

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** GGA  
**Responsible Office:** Human Resources

### Working Hours and Work Load

#### I. PURPOSE

To set forth the procedures governing working hours and work load

#### II. DEFINITIONS

- A. See current *Agreement between Montgomery County Association of Administrative and Supervisory Personnel and the Board of Education of Montgomery County.*
- B. See current *Agreement between the Montgomery County Education Association and the Board of Education of Montgomery County.*
- C. See current *Agreement between SEIU Local 500 and the Board of Education of Montgomery County.*

#### III. PROCEDURES

- A. Administrative and Supervisory (A & S) Personnel
  - 1. For work days, see current *Agreement between the Montgomery County Association of Administrative and Supervisory Personnel and the Board of Education of Montgomery County.*
  - 2. Professional personnel, whose assignment is in administration or supervision, must assume the duties of their positions without regard to a prescribed work schedule. The demands of these positions are varied and often require duty beyond the regular duty hours.
    - a) All Central Services A & S staff are to be on duty observing the hours in effect for their specific assignments.
    - b) All school-based A&S personnel are to be on duty observing the hours in effect for their specific assignment. Any deviation from the

normal work schedule of principals must be approved in advance by the respective community superintendent. In case of emergency, the principal may modify the established hours for other 12-month personnel. When there is a responsibility for students in transit during inclement weather and emergencies, offices are to be staffed before and/or after normal hours.

3. For salaries and compensation, see current *Agreement between the Montgomery County Association of Administrative and Supervisory Personnel and the Board of Education of Montgomery County*.

B. Teachers

See current *Agreement between the Montgomery County Education Association and the Board of Education of Montgomery County*.

C. Supporting Services Personnel

See current *Agreement between SEIU Local 500 and the Board of Education of Montgomery County*.

**Regulation History:** Formerly Regulation No. 430-2, August 10, 1978, revised February 1986, amended by the Agreement Between the Board of Education and MCEA (1984-87) and MCCSSE (1984-87); revised March 26, 2007.