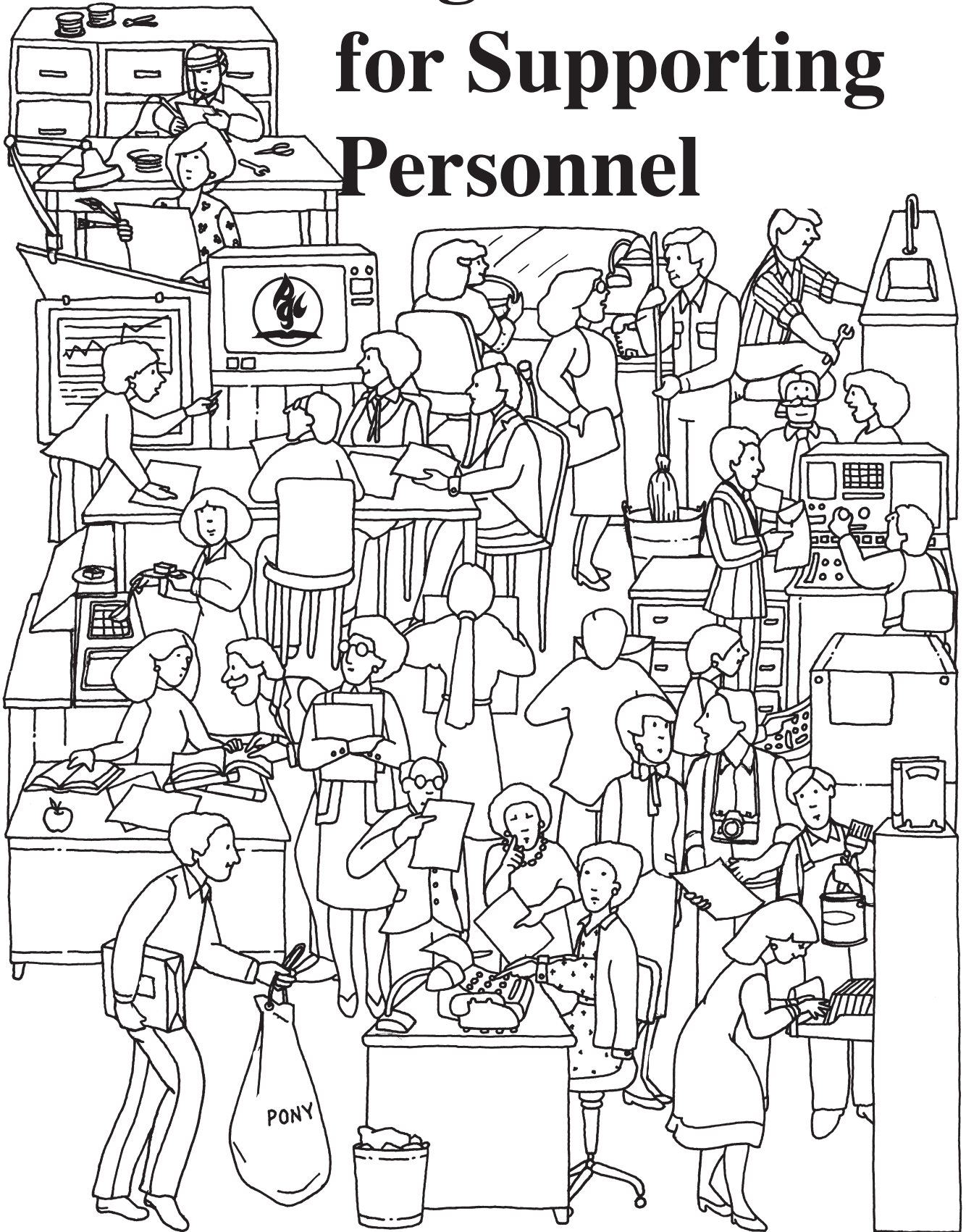


Regulations for Supporting Personnel



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

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REGULATIONS FOR SUPPORTING PERSONNEL

I. Policy:

In accordance with Board of Education policy, these regulations apply to all supporting employees of the Prince George's County Public Schools. They reflect the policies, rules, requirements and benefits of such employment. It is intended that these regulations will ensure that (1) employment with the Prince George's County Public Schools shall be made attractive as a career; (2) promotions will be on the basis of merit and fitness; (3) position classification and compensation plans will be adopted which will conform with the principle of like pay for like work; (4) a performance evaluation system shall be provided to promote efficiency and effectiveness in the operation of our school system.

II. Definition of Supporting Employees:

Supporting employees are those employees whose job titles are listed on Supporting Pay Tables 100 through 900.

III. Maintenance and Updating:

The Director of Personnel is responsible for maintenance and updating of the regulations, and questions concerning the regulations should be directed to that office. Administrative changes to the Regulations for Supporting Personnel will be made by the Superintendent of Schools as the need arises. All policy changes must have the approval of the Board of Education. These regulations supersede Regulations for Classified Personnel issued in August, 1995.

EMPLOYMENT

I. Prohibited Discrimination:

There shall be no discrimination exercised on account of age, race, sex, national origin, color, religion, political affiliation, handicapping conditions, membership or non-membership in an employee organization with respect to recruiting, the hiring of personnel or in any personnel actions affecting employees of the Prince George's County Public Schools, including training, promotion, and disciplinary actions. Promotions will be based on merit and fitness.

