

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** GAA, GJA-RA  
**Responsible Office:** Human Resources

### Permanent Status of Supporting Services Employees

#### I. PURPOSE

To define terms used in the regulation and to establish requirements for attaining and retaining permanent status

#### II. DEFINITIONS

- A. *Probationary Period* is a period of six months during which the employee must demonstrate his/her ability and willingness to perform the responsibilities of the position to which he/she is assigned prior to attaining permanent status in that position.
- B. *Conditional Position* – See current Agreement between SEIU Local 500 and the Board of Education of Montgomery County.
- C. *Permanent Position* – See current Agreement between SEIU Local 500 and the Board of Education of Montgomery County.
- D. *Temporary Position* – See current Agreement between SEIU Local 500 and the Board of Education of Montgomery County.
- E. *Permanent Status* is employment status granted upon satisfactory completion of a probationary period in a permanent or conditional position.
- F. *Reassignment* is movement of an employee from one position to another with the same or lower pay grade but a different position classification.
- G. *Transfer* is movement of an employee from one location to another within the same classification.
- H. *Probationary Employee* is an employee who has not achieved permanent status in his/her current position.
- I. *Trainee* is an employee selected for training for a specific position.

### III. PROCEDURES

#### A. The probationary period is six months.

1. An employee assigned to a permanent or conditional position becomes eligible for permanent status consideration upon satisfactory completion of the probationary period. If at any time during a probationary period a supervisor determines that a probationary employee's work performance does not meet competency, a written recommendation that the employee be dismissed is submitted to the associate superintendent, Office of Human Resources (Form 430-90 for those in the Supporting Services Professional Growth System). The recommendation must include the reasons for the proposed action. The associate superintendent, Office of Human Resources, consults with the primary account manager and forwards a recommendation to the superintendent (or designee) for approval or disapproval. If the recommendation is approved, the superintendent (or designee) determines the effective date of the dismissal. This action may be appealed in writing to the chief operating officer.
2. A temporary employee assigned to a permanent or conditional position who is appointed to a permanent or conditional position in the same classification, in the same school or central office, without a break in service, is credited with the period of temporary service toward eligibility for salary schedule placement and leave accrual, but not for fulfilling probation requirements.
3. A temporary employee hired to a position serves the probationary period for that classification of position.
4. An employee in a trainee status is not eligible to earn permanent status in the position until the training is satisfactorily completed, the employee is assigned to the position, and a satisfactory probationary period is served.

#### B. Recommending Permanent Status

The evaluator completes MCPS Form 430-90: *Supporting Services Professional Growth System Evaluation Form*, and submits it to the director of the Department of Performance Evaluation prior to the end of the probationary period. MCPS Form 430-90: *Supporting Services Professional Growth System Evaluation Form* is the only authorized form to be used with the Supporting Services Professional Growth System.

When an employee is recommended and approved for permanent status, the effective date of permanent status is the same as the date the employee completes

the required probationary period. Permanent status is automatically granted if an evaluation is not conducted by the end of the probationary period, except as indicated in Item III.C.

**C. Extension of Probationary Period**

Upon request by the evaluator, an employee's probationary period may be extended without penalty to the employee for the period of time an employee has been absent for an extended period of time during the probationary period for illness or other satisfactory reasons.

**D. Promotion**

1. If an employee is promoted during his/her probationary period, the employee must serve the probationary period established for the new position.
2. A permanent status employee who is promoted is required to serve the probationary period for the new position before becoming eligible for consideration for permanent status in that position.

**E. Transfer**

1. If an employee is transferred during his/her probationary period, the employee retains the months of satisfactory service in his/her former position as credit towards permanent status.
2. A permanent status employee who is transferred is not required to serve a probationary period for the same position.

**F. Reassignment**

An employee who is reassigned to a position with the same or lower pay grade but with a different position classification is not required to serve a probationary period for the position.

**G. Demotion**

An employee who is demoted is required to serve a probationary period for the position to which he/she is assigned.

H. Reclassified Position

The incumbent of a reclassified position retains the employment status (probationary or permanent) held in that position at the time it is reclassified if the incumbent is qualified for the position. If the employee is assigned to the reclassified position as a trainee, the employee is required to serve a probationary period as specified in Item I. below.

I. Trainee

An employee assigned as a trainee is required to serve a probationary period upon appointment to the position for which training has been completed.

J. Loss of Permanent Status

A supporting services employee who leaves the service of MCPS shall be considered a probationary employee if he/she is reemployed in a permanent or conditional position.

K. Return from Leave of Absence

1. Permanent Status Employee

An employee who is on permanent status at the time he/she is granted a leave of absence shall remain on permanent status when he/she returns from leave.

2. Probationary Employee

When a probationary employee returns from approved leave and is assigned to:

- a) The same classification of position as that from which leave was granted, the employee is credited with the period of prior satisfactory probationary service toward permanent status.
- b) A classification of position different from the one from which leave was granted, the employee is required to serve the probationary period for the position to which assigned.