

MONTGOMERY COUNTY PUBLIC SCHOOLS

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

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

Employee ID _____ Employee Name _____
Current job title _____ Current job code _____
New job title _____ New job code _____

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 seven (7) hours of compensation at the Tier Two rate of pay for moving provided—

- the assignment moves from eligible job code to eligible job code,
- the move occurs on-site during work hours,
- the dates and times of the move do not coincide with already compensated time, and
- the move occurs 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 2022–2023 (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 2022–2023 and 2023–2024 assignments), scan and send the form via email to [Laura S Williams@mcpsmd.org](mailto:Laura.S.Williams@mcpsmd.org), administrative secretary, Department of Employee and Retiree Services, by **Friday, August 25, 2023**. The payment will be processed in the paycheck of October 20, 2023.

Assignments in school year 2022–2023

| School Name | FTE (at location) | Date of onsite moving to be compensated | Number of Hours | Administrator Verification (signature) |
|-------------|-------------------|-----------------------------------------|-----------------|----------------------------------------|
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Assignments in school year 2023–2024

| School Name | FTE (at location) | Date of onsite moving to be compensated | Number of Hours | Administrator Verification (signature) |
|-------------|-------------------|-----------------------------------------|-----------------|----------------------------------------|
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Employee Signature _____ Date ____/____/____

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

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|------------------------------------|------------------------------------------|
| 1001 Classroom Teacher, Elementary | 1034 Teacher, Special Education |
| 1002 Classroom Teacher, Middle | 1036 Teacher, Kindergarten |
| 1003 Classroom Teacher, High | 1037 Teacher, Physical Education |
| 1016 Teacher, PEP | 1038 Teacher, Art |
| 1017 Teacher, Prekindergarten | 1039 Teacher, General Music |
| 1025 Teacher, Special Programs | 1048 Teacher, Auditory |
| 1030 Teacher, Vision | 1050 Teacher, Adapted Physical Education |
| 1032 Teacher, ESOL | 1101 Teacher, Head Start |