II. Announcement of Job Opportunities:

All announcements for job vacancies will indicate the fact that the Prince George's County Public Schools is an Equal Opportunity Employer. In addition, care will be taken to ensure that information on job opportunities is readily available to all citizens of the County.

III. Filing Complaints of Alleged Discrimination:

Any employee who has reason to believe that he/she has been discriminated against shall submit his/her complaint in the same manner as set forth for a complaint under Complaints and Grievances. Such complaint shall be filed within thirty (30) days of the alleged act of discrimination. This time limit may be waived when reasonable cause for delay has been shown. A complaint may be rejected when the complainant fails to furnish specific information that would make an investigation feasible or when the complaint is outside the purview of the regulations of the Prince George's County Public Schools. The complainant may represent himself/herself or be represented by any person or organization of his/her choice.

RECRUITMENT AND SELECTION

I. Policy:

It is the policy of the Board of Education that information relative to employment as an employee of the Prince George's County Public

Schools be readily available to interested citizens. Applications shall be accepted on a non-discriminatory basis and selection shall be made from among the best qualified candidates available for the job when a vacancy is filled.

In filling positions, all other factors being equal, preference will be given to applicants in the following order: (1) Present employees seeking promotion (2) Others: (a) Residents of Prince George's County who are Vietnam veterans (b) Residents of Prince George's County and (c) Vietnam veterans who are not residents of Prince George's County.

II. Regulations:

A. Employment Requirements — The Superintendent shall establish a program of screening and/or examination for all positions. Applications will be accepted from all persons on a continuous basis and where required, written tests will be administered. No consideration will be given to political or partisan endorsement for employment with the Prince George's County Public Schools.

B. Open Competition for all Positions — Positions, when being filled by recruitment from outside the Prince George's County Public Schools, shall be open to the public. Selection procedures may include written or oral tests and may include, but shall not be limited to, physical or performance tests or any combination thereof. They may take into consideration such factors as education, experience, aptitude, knowledge, skill, character, physical fitness and any other qualifications which enter into the determination of the relative fitness of applicants.

C. Determination of Eligibility — In all tests for employment the minimum performance by which eligibility is achieved may be established in a uniform manner. A minimum performance shall also be established for the ratings of all parts of a test which consists of several parts. Candidates may be required to attain at least a minimum performance on each part of the test in order to receive a passing grade or to be rated on the remaining parts of the tests.

D. Notification of Test Results — Each person who takes a test for employment will be notified of the results. Papers and other documents of candidates for employment shall be kept available for their inspection for a period of thirty (30) days after the date of notification of test results. Each person shall be entitled to inspect his/her test paper, but such papers shall not be open to the general public.

APPOINTMENT

I. Eligibility:

Qualified applicants will be considered for appointment for a period of one (1) year unless they are removed from consideration for one of the reasons indicated below:

A. Refusal of three offers of appointment under conditions previously listed as acceptable by the eligible applicants.

B. Appointment to fill a permanent position.

C. Appointment to another class at the same or higher compensation. In such case, at the request of the appointee, his/her name may be continued on, or restored to, any or all lists other than the one from which the appointment was made, for the remainder of the period of eligibility on such lists.

D. Filing of a statement by the eligible employee that he/she is not willing to accept appointment.

REINSTATEMENT

- E. Failure to respond, within the time specified in the notice, to any inquiry relative to appointment if evidence is not furnished justifying such failure to respond.
- F. Failure to report for work after accepting appointment.
- G. Notice by postal authorities of their inability to locate eligible applicant at his/her last known address.

II. Appointing Procedures:

- A. When filling a position, consideration will be given to all individuals considered qualified in accordance with stated standards and examinations. Where this is not feasible due to an excessive number of qualified candidates, consideration will be given to those determined to be best qualified.
- B. It shall be the responsibility of the Director of Personnel to ensure that qualifications for a position are not prepared for the purpose of enabling preference in selection of a particular individual or for the purpose of otherwise circumventing the equal opportunity for consideration of all those meeting the necessary qualifications required by the position.
- C. Subject to the availability of funds and in accordance with these regulations, the Director of Personnel may appoint an employee to or remove from the payroll and change the employee's salary, title, or status by initiating a personnel action. The Director of Personnel may, with the concurrence of the appropriate department head, assign an individual to an authorized position.

III. Temporary Appointments:

- A. Temporary appointments for short term employment shall be made from eligible lists if feasible. If no such list is available, appointments shall be made from the best qualified personnel available. A temporary appointee may remain on an eligibility list for appointment to a permanent position.
- B. Temporary employees may be terminated at any time. They are covered by State Worker's Compensation Act benefits. However, they are not eligible for leave, insurance, pay for holidays not worked, or other fringe benefits. A temporary appointment does not entitle the appointee to any special consideration for employment in a permanent position. Service credit is not earned during periods of temporary employment.

IV. Emergency Appointments:

When an emergency makes it impossible to fill a position by the normal procedures, a qualified person may be appointed to a position on a temporary basis and for a period not to exceed 90 days in any twelve-month period. A vacancy of which the department head has had reasonable notice, or an employment condition of which the employee had, or might have with due diligence had previous knowledge, shall not be considered an emergency under this section.

V. Part-Time Positions:

Authorized positions which entail fewer hours of work than full-time positions in the same category may be filled without regard to other provisions relative to certification included in these regulations.

VI. Appointment to Unskilled Classes:

Positions allocated to unskilled classes may be filled by persons meeting approved standards and passing any tests which may be prescribed.

VII. Federal Programs:

Personnel employed in federal programs will be administered in accordance with procedures set forth by the federal government, where applicable, in addition to pertinent portions of these regulations. Continued employment in such programs is subject to the availability of federal funds.

I. Conditions and Circumstances:

Vacancies may be filled by the non-competitive reinstatement of certain former employees. A former employee may be reinstated under the following conditions and circumstances.

- A. Satisfactorily completed a probationary period.
- B. Terminated without delinquency or misconduct and is recommended by the department head for reemployment.

The period of eligibility for reinstatement shall be equal to the time served as an employee of the Prince George's County Public Schools up to a period of six years. This period of eligibility may be extended under special circumstances by the Associate Superintendent for Human Resources. An individual who is reinstated to a position in the same class series as previously held may be authorized service credit for pay purposes up to and including the 6th pay step. Credit will be given in increments of completed years of service. Service credit for pay purposes for an individual who is reemployed in a position in a class series other than previously held will be determined on an individual basis.

- D. If a department head desires to have a former employee reinstated to a position other than that from which separated, the department head must submit the proposed action to the Director of Personnel for approval of the former employee's qualifications and certify that the former employee has qualifications superior to any employees of lower class in the department who could be promoted to the position.
- E. Reinstatement is a privilege and not a former employee's right.

PHYSICAL EXAMINATION

I. Procedure:

When deemed necessary, an employee may be required to be examined by a physician at Prince George's County Public Schools' expense to determine his/her suitability for continued employment. If a disability of any kind is discovered which impairs the effectiveness of an employee or makes his/her continuance on the job a hazard to himself/herself or others, the following action shall be taken:

- A. If the disability is correctable, the employee shall be allowed a specified time to have it corrected. If he/she fails to take steps to have the disability corrected within the specified time allowed by the physician, he/she shall be subject to appropriate personnel action which could include separation from service.
- B. If, in the opinion of the examining physician, the disability cannot be corrected, an attempt will be made to place the employee in another position which he/she can perform satisfactorily. If that step cannot be accomplished successfully, steps will be taken to separate the employee through retirement if the employee has the necessary amount of service. If retirement is not possible the employee will be separated from service.

REASSIGNMENT/TRANSFER

I. Definitions:

- A. Reassignment: A reassignment is a change from one position to another without promotion or demotion in the same work location.

- B. Transfer: A transfer is a change from one department to another, from one school to another.
- C. Work Location: School or department to which an employee is assigned.
- D. Voluntary Demotions: An employee may be changed at his/her own written request to a position in a lower class. The department head shall advise the Director of Personnel whether the employee is qualified to perform the duties and responsibilities of the lower class position. An employee who is voluntarily changed to a lower grade shall be paid at a step within the lower grade selected by the Director of Personnel.
- E. Demotion During Trial Period Following Promotion: A six-month trial period shall be used in connection with promotions in the same manner as the probationary period is used for newly appointed employees.

If a person is removed during the trial period following a promotion for failing to perform satisfactorily, he/she shall be entitled to return to his/her former classification and pay, unless his/her unsatisfactory performance is such as to warrant disciplinary action.

II. Reassignment/Transfer Within School System:

- A. The appropriate department head or school principal may at any time reassign an employee under his/her jurisdiction from one position to another in the same class. The Director of Personnel shall be notified of such reassignment.
- B. The reassignment of an employee to a position in another class, or the transfer of an employee from one department or school to another, shall be effected by the Director of Personnel.

III. Transfer To and From Agencies Under Reciprocal Agreements:

The Superintendent of Schools may with the approval of the Board of Education approve reciprocal agreements with Prince George's County agencies, and such other agencies as considered appropriate, for the filling of vacancies by transfer from such agencies. Employees transferring under such an agreement shall be given credit for sick and annual leave accumulated by service with the other agency. Step in pay grade of the class to which transfer is made shall be set on the basis of the employee's qualifications.

PROBATION

I. Probational Status:

- A. Each applicant appointed to a position shall be designated a probational employee. The probationary period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his/her position and for disqualifying any employee whose performance or conduct is unsatisfactory. The probational employee should be counseled and made aware of any deficiencies in his/her work by his/her work supervisor in order that he/she may have a fair opportunity to achieve permanent status.
- B. An employee shall be eligible for consideration for permanent status upon completion of the probationary period and certification by his/her supervisor of his/her qualifications for such status.
- C. Each probational employee may be subject to necessary personnel action (i.e. transfer, lay-off, dismissal and other personnel action) without prior notice and without the right to appeal. The probationary period consists of time actually

worked and does not include time off for closing of schools, or time lost for any other reason.

II. Duration of Probationary Period:

The probationary period shall be six months in duration and may be extended for one three-month period. At the end of an extended probationary period the employee must be granted permanent status or terminated.

