

# REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** GFB, GFB-RA, GFB-RB, GFC

**Responsible Office:** Chief Operating Officer  
Human Resources

## Reassignment of Employees Within Two Years of Normal Retirement Eligibility

### I. PURPOSE

To establish procedures for recommending, approving, and implementing the reassignment of an employee to a position with a lower salary classification and to maintain the salary and retirement benefit levels for such an employee as specified in Policy GFC, *Reassignment of Employees Within Two Years of Normal Retirement Eligibility*

### II. PROCEDURES

#### A. Recommending and Approving Reassignment

1. A recommendation to reassign an employee who meets the conditions in Policy GFC, *Reassignment of Employees Within Two Years of Normal Retirement Eligibility*, is submitted by the employee's immediate supervisor to the associate superintendent, Office of Human Resources. An employee also may initiate such a request by informing his/her immediate supervisor of his/her desire to be reassigned in accordance with this regulation. The request will be submitted to the associate superintendent, Office of Human Resources, either by the employee or by the immediate supervisor. The recommendation should clearly cite the reasons for the requested reassignment, include a statement as to whether the immediate supervisor has counseled the employee concerning the recommendation and whether the employee has been referred to and received assistance from the retirement counselor in the Employee and Retiree Service Center, and contain a specific date when the employee will retire.
2. The associate superintendent, Office of Human Resources, consults with appropriate administrators/supervisors and forwards the request, with his/her recommendation and the recommendations of other administrators, through

the chief operating officer for approval or disapproval, to the superintendent of schools or his or her designee.

**B. Implementing a Reassignment**

1. If the reassignment of an employee is approved by the superintendent of schools or his or her designee, the associate superintendent, Office of Human Resources, after conferring with the employee, will place the employee in an appropriate position.
2. The associate superintendent, Office of Human Resources, notifies the chief operating officer within ten days when an employee who is reassigned receives an unsatisfactory evaluation in the new assignment. The chief operating officer determines the action to be taken concerning the employee's future status.
3. Once the reassignment to the position with a lower salary classification has begun, an extension of the retirement date will not normally be granted. If the employee desires to remain in the new assignment beyond the agreed to retirement date, he or she may request to do so at the salary rate for the position to which assigned if his or her performance evaluations have been satisfactory.

*Regulation History:* Formerly Regulation No. 460-6, revised October, 1982; revised March 16, 2010.