

POLICY	BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND
CONTRACT	SECTION 301
301.1 Terms of Employment 301.2 Tenure 301.3 Procedure for Terminating Teacher Service 301.4 Pension and Retirement Systems	Adopted: 9/26/05 Reviewed: 9/14/05

301.1 Terms of Employment

- A. All contracts with professional certificated personnel shall be written on contracts prescribed by the state board of education. Assignments of central office professional certificated personnel are subject to the rules and regulations of the state board of education. The superintendent shall classify administrative, supervisory, and technical positions. The superintendent shall recommend to the board for adoption new or reassigned job classifications.
- B. Administrative and supervisory personnel in the bargaining unit shall have responsibilities and rights as defined in the current ratified negotiated agreement, as applicable.
- C. Employees of the board are public employees and should dress in a manner which favorably reflects their role in the community and which is appropriate for the work to be done in their assigned positions.
- D. Expense Accounts for Staff Members

If proper leadership for the public schools of Frederick County is to be provided, members of the school system staff must participate in meetings and conferences. The board actively encourages such participation by allocating funds for meetings and conferences.

This account will fund expenses for attending required professional, governmental, and civic meetings, for expenses of participants at locally called meetings and conferences, and for such other expenses as arise in an employee's official duties. The amount of the account will be determined by annual budget appropriation.

- E. Closings Due to Weather

Twelve-month personnel are expected to report for work at their assigned duty stations when schools are closed for students due to weather conditions. The superintendent, however, may excuse personnel from reporting when weather conditions are extremely adverse and shall establish administrative regulations to execute liberal leave procedures where appropriate.

BOARD OF EDUCATION OF FREDERICK COUNTY
POLICY

F. Transportation of School Board Employees

The board will endeavor to provide vehicles or mileage reimbursement to appropriate personnel. Any vehicles assigned to school personnel remain the property of the board and are restricted to official use. In lieu of available board vehicles, mileage reimbursement may be granted for the use of privately owned cars. The superintendent shall establish administrative regulations and procedures to carry out this policy.

G. Teacher Assistance to Principals

The principal may authorize volunteering teachers to perform supervisory duties for activities, which occur outside of the students' normal school day, whether or not the principal will be present. The teacher shall not, however, be authorized to suspend students or to carry out any other duty reserved by law to the principal.

301.2 Tenure

A. Except as provided in paragraphs B and C, teachers who hold a standard professional, resident teacher, or advanced professional certificate for two years' employment in Frederick County shall be automatically under tenure when they begin their third year of such continuous employment.

B. A probationary period for a certificated employee in a public school system may be extended for a third year from the date of employment if the certificated employee does not qualify for tenure at the end of the second year based on established performance evaluation criteria and the employee demonstrates a strong potential for improvement.

If the probationary period of a certificated employee is extended, a mentor shall be assigned to the employee and the employee shall be evaluated at the end of the third year based on established performance evaluation criteria.

C. Personnel who hold conditional certificates are not eligible for tenure even though they may have formerly held the proper certificates and have at one time been entitled to tenure.

D. Teachers with more than two years' successful teaching experience in Frederick County under conditional certificates shall be accorded tenure upon receipt of a standard professional or advanced professional certificate.

E. Staff with tenure on the administrative and supervisory salary schedule retain tenure as teachers if tenure was acquired while working with Frederick County Public Schools.

F. Teachers employed by the board with federal funds or in restricted projects shall have the same opportunity to earn tenure as other teachers. In the event federal funds are withheld, withdrawn, or terminated, every reasonable effort will be made to employ these employees, if tenured, in a teaching capacity in a teaching field in which they are certified.

BOARD OF EDUCATION OF FREDERICK COUNTY
POLICY

301.3 Procedure for Terminating Teacher Service

- A. The procedure for terminating teacher service shall be in accordance with the Education Article of the Annotated Code of Maryland.
- B. If the board effects a reduction in force because a position is abolished as a result of budgetary action by the local appropriating authority on or after May 1, notice must be given to the employee within 15 days following final action by the appropriating authority or June 30, whichever is earlier.
- C. Any reduction in the bargaining unit as a result of budgetary actions or curriculum and/or administrative reorganization shall be conducted in accordance with any applicable procedures in the ratified negotiated agreement and bylaws of the state board of education.
- D. Personnel holding conditional certificates are under contract for one year. Employment must be renewed each year by new contract (letter prescribed by State Department of Education may be used for renewal in lieu of contract).
- E. Any person desiring to vacate a certificated contract position and not have it considered a breach of contract must request acceptance from the executive director of human services. The executive director will consider the request and recommend approval or denial to the superintendent.

301.4 Pension and Retirement Systems

- A. All eligible employees shall become members of the pension or retirement system as a condition of their employment. Exceptions are stated in the Annotated Code of Maryland.
- B. Eligible employees are provided the following retirement benefits:
 - Service Retirement
 - Disability Retirement
 - Vested Retirement Allowance
 - Death Benefit
- C. Credit for unused sick leave and accumulated contribution is determined by the regulations of the Maryland State Retirement or Pension Systems, as applicable.