III. Dismissal and Demotion During Probationary Period:

- A. At any time during the probationary period an employee may be terminated for failure to perform satisfactorily, when his/her conduct is unsatisfactory, or when other conditions require such action.
- B. A probational employee who is found to have been appointed through fraud shall be terminated.
- C. When it is desired to terminate a probational employee, the request will be submitted to the Director of Personnel by the principal, department head or other appropriate authority setting forth the reasons for such action. The Director of Personnel will take the necessary action to effect the separation from service.
- D. There shall be no right of appeal from adverse action taken against an employee during the probationary period except on allegation of prohibited discrimination or illegal action.

IV. Probationary Period Reports:

During the sixth month of service the principal/supervisor will submit to the Director of Personnel an Evaluation Form for Probationary Supporting Personnel rating the performance of the probational employee and recommending whether the employee should be retained, terminated or have his/her probationary period extended for a period of three months. The employee will be notified of the action taken.

PERFORMANCE EVALUATION

I. Objective:

Employee performance evaluation procedures are established for all Supporting Personnel. The objective of such performance evaluation is to promote open and candid, two-way communication between an employee and his/her work supervisor.

A properly functioning evaluation system ensures that performance will be fairly appraised in relation to work requirements, and that the employee-supervisor relationship will be strengthened by the development of a work environment which provides for recognition of individual achievement.

II. The Evaluation Process:

The heart of every performance appraisal program is the day-to-day communication between the employee and his/her work supervisor. It is this day-to-day relationship that keeps the employee informed on how he/she is doing in relation to objectives, helps him/her improve his/her performance and builds morale and teamwork. In addition, this daily exchange between the work supervisor and the employee enables the employee to be kept advised of work requirements and provides a fair opportunity for the employee to meet these requirements. The continual performance appraisal of the employee by his/her work supervisor is different from the performance rating.

The performance rating is made at the close of a rating period. Performance appraisal is made on a continued basis while the performance is being rendered. If the work supervisor has provided

for the continued appraisal of the employee through the day-to-day communication process, the quality of the performance rating will come as no surprise to the individual rated.

III. Evaluating Performance:

- A. Permanent employees will be evaluated annually within 15 days of their anniversary date and at the time of transfer to another work location.
- B. Evaluations shall be made by supervisory personnel as designated by the department head or school principal. The appropriate supervisor may participate if a conference is required.
- C. The evaluation form completed at the time of transfer will be completed in the same manner as the annual evaluation. However, when a recommendation is made that an individual not be granted an increment based on his/her performance of duty at the school or department he/she is leaving, a copy of such evaluation will be provided to the new work location in order that the necessary counseling may be effected to assist the individual in qualifying for an increment.

IV. Supervisory Notification:

- A. The Supporting Personnel Office will provide the employee evaluation forms to the appropriate office. Upon receipt of the evaluation form the appropriate work supervisor shall review it to decide what determinations and counseling are required. If the performance of the employee is fully satisfactory, the evaluation form will be held until the date specified on the form for return to the Supporting Personnel Office.
- B. Upon receipt and review of the evaluation form, if it is determined that a recommendation for removal or recommendation for denial of a pay increase may be made, the work supervisor shall so inform the employee in writing and initiate counseling toward the goal of improving deficiencies, if this has not already been done. Notification and counseling must take place at least forty-five (45) days prior to the time the employee is eligible for a salary increment. If performance is not improved as required by the date the evaluation form is to be returned to the Director of Personnel, the form will be completed and returned as required.

V. Step Increase:

- A. An employee will not be entitled to a step increase until the employee's supervisor has certified that performance has met acceptable standards and that the employee is deserving of such recognition during the evaluation period. Such certification will be noted on the employee's evaluation form.
- B. A recommendation or decision to withhold a step increase will be discussed with the employee prior to forwarding the evaluation form to the Director of Personnel when possible.

VI. Review of Evaluations:

- A. Within five (5) days from date of evaluation, an employee may request a conference with the person who conducts the evaluation and the next line official to discuss any comments with which there is disagreement. Any employee who continues to disagree with their evaluation may submit a rebuttal in writing which shall be forwarded to the Director of Personnel and made a part of the employee's personnel record.
- B. An employee may appeal a determination to withhold a pay increase through the same channels as provided for a complaint as set forth under Complaints and Grievances.

VII. Departmental Appraisal Form:

In order to improve the appraisal process, a department head may desire to utilize an appraisal form suited to the needs of his/her

particular department to supplement the Supporting Personnel Evaluation form. Such a form could serve to help provide better understanding between the employee and his/her work supervisor of job requirements and help develop a better environment. If desired, the Director of Personnel will assist in the development of a departmental appraisal form.

RESIGNATIONS/QUITS

I. Resignations:

To resign in good standing an employee shall give his/her supervisor at least fourteen (14) calendar days prior notice in writing. When feasible, it is desirable that thirty (30) days advance notice be given. When an employee resigns and gives the required fourteen calendar days, prior notice his/her service record shall be noted, "Resigned."

When an employee fails to give the required fourteen (14) calendar days prior notice and does not provide an acceptable reason, his/her service record shall be noted, "Resigned, insufficient notice."

