

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: GFB, GFB-RA, GFB-RB, GFC
Office: Executive Assistant
Department of Personnel Services

Reassignment of Personnel After 25 Years Service or 50 Years of Age

I. PURPOSE

To establish procedures for recommending, approving, implementing, and reporting the reassignment of an employee to a position with a lower salary classification and to maintain the salary and retirement benefit levels for such an employee as specified in GFC policy

II. DEFINITION

Immediate Supervisor – The person who supervises the daily work of the employees.

III. PROCEDURES

A. Recommending and Approving Reassignment

1. A recommendation to reassign an employee who meets the conditions in the GFC policy is submitted by the employee's immediate supervisor to the director of the Department of Personnel Services. An employee may also initiate such a request by informing his/her immediate supervisor of his/her desire to be reassigned in accordance with this regulation. The request will be submitted to the director of personnel services either by the employee or by the immediate supervisor. The recommendation should clearly cite the reasons for the requested reassignment, include a statement as to whether the immediate supervisor has counseled the employee concerning the recommendation and whether the employee has been referred to and received assistance from the retirement counselor in the Division of Insurance and Retirement, and contain a specific date when the employee will retire.

2. The director of personnel services consults with appropriate administrators/supervisors and forwards the request to the executive assistant for review and recommendation. The executive assistant submits the request, with his recommendation and the recommendations of other administrators, through the deputy superintendent of schools for approval or disapproval, to the superintendent.
3. Requests will not normally be approved if the employee is going to work longer than three years before reaching the minimum retirement age.

B. Implementing a Reassignment

1. If the reassignment of an employee is approved by the superintendent, the director of personnel services, after conferring with the employee, includes the reassignment in the monthly Personnel Report submitted to the Board of Education by the superintendent.
2. Written notification of the reassignment and related salary information is sent to the employee by the director of personnel services.

C. Reports and Reassignments

1. The director of personnel services notifies the deputy superintendent within ten days when an employee who is reassigned receives an unsatisfactory evaluation in the new assignment. The deputy superintendent determines the action to be taken concerning the employee's future status.
2. No later than October 15, the superintendent submits to the Board an annual report for the previous fiscal year of the total number of reassignments and of the dollar cost beyond the normal salary level of the employees affected.

- D.** Once the reassignment to the position with a lower salary classification has begun, an extension of the retirement date will not normally be granted. If the employee desires to remain in the new assignment beyond the agreed to retirement date, they will be permitted to do so at the salary rate for the position to which assigned if their performance evaluations have been satisfactory.