

# REGULATION **MONTGOMERY COUNTY PUBLIC SCHOOLS**

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**Related Entries:** GJD-RB  
**Responsible Office:** Human Resources and Development

## **Promotion, Demotion, Resignation, and Retirement of Supporting Services Employees**

### **I. PURPOSE**

To establish procedures for the promotion, demotion, resignation, and retirement of supporting services employees

### **II. DEFINITIONS**

#### **A. Promotion**

Movement of an employee from one classification to another classification with more responsibility at a higher pay grade

#### **B. Demotion**

Movement of an employee from one classification to another classification with less responsibility at a lower pay grade

#### **C. Vacancy**

An open position within the bargaining unit, which the Board has decided to fill on a permanent basis

### **III. PROCEDURES**

**A. Filling of Vacancies—**Refer to Agreement Between SEIU Local 500 and the Board of Education of Montgomery County (Article 19).

#### **B. Promotion**

Refer to Agreement Between SEIU Local 500 and the Board of Education of Montgomery County (Article 7, Section C3).

C. Demotion

1. Any supporting services employee may be demoted:
  - (a) for cause when other adverse personnel action is not appropriate or
  - (b) by seeking a voluntary demotion by applying for advertised positions with lesser responsibilities and lower pay grades or
  - (c) as permitted by MCPS Regulation GFC-RA, *Reassignment of Employees Within Two Years of Normal Retirement Eligibility* or
  - (d) for the benefit of the school system as determined and approved by the chief operating officer or designee or
  - (e) by seeking a voluntary demotion to the last successful position in accordance with the Supporting Services Professional Growth System.
2. An appropriate official may, when he/she considers such action to be necessary, recommend to the associate superintendent, Office of Human Resources and Development, that an employee be demoted. Upon approval of the associate superintendent, Office of Human Resources and Development, a recommendation for demotion must be submitted in writing, including the reasons for such recommendation, to the chief operating officer.
3. An employee who is to be demoted as a result of administrative action shall be notified in writing by the chief operating officer. The notification of demotion must include the reason for the action.

D. Resignation

1. An employee who wishes to resign in good standing submits his/her resignation either on MCPS Form 480-4: *Notice of Termination of Employment From Montgomery County Public Schools*, or in a letter of resignation, including reason for termination and effective date, through the responsible principal/ supervisor to the director of the Department of Recruitment and Staffing at least two weeks prior to the employee's last duty day. In unusual circumstances, the director of the Department of Recruitment and Staffing may agree to a shorter period of time.

2. An employee who does not submit a resignation in accordance with the procedures set forth in this regulation or whose resignation is not accepted in good standing shall be considered as having resigned not in good standing.
3. An employee who is absent from work for a period of three days or more without notifying his/her immediate supervisor, the principal/department director or the director of the Department of Recruitment and Staffing of the reason for the absence, or without obtaining approved leave for the absence in advance, may be considered as having resigned without notice and not in good standing, provided that any failure to contact the appropriate official was not caused by unavoidable circumstances. In a questionable case, the director of the Department of Recruitment and Staffing shall determine whether the circumstances were unavoidable. The same procedure shall apply when an employee fails to return to work within three days of the expiration of an authorized leave. An employee who is absent from work without leave for any period also may be subject to discipline or discharge under the provisions of Montgomery County Public Schools (MCPS) Regulation GJD-RB: *Discipline or Discharge of Supporting Services Employees*.
4. An employee who leaves the service of MCPS without resigning in good standing may be deprived of the opportunity to be considered eligible for reemployment and may be denied a satisfactory reference. An employee whose resignation has not been accepted in good standing may appeal the decision under the provisions of MCPS Regulation GKA-RA: *Administrative Complaint*.

E. Retirement

1. Supporting services employees who are members of the Maryland Teachers' Retirement System, and/or the Montgomery County Public Schools Retirement and Pension System shall be eligible for retirement when they have fulfilled the requirements for retirement as specified by the appropriate retirement plan. The Board of Education, upon recommendation of the superintendent of schools, acts upon requests for retirement. Employees must submit final retirement forms to the Employee and Retiree Service Center (ERSC) at least 30 days prior to the retirement date.

2. Retirees receiving a Board of Education approved retirement are eligible for MCPS Employee Benefit Plan coverage provided that they were eligible for benefits at retirement.

**Regulation History:** Formerly Regulation No. 415-7, revised October 1982, revised February 1986, amended by the Agreement Between Montgomery County Board of Education and the Montgomery County Council Supporting Services Employees, 1984-87; revised October 28, 2010.