II. Quits:

An employee who fails to report to work for three (3) consecutive work days without authorized leave shall be separated from the payroll and his/her service record shall be noted, "Failed to report to work as required." Such an employee may be reinstated only if it is determined that circumstances were such as to make it impossible for the employee to notify his/her supervisor.

RETIREMENT

I. Membership Requirements:

Each employee is required to become a member of one of the State Pension Systems. Membership depends upon the position held and will be in either the Teachers' Pension System or the Employees' Pension System. Detailed information relative to the pension systems is provided at the time of employment. Questions pertaining to retirement should be directed to the Employee Services Office.

DEATH

I. Payment of Wages:

When an employee dies there shall be paid to the estate of the deceased all wages earned plus payment for any earned annual leave.

TRAINING AND EMPLOYEE WELFARE

I. Training:

It is the policy of the Board of Education to foster and to promote programs of training for employees which will serve to improve the quality of service rendered to the Prince George's County Public Schools and will assist employees in preparing for promotions.

II. Employee Welfare:

It is the policy of the Board of Education to promote, to the maximum extent feasible, the morale and welfare of its employees. It shall be the responsibility of the Superintendent of Schools to implement these policies and bring to the attention of the Board of Education actions necessary to better the working conditions and improve the morale of Prince George's County Public Schools' employees.

POSITION CLASSIFICATION

I. Definitions:

Classification: The assignment of a position to a class of work.

Class: A number of positions sufficiently similar in duties and responsibilities that each position in the group can be given the same job title, can be assigned the same minimum requirements of education and experience, can be filled by substantially the same tests of ability or selection methods and is of a similar level of job value, deserving the same salary range.

Class Specification: An official statement or guideline of the general duties, responsibilities, and qualification requirements of the kinds of positions included in the same class.

Class Title: A descriptive, brief title of a class which is consistent with other titles in the plan and which can be used in all official documents for purposes of easy identification.

Class Title Code: A four digit number representing a class title.

Incumbent: An employee who performs the work of a position.

Position: A group of duties and responsibilities assigned by proper authority to be performed by an employee. A position may be full-time or part-time, occupied or vacant, temporary or permanent.

Position Classification Manual: A book comprised of a schematic listing of class titles followed by a written class specification for each title.

Re-Classification: The assignment of an existing position from one to another class of work.

II. Position Audit Process:

The Superintendent of Schools may initiate position audits of any or all supporting employee positions at any time. A position audit may also be initiated by a written request to the Director of Personnel from the incumbent of the position to be audited or, the head of the department in which a specific position is located.

Position content information may be gained through completion of written position descriptions by position incumbents (by the supervisor of a position, if that position is vacant) and through field studies of positions including personal visits with position incumbents by personnel department staff. In determining the proper classification of a position, care will be taken to ensure that the duties performed by the incumbent are appropriate and necessary to the job and have been assigned by the proper management official.

Upon completion of the audit, the Director of Personnel shall recommend to the Associate Superintendent for Human Resources the proper classification of positions based upon knowledge of individual position tasks and responsibilities gained through the position audit process.

II. Determination of Classes:

The pay grade assignment of new or revised classes of work will be approved by the Superintendent of Schools. The pay grade assignment or reassignment of existing classes will be approved by the Associate Superintendent for Human Resources.

IV. Interpretation of Class Specifications:

Class specifications are to be interpreted in their entirety and in relation to others in the classification plan. Particular phrases or examples are not to be isolated and treated as a full definition of the class. Specifications are deemed to be descriptive and explanatory of the kind of work performed and not necessarily inclusive of all duties performed.

V. Classification of Positions:

The Director of Personnel shall examine the nature of positions as they are created and shall recommend to the Associate Superintendent for Human Resources a classification for each new position to an existing class. When the content of the new position is unique relative to existing classes, approval will be obtained from the Superintendent of Schools for the creation of a new class.

VI. Administration of the Classification Plan:

The Director of Personnel will continuously review the classification plan as well as the allocation for all positions to classes within the plan. The Director of Personnel shall recommend to the Associate Superintendent for Human Resources the changes deemed necessary.

VII. Requests for Further Review After Audit:

Any supporting employee who considers position classification actions to be adverse in effect upon the conditions of his/her employment may request in writing that the Superintendent of Schools give further study to the tasks of his/her position.

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VI. Administration of the Classification Plan:

The Director of Personnel will continuously review the classification plan as well as the allocation for all positions to classes within the plan. The Director of Personnel shall recommend to the Associate Superintendent for Human Resources the changes deemed necessary.

VII. Requests for Further Review After Audit:

Any supporting employee who considers position classification actions to be adverse in effect upon the conditions of his/her employment may request in writing that the Superintendent of Schools give further study to the tasks of his/her position.

VIII. Work Performed Outside of Classification:

Employees whose job titles are listed on pay tables 100 through 700 may be detailed to duties outside of their regular classification. However, such an employee detailed to such duty for more than twenty-five (25) consecutive working days will be compensated at the appropriate rate for the period of detail beyond twenty-five (25) days. Employees whose job titles are listed on pay tables 800 to 900 are not entitled to increased compensation when detailed to temporary assignment outside of their regular classification.

