

# MONTGOMERY COUNTY PUBLIC SCHOOLS

## Montgomery County Education Association (MCEA) Unit Member Moving Pay (Article 21.F) Verification Form

Office of the Chief Financial Officer  
Department of Employee and Retiree Services  
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)  
45 West Gude Drive, Suite 1200, Rockville, Maryland 20850

Employee ID \_\_\_\_\_ Employee Name \_\_\_\_\_

Classroom teachers (.5 FTE and above) whose full assignments are changed from one or more work locations to one or more other work locations are eligible for up to six (6) hours of compensation at the Tier Two rate of pay for moving provided the dates and times of moving occur on-site during work hours, do not coincide with already compensated time, and occur prior to the first day teachers report for pre-service. Please note this is for classroom teachers\* only and only applies when the employee's full assignment is changed.

Classroom teachers who are eligible should arrange with the 2019-2020 (current) administrator(s) to determine when work will be completed to gain approval for being in the building during open hours, complete this form **with all administrators signatures** (administrators for both the 2019–2020 and 2020–2021 assignments), scan and send via e-mail to Ms. Nicole Macias, administrative secretary, Department of Employee and Retiree Services, by **Friday, August 28, 2020**. The payment will be processed in the paycheck of October 23, 2020.

### Assignments in school year 2019–2020

School Name	FTE (at location)	Date of onsite moving to be compensated	Number of Hours	Administrator Verification (signature)

### Assignments in school year 2020–2021

School Name	FTE (at location)	Date of onsite moving to be compensated	Number of Hours	Administrator Verification (signature)

Employee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\* Only the following job codes are defined as **classroom teachers and eligible for moving pay**:

- 1001 Classroom Teacher, Elementary
- 1002 Classroom Teacher, Middle
- 1003 Classroom Teacher, High
- 1016 Teacher, PEP
- 1032 Teacher, ESOL
- 1034 Teacher, Special Education
- 1036 Teacher, Kindergarten