

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: BLB, GJC-EA, Negotiated Agreement
Responsible Office: Human Resources

Suspension and Termination of Professional Personnel

I. PURPOSE

The purpose of this regulation is to establish procedures for the suspension and termination of professional personnel. This regulation does not apply to the nonrenewal of the contract of a probationary teacher.

II. DEFINITION

A responsible administrator, for the purpose of this regulation, is defined as a principal, director, associate superintendent, or community superintendent.

A supervising administrator is defined as the individual responsible for conducting evaluations of principals, directors, associate and/or community superintendents.

III. PROCEDURES

A. Responsible Administrator

1. After conferring with the supervising administrator, the responsible administrator will report immediately to the associate superintendent, Office of Human Resources, the allegation made concerning a professional employee. When possible, the responsible administrator or designee will submit signed statements from persons who have knowledge of the employee or of the conduct described in the allegation.
2. The responsible administrator or designee will develop an anecdotal record of all observations, conferences, or incidents pertinent to the allegation and cooperate with the associate superintendent, Office of Human Resources, in any investigation.
3. In case of an emergency, the responsible administrator or designee, in consultation with the associate superintendent, Office of Human Resources,

may remove the employee from his/her work assignment and place him/her on administrative leave with pay for a period not to exceed one duty day.

4. Written notification of the removal of an employee from his/her work assignment, including the reason(s) for the action, will be sent to the associate superintendent, Office of Human Resources, through the appropriate associate/community superintendent. The status of the employee after the one day's leave will be determined by the superintendent or his/her designee. (See III.D. below.)
5. If the employee is to be placed on administrative leave beyond one duty day, the associate superintendent, Office of Human Resources, recommends to the superintendent or his/her designee such an action.

B. Supervising Administrator

1. The appropriate supervising administrator will counsel and advise the responsible administrator regarding any allegation made concerning a professional employee and submit to the associate superintendent, Office of Human Resources, all available written reports pertaining to the employee and the allegation.
2. The appropriate associate/community superintendent will cooperate in any investigation directed by the superintendent.

C. Associate Superintendent, Office of Human Resources

1. The associate superintendent, Office of Human Resources, is responsible for reviewing the information submitted, consulting with appropriate personnel, and providing the superintendent with a written report of the findings and recommendations. In all possible instances, the report by the associate superintendent, Office of Human Resources, is supported by signed statements from persons who have a knowledge of the employee, of the alleged conduct, or of a charge by a law enforcement agency.
2. At the direction of the superintendent or designee, the associate superintendent, Office of Human Resources, and/or designees will do the following:
 - a) Conduct an investigation of the allegation

- b) Keep the Employee and Retiree Service Center informed as to the employee's pay and employment status.

D. Superintendent of Schools or Designee

1. When the investigation is completed and the report of the findings submitted to the superintendent or designee, the associate superintendent, Office of Human Resources, will notify the employee, in writing, of one of the following:
 - a) The allegation has not been sustained
 - b) The employee will be disciplined
 - c) The employee is charged with immorality, misconduct in office, insubordination, incompetency, or willful neglect of duty sufficient to warrant termination of employment
 - (1) A recommendation will be sent to the Board of Education that the employee's services be suspended or terminated
 - (2) The employee is given an opportunity to exercise relevant employment rights
 - d) Other appropriate action as determined by the superintendent or designee
2. When the employee requests a hearing before the Board of Education, the procedures outlined in Policy BLB: *Rules of Procedure in Appeals and Hearings* are implemented.

Regulation History: Formerly Regulation No. 480-1, October 22, 1974; revised August 1985; directory information updated; revised March 27, 1995; revised September 21, 2006.