

POLICY	BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND
ADMINISTRATIVE, MANAGEMENT & TECHNICAL GROUP (AMT)	SECTION 319
319.1 AMT Personnel 319.2 Benefits 319.3 Employment 319.4 Grievance Procedures 319.5 Collective Bargaining Team	Adopted: 10/19/92 Amended: 8/13/08

319.1 AMT Personnel - The following positions comprise a class of employees known as the Administrative, Management and Technical Group:

- Accountant
- Administrative Director to the Board
- Assistant Director of Fiscal Services
- Assistant Manager for Materiel Support
- Assistant Purchasing Officer
- Assistant Transportation Manager
- Assistant Transportation Manager / Sp. Ed.
- Associate Superintendent of Curriculum, Instruction & Evaluation
- Associate Superintendent of Curriculum, Administration & School Improvement –Elementary
- Associate Superintendent of Curriculum, Administration & School Improvement – Secondary
- Benefits Compliance Officer
- Budget Analyst
- Budget Officer
- Certificated Personnel Officer
- Coordinator of School Security
- Director of Curriculum & Professional Development
- Director of Operations-Alternative Programs-Secondary
- Director of Student Services
- Director of Technology Services
- Director of Transportation
- Director of Research, Development & Evaluation
- Director of Construction Management
- Director of Maintenance & Operations
- Director of Special Education & Psychological Services
- Executive Assistant to the Superintendent
- Executive Director of Communication Services
- Executive Director of Facilities Services
- Executive Director of Fiscal Services
- Executive Director of Human Resources
- Executive Director of Legal Services
- Facilities Planner
- Food Service Officer
- Food Service Specialist
- Health Services Specialist
- Human Resources Specialist
- Instructional Director of Elementary Schools
- Instructional Director of Middle Schools
- Instructional Director of High Schools
- Manager of Cluster Maintenance Program
- Manager, Environmental Health & Safety
- Paralegal
- PeopleSoft Systems Manager
- Personnel Specialist
- Printing Manager
- Purchasing Manager
- Senior Accountant
- Senior Executive Secretary
- Senior Project Manager
- Senior Manager-Benefits
- Senior Manager-Human Resources
- Supervisor of Enterprise Systems
- Supervisor of Instructional Technology & Training
- Supervisor of Networks and Security

319.2 Benefits

- A. Except as provided in section B and C, members of the administrative, management and technical group will receive the same benefits and leave as stipulated in the Frederick County Administrative and Supervisory Association (FCASA) negotiated agreement and may be included in the FCASA sick leave bank at the invitation of the FCASA sick leave board.
- B. AMT secretaries will receive the same benefits and leave in accordance with the Frederick Association of School Support Employees (FASSE) Supervisory Support Employees' negotiated agreement and at the invitation of the Frederick County Administrative and Supervisory Association (FCASA) Sick Leave Board may be included in the FCASA sick leave bank.

- C. AMT employees are eligible to receive tuition reimbursement up to nine (9) credits per school year at the Hood College graduate rate if working toward a bachelor's or master's degree in a pre-approved program of study up to a maximum of 36 semester hours for courses that are job-related or in pursuit of a career opportunity within the school system.

AMT employees are eligible to receive up to twelve (12) credits per year at the Hood College graduate tuition rate if working toward a doctorate degree in a pre-approved program of study.

Coursework and related fees associated with competency exams or professional certificate renewal may also be considered for reimbursement upon pre-approval by the immediate supervisor and the executive director of human resources.

Reimbursement will be processed upon receipt of proof of payment, verification of successful completion of the course (i.e. "C" or better) and submission of paperwork within one (1) month of completion of the class.

319.3 Employment

A. Guidelines

Positions assigned to the administrative, management and technical (AMT) employee group are those which are exempt from the existing bargaining units due to the nature and function of the required responsibilities assigned to the position. Responsibilities include such things as:

1. Employment responsibilities which require knowledge of the board of education's posture in the collective negotiation process and may include representing the employer in collective bargaining;
2. Responsibilities which lie mainly in executive and managerial functions;
3. Authority to develop and implement policy;
4. Exercising significant independent judgment and discretion on behalf of the school system;
5. Developing, monitoring budget accounts and providing budget recommendations or making budget decisions;
6. Responsibilities which require advanced technical or specialized knowledge.

B. Conditions

1. Members of the administrative, management and technical group will receive salary increases as budgeted annually by the board and determined by the superintendent.
2. Members will receive at least one evaluation prior to June of each year.
3. The superintendent may assign, transfer, or reduce in rank or compensation a member of the administrative, management and technical group.
4. A member of the administrative, management and technical group has tenure only as that person has tenure as a teacher.
5. Bases for termination include, but are not limited to, failure to adequately perform the functions assigned, dishonesty, immorality, misconduct, incompetency, insubordination, and willful neglect of duty.

6. Except where required by the federal Fair Labor Standards Act, members of the administrative, management and technical group are not eligible for overtime pay or compensatory time for time worked beyond the normal working day.
7. Members resigning from service must submit a letter of resignation to their immediate supervisor with a copy to the department of human resources. At least four weeks' notice shall be provided and completion of priority assignments is required. Exceptions must be approved by the superintendent.
8. The work calendar for members of the administrative, management and technical group will be as designated by the board.

319.4 Grievance Procedures

- A. A member of the administrative, management and technical group who elects to file a complaint alleging the violation of board policy or school system regulations shall request an informal meeting with the person's immediate supervisor.
- B. If the employee is not satisfied with the outcome of the informal meeting, a written appeal to the immediate supervisor for a hearing shall be filed within five (5) working days following the informal meeting. The immediate supervisor shall hold a hearing within five (5) working days of receiving the request and issue a decision within five (5) working days of the hearing.
- C. If the employee is not satisfied with the decision following the hearing provided for in paragraph B, or if a decision was not rendered in the allotted time, a written appeal to the next appropriate supervisor for a hearing shall be filed within five (5) working days following the immediate supervisor's decision or the decision deadline. The supervisor shall hold a hearing within five (5) working days of receiving the request and issue a decision within five (5) working days of the hearing.
- D. If the employee is not satisfied with the decision following the hearing provided for in paragraph C, or if a decision was not rendered in the allotted time, the procedure in paragraph C will be continued with higher ranking supervisors until final adjudication by the superintendent. At the superintendent's level, the timeline for scheduling a hearing and rendering a decision will be extended to ten (10) working days.
- E. The term "working days" as it pertains to a supervisor's or superintendent's obligation to schedule a hearing and render a decision refers to the working days of the supervisor or superintendent. As otherwise used, the term "working day" refers to regularly scheduled workdays for twelve-month employees.
- F. The timelines provided for in this section may be extended by mutual consent.

319.5 Collective Bargaining Team

Employees in the administrative, management, and technical group serve as members of the board's collective bargaining resource team.