

POLICY

BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries GEE, GHA, GHC-RA, HIA

Salaries and Other Benefits of Professional Personnel

A. PURPOSE

To provide guidelines for establishing salary schedules; assuring placement of professional employees on salary schedule; reemploying an employee returning after having resigned; and establishing anniversary dates

B. PROCESS AND CONTENT

1. Salary Schedules

- a) The Board of Education will establish salary schedules for persons assigned to teacher and administrative and supervisory positions. Procedures for placement on the salary schedules and for reimbursements will be established and will be uniformly applied.
- b) Placement of administrative and supervisory personnel on the salary schedule will be determined by the superintendent of schools 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 in accordance with the provisions of the evaluation program for administrative and supervisory personnel.
- 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.
- e) The salaries of the negotiators' group 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 and supervisory 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.

3. Reemployment of Employees Who Have Resigned

- a) 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.
- c) 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.

4. Anniversary Dates

- a) Any employees 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.

5. Credit for Experience After Employment

A teacher holding a second-class certificate who has not been recommended by the superintendent for first-class status may not advance to higher steps on the salary schedule.

C. REVIEW AND REPORTING

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

Policy History: Adopted by Resolution No. 499-61, July 16, 1961; amended by Resolution Nos. 635-61 and 670-61, October 25, 1961; amended by Resolution No. 240-63, May 20, 1963; amended by Resolution No. 97-67; February 9, 1967; amended by Resolution No. 167-67, March 14, 1967; amended by Resolution No. 308-70; May 25, 1970; amended by Resolution No. 448-74, August 24, 1974; reformatted by Resolution No. 333-86, June 12, 1986 and Resolution No. 458-86, August 12, 1986, and accepted and amended by Resolution No. 210-91, February 25, 1991.