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ACTION REQUIRED BY: June 5, 2017

Office of the Chief Operating Officer
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

May 11, 2017

MEMORANDUM

To: All Principals
Selected Directors

From: Andrew M. Zuckerman, Chief Operating Officer 

Subject: ACTION—Montgomery County Education Association 10-Month Unit Members
Unscheduled Days

Summary

The agreement between the Montgomery County Education Association (MCEA) and the Montgomery County Board of Education for the 2016–2017 school year, Article 16, Section K, provides two unscheduled days (16 hours) for 10-month unit members as professional time to focus on instruction and improving student achievement. These hours must be worked by and recorded for each unit member.

Any MCEA unit member who did not work the full 16 hours during the 2016–2017 school year should have their final pay for Fiscal Year 2017 reduced by any hours that were not worked. If all MCEA unit members at your school worked the entire 16 hours, please indicate “Yes” on the attachment. If any individuals did not meet this requirement, please report the number of hours that they did not work so that an adjustment to their final pay can be made.

Action

- Please complete the attached form and return it via e-mail or Pony to Ms. Regina J. Powell, administrative secretary, Department of Employee and Retiree Services, 45 West Gude Drive, Suite 1200, by **Monday, June 5, 2017**.

Questions

- Please contact Mr. Krishnanda A. Tallur, director, Department of Employee and Retiree Services, at 301-279-7265 or via e-mail, or Mr. Sherwin Collette, associate superintendent, Office of Employee Engagement and Labor Relations, at 301-279-3511 or via e-mail.

AMZ:kat

Attachment

Copy to:

Dr. Navarro
Dr. Statham
Mr. Collette

Dr. Kimball
Dr. Williams
Ms. Diamond

Ms. Powell
School Administrative Secretaries
Mr. Tallur

Mr. Koutsos
Mr. Lloyd

