

POLICY BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries: GEB-RA, GEE-RA, GHD-RA, HIA
Responsible Office: Chief Operating Officer
Related Source: *Annotated Code of Maryland*, Education Article, §6-301 and §6-302;
Code of Maryland Regulations (COMAR) 13A.12 et seq.

Salaries and Other Benefits of Administrators and Supervisors, Business and Operations Administrators, and Teacher-Level Employees

A. PURPOSE

To provide guidelines for publishing salary schedules; assuring placement of administrators and supervisors, business and operations administrators, and teacher-level employees on the salary schedule; rehiring an employee returning after having resigned; and establishing anniversary dates

B. PROCESS AND CONTENT

1. Salary Schedules

- a) The Montgomery County Board of Education (Board) will publish salary schedules for persons assigned to administrative and supervisory positions, business and operations administrators, and teacher-level positions, including licensed or certificated specialists, based upon negotiated agreements. Procedures for placement on the salary schedules and for reimbursements will be established and will be uniformly applied.
- b) Placement of newly hired administrators and supervisors, including business and operations administrators, on the salary schedule will be determined by the superintendent of schools or designee 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 or designee based on the applicable negotiated

agreement.

- d) Salaries for newly hired teacher-level employees align with the salaries of other Montgomery County Public Schools (MCPS) teacher-level employees with comparable training and successful experience. A maximum entry step is assigned to newly hired teachers based on their educational qualifications. The maximum entry steps are indicated on the annual salary schedule published by the Employee and Retiree Service Center.
- e) The salaries of administrators 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 administrators and supervisors consistent with responsibilities and relationships.
 - (2) All personnel on nonscheduled salaries will be reviewed annually for possible salary action.

2. Reemployment of Employees Who Have Resigned

Employees who worked for MCPS for five years or more and who are rehired within three years are placed on their last salary step of the appropriate lane, if the last step was above the maximum entry step.

3. Salary Steps

Negotiated agreements may include provisions for salary step increases and other salary adjustments.

C. REVIEW AND REPORTING

This policy will be reviewed in accordance with the Board 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; amended by Resolution No. 174-15, April 14, 2015.