COMPENSATION PLAN

I. Objective:

The Compensation Plan is intended to provide all supporting employees of the Prince George's County Public Schools with fair and competitive pay relative not only to pay received by other supporting employees performing similar work within the Prince George's County Public Schools, but also to the general level of rates paid by other employers in the labor market from which supporting employees are recruited.

II. Composition:

The Compensation Plan shall consist of appropriate schedules listing the assignment of each class in the Classification Plan to salary grade. Current salary schedules are contained in published bulletins and negotiated agreements.

III. Adoption of the Schedules of Salary Grades:

Salary schedules shall be prepared by the Director of Personnel and approved by the Superintendent of Schools in accordance with funds authorized by the Board of Education.

IV. Assignment of Classes to Salary Grades:

The Associate Superintendent for Human Resources shall submit to the Superintendent of Schools for his amendment, approval or rejection, a recommended assignment of each new class in the Classification Plan to one of the grades in the salary schedule.

V. New Appointments:

A new employee shall be paid at the first step of the salary grade, except that payment above the minimum may be authorized when qualified applicants are not available for employment at the first step.

VI. Promotion and Reclassification Upward:

When an employee is promoted or his/her position reclassified upward two grades or more on the same salary scale, he/she shall be placed on that step which approximates a two-step increase in pay. When the promotion or reclassification is less than two grades, he/she shall be placed on that step which approximates a one-step increase in pay. The resulting salary cannot be higher than the maximum for his new salary range. An employee who is promoted after having earned time towards a longevity step will be given credit for that time if moving to another longevity step.

VII. Reclassification Downward:

When an employee's position is reallocated to a class of lower salary grade, the employee shall be permitted to continue at his present rate of pay and receive increment increases to the maximum of the lower grade.

VIII. Reassignment and Transfer:

An employee who is reassigned or transferred to a position in the same grade on the same salary scale shall be paid at the rate held at the time the action takes place.

IX. Compensation For More Than One Job:

No employee may hold two Prince George's County Public Schools' supporting jobs without prior approval of the Associate Superintendent for Human Resources.

MERIT INCREASES

I. Qualification Requirements:

Employees who qualify will receive a one step increase on their anniversary date. The granting of these salary increments is based on the demonstration by the employee of an acceptable level of competence in the performance of his job.

An employee is considered to have attained an acceptable level of competence only if his/her performance is adequate in the major aspects of his/her work. Standards must not only include the required quantity and quality of work, but also other essential elements of job performances such as personal qualifications and conduct which directly affect an employee's work.

It is the responsibility of the individual who supervises the work of an employee to ensure that the employee understands what constitutes an acceptable level of competence and to advise the employee when his/her work is below this level. Such advice will be in writing. The employees should be made aware of his/her deficiencies at least forty-five (45) days prior to the date on which he/she can become eligible for a salary increment in order that he/she may have an opportunity to raise his/her performance to an acceptable level. When an employee's salary increment is to be withheld he/she will be so notified in writing with the specific reasons why such action is being taken.

An individual who has been determined to be ineligible for a salary increment may appeal for reconsideration through the same channels as provided for a complaint.

ANNIVERSARY DATE

(Employees contained within a negotiating unit should refer to appropriate negotiated agreement.)

I. How Established:

An employee's anniversary date will be the first day of the month following the date of commencing work. This date shall remain as the anniversary date of the employee during the entire time he/she continuously works with the Prince George's County Public Schools except as adjusted for leaves of absence.

PAY DEDUCTIONS

I. Required Deductions:

The following deductions will be taken from an employee's pay when applicable and are automatically deducted in accordance with approved schedules:

- A. Federal Withholding Tax
- B. Maryland Income Tax, Virginia Income Tax, or District of Columbia Income Tax, as appropriate
- C. Social Security
- D. Maryland State Retirement Systems contributions where required.
- E. Representation fee for non-union members of designated employee units.

II. Voluntary Deductions:

The following deductions may be made voluntarily by each employee:

- A. Prince George's County Public Schools Medical Benefits
- B. Educational Systems Employees Federal Credit Union
- C. U.S. Savings Bonds
- D. Tax Sheltered Annuity
- E. Union Dues
- F. Designated Charitable Organizations

HOURS OF WORK AND ATTENDANCE

I. Hours of Work:

Work hours for permanent personnel shall be as prescribed by the Superintendent of Schools in accordance with approved schedules. Work performed in excess of the normal work schedule must be approved in advance by proper authority.

II. Attendance:

Each department head/school principal shall be responsible for maintaining proper attendance records for all personnel under his/her supervision.

LEAVE BENEFITS

I. Where Set Forth:

A comprehensive program of leave benefits is available to personnel. Employees who are included in a negotiating unit should refer to the negotiated agreement for their unit. Leave regulations for employees whose positions are listed on pay tables 800 and 900 are as prescribed separately by the Board of Education.

DISCIPLINARY ACTION

I. Policy:

The severity of disciplinary action shall be related to the gravity of the offense, the employee's record of past offenses, and his/her length of service. The following provisions shall govern disciplinary actions.

