

Permanent: Administrative and Supervisory Personnel

Procedure to be Followed When Reassigning Administrative and Supervisory Personnel

Administrative and supervisory [appointments,] ASSIGNMENTS AND TRANSFERS are made BY THE SUPERINTENDENT as the needs of the schools require.

An employee may be reassigned from one administrative or supervisory position to ANY OTHER [another] POSITION IN THE SCHOOL SYSTEM by action of the Superintendent.

If a reassignment TO ANY OTHER POSITION results in a reduction of salary for any individual ADMINISTRATIVE OR SUPERVISORY employee:

- 1) The employee will be advised of such recommendation [not less than 60 days] before the effective date of the reassignment, and in the event the reassignment is to be effective for the next school year, notice shall be given no later than [May 1] JUNE 15 of the current school year.
- 2) The employee shall continue to be paid for the next school year at 100% of that employee's salary prior to the reassignment.
- 3) For the second school year following the effective date of the reassignment, the employee shall be paid at 95% of that employee's salary prior to the effective date of the reassignment. However, if during the second year after the effective date of the reassignment, the employee submits a letter of retirement and that letter of retirement is accepted by the Board, then the employee shall be paid at 100% of that employee's salary prior to the effective date of the reassignment.

Legal Reference: [COMAR 13A.07.02.01]  
Section[s] 6-201 [and 6-202] of the Education Article

Rule

Superintendent of Schools

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REVISED: