

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 9, 2003

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: Board Policy Revisions – Policy and Rule 4157 – Vacations
Rule 4141 – Salary Regulations

ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services

**RESOURCE
PERSON(S):** Randy Grimsley, Executive Director, Human Resources
Barbara Burnopp, Executive Director, Fiscal Services

RECOMMENDATION

Approval of Board Policy 4157 – PROFESSIONAL: Absences, Leaves, Vacations, and Holidays – Vacations, was updated as part of the initiative of the Division of Business Services to update outdated Board Policies. The policy was adopted in 1974 and was revised in 1993. Changes were reviewed by the Board Policy Review Committee on June 26, 2003, and have been made to reflect current language and practices. Both Rules 4157 and 4141 (Salary Regulations) have also been revised to reflect current practice, and approved by the Superintendent. A summary of all of the changes is in Attachment I.

Attachment I: Policy and Rule 4157 and Rule 4141 – Summary of Changes

Attachment II: Policy and Rule 4157 – Vacations

Attachment III: Rule 4141 – Salary Regulations

Policy and Superintendent’s Rule 4157

CURRENT	PROPOSED
<ul style="list-style-type: none"> ○ Newly appointed 12 month employee receives ‘vacation credit’ from previous September to time of appointment: 16 2/3 days. If employee does NOT work following the close of school in June, the 16 2/3 days are reduced by the number of days NOT worked. 	<ul style="list-style-type: none"> ○ Newly appointed 12 month employee receives 5 days of vacation if the appointment is from September 1 to the close of school or from August 1 to September 1. If the appointment is from the close of school to July 31, he receives 10 days of vacation.

Superintendent’s Rule 4141

CURRENT	PROPOSED
<ul style="list-style-type: none"> ○ Experience credit up to a maximum of 12 years. ○ Critical shortage areas – up to a maximum of 17 years. ○ Rule does not address Juris Doctorate. ○ July 1 appointment to 12-month position: no pay for work performed following close of school but allowed to keep ‘vacation credit’ from Rule 4157. 	<ul style="list-style-type: none"> ○ Experience credit increased up to a maximum of 13 years. ○ Critical shortage areas – up to a maximum of 18 years. Title I schools included in critical shortage category. ○ Juris Doctorate language added: 60 credit program placed on Master’s +30 scale; 90 credit program placed on Master’s +60 scale. ○ Paid for work performed following close of school to July 1, date of appointment.

PERSONNEL: [Professional] TWELVE-MONTH EXEMPT EMPLOYEES

Absences, Leaves, Vacations, and Holidays: Vacations

[All Board of Education employees who are employed on a twelve-month basis and paid on the twelve-month professional salary schedule,] ALL TWELVE-MONTH EXEMPT EMPLOYEES shall be entitled to ACCRUE twenty (20) duty days [for] OF vacation EACH FISCAL YEAR. VACATION ACCRUALS WILL BE PRO-RATED BASED UPON THE EMPLOYEE'S FULL TIME EQUIVALENCY AND DATE OF APPOINTMENT TO THE TWELVE-MONTH EXEMPT POSITION. [The leave accounting year will be used for the purpose of calculating vacation credit.]