II. Dismissals:

A dismissal is the discharge for cause of a permanent employee who has successfully completed the probationary period. It is the most severe of penalties and shall be based on grave or repeated offenses. When the duty performance of a permanent employee is considered to be unsatisfactory he/she will be notified of his/her deficiencies in writing and warned that failure to correct these deficiencies and improve his/her performance of duty may result in termination or other disciplinary action. Letters of warning will be issued for non-school based personnel, custodial personnel and food service personnel by the appropriate department or division head. Letters of warning for all other personnel will be issued by the Director of Personnel upon recommendation of the principal, supervisor or other proper authority. A copy of each letter of warning will be provided to the Director of Personnel for inclusion in the personnel file.

If after receiving a letter of warning, an employee does not take immediate action to remedy his/her deficiencies and improve his/her performance of duty he/she may be terminated. Usually the employee will be notified at least three (3) days in advance of the proposed termination in order that he/she may have an opportunity to make a statement relative to the proposed termination.

No advance notice or prior letter of warning is required when circumstances indicate that immediate termination is warranted.

When it is deemed necessary to terminate an employee for disciplinary reasons, the request for termination should be submitted to the Director of Personnel by the principal, department head or other appropriate authority. Requests for termination should include the following:

- A. Reasons for termination.
- B. Desired date of termination.
- C. Statement as to whether individual has previously received letter of warning.

- D. Statement as to whether employee has been advised of proposed termination.

The Director of Personnel will review the request for termination and make a determination as to whether the employee should be terminated or whether other action should be taken. If the Director of Personnel determines that the employee is to be terminated, he/she will prepare the letter of termination and forward it to the appropriate authority for delivery. The letter of termination may be mailed to the employee when it is not feasible to deliver it to him/her on the job.

III. Relief from Duty:

When the exigencies of the situation indicate it to be necessary, an employee may be relieved from his/her duties by proper authority pending further action. All such instances will be reported immediately to the appropriate department head.

IV. Suspensions:

Suspensions may be effected for non-school based personnel, custodial personnel and food service personnel by the appropriate department or division head. Suspensions of all other personnel will be effected by the Director of Personnel upon recommendation of the principal, supervisor or other proper authority.

When it is considered appropriate to suspend an individual for disciplinary purposes, he/she will be provided a notification of intent to suspend and the opportunity to reply before any suspension is effected. An individual may be suspended for such time as is considered appropriate not exceeding two (2) weeks for any one offense. A written statement specifically setting forth reasons for each such suspension shall be furnished to the affected employee. When circumstances warrant, an employee may be suspended without prior notification of intent to suspend.

If an employee's suspension is the result of a pending investigation or trial based on charges against him/her, the employee may use any earned annual leave; thereafter the employee will be placed on leave without pay until the matter is resolved and a decision is made concerning his/her suitability for continued employment.

V. Reductions in Pay or Grade:

An employee may be reduced in pay and/or grade when such action is appropriate as a disciplinary measure. Such a recommendation shall be submitted by the appropriate authority to the Director of Personnel. The recommendation should include the following:

- A. Reasons for reduction in pay and/or grade.
- B. Recommended date for proposed action.
- C. Statement as to whether the employee has previously received a letter of warning.
- D. Statement as to whether the employee has been advised of the recommended disciplinary action.

The Director of Personnel will review the recommendation for the reduction in pay and /or grade and if such action appears warranted will advise the employee of the intended action and give him/her an opportunity to reply before any disciplinary action is taken. If the employee does not provide a satisfactory reason within the time provided as to why the proposed disciplinary action should not take place, it will be carried out.

VI. Reasons for Disciplinary Action:

Listed below are some of the reasons which might be cause for disciplinary action, but disciplinary action is not limited to the offenses listed:

- A. Incompetence or other similar unsatisfactory performance.
- B. Being convicted of a crime involving moral turpitude.

- C. Insubordination.
- D. Unauthorized absence.
- E. Excessive tardiness.
- F. Abuse or theft of Prince George's County Public Schools' property.
- G. Knowingly giving false statements to supervisors or the public.
- H. Violation of administrative regulations or department rules.
- I. Being under the influence of alcoholic beverages or a controlled dangerous substance during the work day.
- J. Consumption or possession of alcoholic beverages or a controlled dangerous substance on Board of Education property, including Board vehicles, at any time.
- K. Any conduct which reflects unfavorably on the Prince George's County Public Schools as an employer.
- L. Membership in any organization which advocates the overthrow of the Government of the United State by force or violence.
- M. Acceptance of gratuities.
- N. Refusal to be examined by an authorized physician when so directed.
- O. Traffic violation(s) and vehicle accident(s).
- P. Loss of job requirements, such as loss of a necessary license, that prevents an employee from doing his/her job adequately.

VII. Appeals:

A permanent employee who is disciplined as provided above, may within five (5) working days of notice of such action, address a written request for a hearing to the Superintendent of Schools. In the event of such a request, the Superintendent of Schools shall arrange for a hearing to be held not less than five (5) or more than thirty (30) working days after the receipt of the request. Employees may represent themselves or be represented by anyone they designate.

Hearings shall be conducted in accordance with procedures established by the Superintendent of Schools.

The Superintendent of Schools may uphold the disciplinary action or determine that it was not well founded or too severe and direct that it be cancelled or modified. In the event that cancellation is ordered, the affected employee shall be paid in full for such portion of time as he/she was unjustly suspended, reduced in grade or pay or removed. In the event that the disciplinary action taken was removal or reduction in grade or pay, the affected employee shall be restored to his/her former position and pay status, or to a position in the same class and pay status. In the event that modification is ordered, the Superintendent's decision will include directives as to pay.

An employee may appeal the decision of the Superintendent of Schools to the Board of Education which may assign said matter to a Hearing Examiner of the Board. The request for such appeal must be made in writing within thirty (30) days of the receipt of the Superintendent's decision. The appeal shall be an appeal on the record established at the hearing before the Superintendent or his designee, although either party may in person or through counsel present oral arguments.

The affected employee shall be promptly notified in writing of the final determination with respect to the disciplinary action.

COMPLAINTS AND GRIEVANCES

I. Definitions

A grievance is considered to be a complaint which involves matters that are alleged to be in violation of a negotiated agreement. If the immediate supervisor or authority at any other level deems the complaint to be an alleged violation of a provision of a negotiated agreement pursuant to which grievance procedures are established, the complaint shall be rejected as a matter of course. Such a complaint should be processed as provided for in the negotiated agreement. Complaints which do not allege a violation of a negotiated agreement may be processed as indicated below.

A complaint by an employee that he/she has been treated unfairly by an act or condition which is contrary to established policy or practice of the Prince George's County Public Schools may be pursued through administrative channels. The term complaint shall not apply to any matter as to which is otherwise provided for in these regulations. The development or modification of a salary schedule or classification plan is not a subject for complaint. Involuntary termination of an employee during the probationary period is not a matter for complaint.

Complaints which involve suspensions, demotions or dismissals shall be handled as set forth under Disciplinary Action/Appeals.

II. Procedures:

- A. An employee with a complaint must submit his/her complaint within ten (10) days of the alleged wrong. He/she should first attempt to solve the problem with his/her immediate supervisor. If the matter cannot be settled at this level, he/she should proceed through the channel of supervision and administration to the appropriate Associate Superintendent for Human Resources. For school based personnel, the channel of supervision includes the school principal.
- B. An aggrieved employee who feels that a satisfactory solution to his/her problem has not or cannot be obtained at a lower level may appeal to the Superintendent in writing. The Superintendent will take action on the complaint himself or will designate one or more individuals to investigate the complaint and report the findings to him. The Superintendent will review the findings and notify the employee of his decision in the matter in writing.
- C. The employee who desires assistance in setting forth his/her complaint in writing may obtain help from his/her own supervisor or the Director of Personnel.
- D. An employee may be represented by an employee organization or such person as he/she may desire at the department head level and above.
- E. An aggrieved employee may appeal the decision of the Superintendent to the Board of Education if he/she so desires, provided such appeal is made within ten (10) days.

PERSONAL GROOMING AND ATTIRE

I. Policy:

Each employee is expected to be groomed and attired like the majority of other persons having similar positions and public contact in the community. Dress of Food Service employees must comply with approved health regulations. Personal grooming should reveal habits of cleanliness and care.

SAFETY

I. Employee Responsibility:

Employees are responsible for observing and maintaining safety measures in the area of their assignment. Whenever an unsafe condition is observed, it should be reported to the immediate supervisor at once in order that the hazardous condition can be corrected.

IDENTIFICATION CARDS

I. Requirements:

Identification cards are provided to certain categories of supporting personnel at no initial cost to the individual. The identification card must be displayed as specified by the appropriate authority.

EMPLOYEE ORGANIZATIONS

I. Policy:

The policy of the Board of Education provides that an employee may join or refrain from joining an employee organization or other lawful groups without interference, coercion, restraint, discrimination, or reprisal. The rights and status of an employee will not be affected by membership or non-membership in any such organization.

EMPLOYMENT OF RELATIVES

I. Policy:

An employee shall not be assigned to a position where he/she shall work under the supervision of a member of his/her family. The family shall include a child, parent, step parent, parent-in-law, grandparent, legal guardian, brother, sister, brother-in-law, sister-in-law, husband or wife. Nor shall an employee work under the supervision of any individual who is a member of his/her household. In the case of promotions or exceptional circumstances exception to the foregoing may be made by the Chief Divisional Administrator for Personnel.

PROMOTION

I. Policy:

A promotion is a change from a lower level position to a higher level position. Promotions may be competitive or non-competitive. Vacancies in higher classes of positions shall be filled as far as practicable by promotions from lower classes. It is the policy of the Prince George's County Public Schools to "promote from within." When a position is to be filled, present employees will be given preference over outside applicants of equal qualifications.

- A. Competitive Promotions: When such promotions are made, the promotion procedures require that the qualifications of the eligible applicants be considered in relation to the requirements of the position. A selection is then made from among the best qualified candidates. Each employee who meets the qualification requirements and has applied shall be considered for promotion; thus, employees should make known their interest in being considered for promotion by applying for desired positions.
- B. Non-competitive Promotions: The promotion program does not preclude making promotions outside of the usual competitive procedures in certain sit of the proposed termination in order that he/she may have an opportunity to make a statement relative to the proposed termination.

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When it is deemed necessary to terminate an employee for disciplinary reasons, the request for termination should be submitted to the Director of Personnel by **the** principal, department head or other appropriate authority. Requests for termination should include the following:

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