

[PERSONNEL: Classified

Compensation Plan

1. Operation

Each classified employee shall be paid at one of the rates set forth in the salary schedule for the job classification in which he/she is employed, except for “red circle” rates as provided for elsewhere in this plan.

In the event a classified employee has reached the maximum salary of the classification to which the position is allocated, his/her position shall not be allocated to a higher classification as an expedient to effect a change in compensation. The duties and responsibilities of the position must have substantially changed.

2. Annual Review

The compensation plan shall be reviewed at least once annually and comparisons made with current rates of like positions in the metropolitan area to determine if changes in the plan are required to insure the retention of present personnel and to attract qualified applicants.

3. Salary Grade Redetermination

- a. When a job classification is assigned to a different salary grade and thereby the rates of pay applicable to the class are increased, an employee shall be placed at the step in the new grade which would yield a salary increase of at least one (1) step in the prior salary grade. If the job classification spans two or more grades, an employee shall be placed at the step equivalent to a salary increase of two (2) steps in the prior grade.
- b. When a job classification is assigned to a different salary grade and thereby the rates of pay applicable to the class are decreased, an employee shall be retained at the same salary but shall not be eligible for subsequent raises if his/her pay is at or above the maximum for the new grade.
- c. In no event shall an employee be paid at rates lower than the minimum rate of the adjusted pay grade.

4. Allocation of Positions

Each position of the scope and complexity of the jobs described in the classification structure shall be allocated to one of the job classifications of the plan.

5. Reallocation of Positions

On his/her own initiative or upon request, the Director of Personnel, or a delegated representative, may, at any time, make investigations or job audits of organizational units, groups, or individual positions, and may, in accordance with these rules, recommend reallocation of the positions whenever the facts warrant such action.

No reallocation of any position shall be made until the administrative officials concerned and the employee holding the position shall have reasonable opportunity to be heard.

6. Effect on Salary of Position Reallocations

When a position is reallocated to the next highest job classification, the incumbent shall be granted a one (1) step increase on the present scale and then placed at the lowest step on the new scale which equals or exceeds the salary determined by the advanced step on the former scale. If the position change spans two (2) or more grades, the incumbent shall be granted a two (2) step increase on the present scale and placed at the lowest step on the new scale which equals or exceeds the salary determined by the advanced step on the former scale.

When a position is reallocated to a lower job classification, an employee shall be retained at the same compensation; however, he/she shall not be eligible for subsequent raises if his/her pay is at or above the maximum for the lower classification.

7. Hires and Rehires

When a classified position is staffed by a new hire or rehire, appointment shall normally be made at the minimum rate of the appropriate pay grade. However, if it is deemed to be in the best interest of the organization by the Director of Personnel and the employment representative, credit may be allowed for related experience, training and/or skills over and above the minimum requirements. This advanced credit may be used to justify employment at a rate above the minimum, but not over step four (4) of the appropriate pay grade, except that rehires need not be so limited had they been beyond step four (4) at time of separation.

Rehires shall be treated as new employees, and longevity and benefit accrual shall commence on the effective date of reemployment.

Exception: Former employees who return within twelve (12) months of their termination date shall be reinstated and credited with service time and benefits accrued during prior employment and not otherwise compensated. Ten (10) month employees who resign as of June 30 of any one calendar year are eligible for such credit, provided they are reemployed by the first duty day in September of the following calendar year.

8. Annual Increments

Actual pay step increments within an established pay grade are granted to employees based upon a combination of satisfactory work performance, length of service, and availability of funds.

An appropriate administrator may recommend that an employee's next annual increment be denied for unsatisfactory performance. In all such cases, the administrator must submit a written recommendation, documenting all pertinent facts, to the appropriate division head for approval. The supervisor shall notify the employee that his/her increase has been withheld and why.

Promotional increases in the previous year shall not jeopardize annual increments.

Employees must have been in active pay status for six (6) qualifying months of the preceding fiscal year to qualify for an annual increment.

9. Longevity

Upon completion of ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of permanent employment with the Board of Education, the employee shall receive longevity salary increments.

Unit III technical and supervisory employees shall receive longevity salary increments upon reaching ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of permanent employment with the Board of Education.

10. Shift Differential

Employees, whose regularly scheduled shift begins on or after 3:00 p.m., but not after 11:00 p.m., shall receive a premium of twelve cents (\$0.12) per hour in addition to their scheduled rate.

Employees, whose regularly scheduled shift begins on or after 11:00 p.m., but before 5:00 a.m., shall receive a premium of twenty-two cents (\$0.22) per hour in addition to their scheduled rate.

Employees may be temporarily transferred between shifts without changing status with respect to shift differential. For purposes of administering this policy, a temporary transfer shall not exceed three (3) consecutive weeks.

11. Extended Work Schedule

Any classified employee who is required to work in excess of his/her normal schedule shall be compensated for such additional hours by cash payment. For up to forty (40) hours worked in the workweek, compensation shall be at the employee's hourly rate. For hours worked in excess of forty (40) hours in the workweek, compensation shall be at time-and-one-half his/her hourly rate.

School lunch employees only will receive one and one-half (1 ½) times their regular hourly rate for hours worked in excess of eight (8) hours within any calendar day.

Vacation, paid leave and the following established holidays, if paid for, shall be treated as hours worked and shall be counted toward the forty (40) hour limit which must be exceeded before the overtime provision takes effect:

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|------------------------------------|----------------|
| Independence Day | New Year's Eve |
| Labor Day | New Year's Day |
| Thanksgiving Day | Good Friday |
| Day Following Thanksgiving | Easter |
| Christmas Eve | Memorial Day |
| Christmas Day | |
| Floating Holidays Where Applicable | |
| Election Days (Baltimore County) | |

12. Allocation of Overtime

Every effort shall be made to provide an equitable distribution of Board of Education overtime among employees working in like classifications and in the same geographic area. Insofar as it is possible to do so, working crews shall be kept intact.

An employee need not be assigned overtime work unless it has been demonstrated that he/she can proficiently perform the necessary work.

Where an employee has been repeatedly bypassed because of lack of a specific skill, he/she shall be advised of his/her weakness so that he/she might take corrective action.

The appropriate administrator shall keep a record of all overtime work.

13. Pay Differential for Non-Consecutive Workweek

Where an employee who is assigned a forty (40) hour workweek has a normal schedule which differs from five (5) consecutive eight-hour days, the base rate of compensation (as determined by salary schedule) shall be increased by the appropriate shift differential.

14. Acting Positions

From time to time it becomes necessary to assign duties of a higher skill or responsibility level to an employee than is normally associated with his/her classification. When such an assignment exceeds one (1) calendar week, the employee's records will reflect placement in the higher classification in an "acting" capacity, retroactive to the date of assignment with a corresponding adjustment in the rate of pay. To be eligible for promotion to an "acting" position, the employee must be assigned the higher level work by an appropriate administrator. Assumption of higher level duties without the explicit knowledge and authorization of an administrator will not qualify an employee for an "acting" promotion.

"Acting" positions, due to their temporary nature and the need to accomplish an immediate task, need not be posted. However, should it become apparent that the acting position has developed into one of a permanent nature, the job must be posted and a selection made in accordance with the promotional procedure.

An exception to the above will occur when a classified employee (non-exempt) is assigned "acting" duties of a professional (exempt) nature. In such cases, the employee must remain in the higher position for a minimum of six (6) weeks to qualify for payment in accordance with the professional salary schedules. Should the assignment continue beyond six (6) weeks, however, the "acting" promotion, along with a change in salary, will be retroactive to the original date of assignment.

Rule

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Superintendent of Schools]

PERSONNEL: GENERAL

COMPENSATION PLAN

THE DEPARTMENT OF HUMAN RESOURCES SHALL ESTABLISH A COMPENSATION PLAN AND SALARY SCHEDULES FOR ALL JOB CLASSIFICATIONS. ADDITIONALLY, THE DEPARTMENT OF HUMAN RESOURCES SHALL DEVELOP A PROCEDURE MANUAL TO ADDRESS TOPICS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- CLASSIFICATION OF POSITIONS
- SALARY DETERMINATION
- SALARY GRADE RE-DETERMINATION
- POSITION RECLASSIFICATION
- PROMOTIONS, TRANSFERS, AND REASSIGNMENTS
- ALLOCATION OF OVERTIME
- FORFEITURES

THE PROCEDURE MANUAL SHALL BE AVAILABLE AND ACCESSIBLE TO ALL EMPLOYEES.

I. ANNUAL REVIEW

- A. THE COMPENSATION PLAN SHALL BE REVIEWED AT LEAST ONCE ANNUALLY AND COMPARISONS MADE WITH CURRENT SALARIES OF SIMILAR POSITIONS IN OTHER SCHOOL SYSTEMS AND THE METROPOLITAN AREA TO DETERMINE IF CHANGES IN COMPENSATION ARE REQUIRED TO RETAIN CURRENT PERSONNEL AND TO ATTRACT QUALIFIED APPLICANTS.

II. SALARY DETERMINATION

- A. EACH EMPLOYEE SHALL BE PAID AT ONE OF THE RATES SET FORTH IN THE SALARY SCHEDULE FOR THE JOB CLASSIFICATION IN WHICH HE/SHE IS EMPLOYED. IF AN EMPLOYEE REACHES THE MAXIMUM SALARY OF THE PAYGRADE TO WHICH A HIS/HER POSITION IS ASSIGNED, THE

EMPLOYEE IS NOT ELIGIBLE FOR ANNUAL STEP INCREMENTS UNLESS THE SALARY SCALE IS ADJUSTED.

III. HIRES AND REHIRS

- A. COMPENSATION SHALL COMMENCE FOR A NEW EMPLOYEE ON THE FIRST DAY WORKED. WHEN A POSITION IS FILLED BY A NEW HIRE OR REHIRE, APPOINTMENT SHALL NORMALLY BE MADE AT THE MINIMUM RATE OF THE APPROPRIATE PAY GRADE. HOWEVER, IF IT IS DEEMED TO BE IN THE BEST INTEREST OF THE ORGANIZATION BY THE ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES AND THE PERSONNEL OFFICER, CREDIT MAY BE ALLOWED FOR RELATED EXPERIENCE, EDUCATION, TRAINING AND/OR SKILLS OVER AND ABOVE THE MINIMUM REQUIREMENTS.
- B. REHIRS SHALL BE TREATED AS NEW EMPLOYEES, AND LONGEVITY AND BENEFIT ACCRUAL SHALL COMMENCE ON THE EFFECTIVE DATE OF REEMPLOYMENT. HOWEVER, A FORMER EMPLOYEE WHO RETURNS WITHIN TWELVE (12) MONTHS OF HIS/HER TERMINATION DATE SHALL BE REINSTATED AND CREDITED WITH SERVICE TIME AND BENEFITS ACCRUED DURING PRIOR EMPLOYMENT AND NOT OTHERWISE COMPENSATED. TEN (10) MONTH EMPLOYEES WHO RESIGN AS OF JUNE 30 OF ANY ONE CALENDAR YEAR ARE ELIGIBLE FOR SUCH CREDIT, PROVIDED THEY ARE REEMPLOYED BY THE FIRST DUTY DAY OF THE FOLLOWING CALENDAR YEAR.
- C. THE DIRECTOR OF PERSONNEL SHALL PROVIDE THE NECESSARY OVERSIGHT OF THE PROCESS TO DETERMINE THE ELIGIBILITY OF RETIRED TEACHERS FOR REHIRE AS ADDRESSED IN STATE OF MARYLAND REGULATIONS AND GUIDELINES.

IV. ANNUAL INCREMENTS

- A. ANNUAL PAY STEP INCREMENTS WITHIN AN ESTABLISHED PAY GRADE ARE GRANTED TO EMPLOYEES BASED UPON A COMBINATION OF SATISFACTORY WORK PERFORMANCE, LENGTH OF SERVICE AND AVAILABILITY OF FUNDS.

- B. PROMOTIONAL INCREASES IN THE PREVIOUS YEAR SHALL NOT JEOPARDIZE ANNUAL INCREMENTS. EMPLOYEES MUST HAVE BEEN IN ACTIVE PAY STATUS FOR SIX (6) QUALIFYING MONTHS OF THE PRECEDING FISCAL YEAR TO QUALIFY FOR AN ANNUAL INCREMENT.

- C. IN THE EVENT AN EMPLOYEE'S SALARY IS RECOMMENDED TO BE FROZEN FOR UNSATISFACTORY PERFORMANCE, THE REQUEST TO FREEZE THE SALARY MUST BE SUBMITTED IN WRITING BY THE APPROPRIATE AREA ASSISTANT SUPERINTENDENT OR EXECUTIVE DIRECTOR, TO THE SUPERINTENDENT. THE SALARY WILL REMAIN FROZEN UNTIL THE APPROPRIATE ASSISTANT SUPERINTENDENT OR EXECUTIVE DIRECTOR IS AUTHORIZED BY THE SUPERINTENDENT TO UNFREEZE AN EMPLOYEE'S SALARY.

V. LONGEVITY

- A. NON-EXEMPT EMPLOYEES ARE ELIGIBLE FOR LONGEVITY SALARY INCREMENTS. WHERE APPLICABLE, SALARY SCHEDULES FOR LONGEVITY MAY BE FOUND IN THE BARGAINING UNIT AGREEMENTS.

VI. SHIFT DIFFERENTIAL

- A. NON-EXEMPT EMPLOYEES MAY BE ELIGIBLE FOR SHIFT DIFFERENTIAL DEPENDING ON WORK HOURS. WHERE APPLICABLE, SALARY SCHEDULES FOR ELIGIBLE HOURS AND DIFFERENTIAL AMOUNTS MAY BE FOUND IN THE BARGAINING UNIT AGREEMENTS.

- B. EMPLOYEES MAY BE TEMPORARILY TRANSFERRED BETWEEN SHIFTS WITHOUT CHANGING STATUS WITH RESPECT TO SHIFT DIFFERENTIAL. FOR PURPOSES OF ADMINISTERING THIS RULE, A TEMPORARY TRANSFER SHALL NOT EXCEED TWO (2) CONSECUTIVE WEEKS, WITH THE EXCEPTION OF THE BUILDING SERVICES SUMMER CLEANING PROGRAM.

VII. EXTENDED WORK SCHEDULE

- A. ANY NON-EXEMPT EMPLOYEE WHO WORKS IN EXCESS OF HIS/HER NORMAL SCHEDULE SHALL BE COMPENSATED FOR SUCH ADDITIONAL HOURS BY COMPENSATORY (COMP) TIME OR CASH PAYMENT. FOR UP TO FORTY (40) HOURS WORKED IN THE WORKWEEK, COMPENSATION SHALL BE AT THE EMPLOYEE'S HOURLY RATE. FOR HOURS WORKED IN EXCESS OF FORTY (40) HOURS IN THE WORKWEEK, COMPENSATION SHALL BE AT TIME-AND-ONE-HALF THE EMPLOYEE'S HOURLY RATE.
- B. UNLESS OTHERWISE SPECIFIED IN A BARGAINING UNIT AGREEMENT, VACATION, OTHER PAID LEAVE, AND [THE] BCPS ESTABLISHED HOLIDAYS, IF PAID FOR, SHALL NOT BE TREATED AS HOURS WORKED AND SHALL NOT BE COUNTED TOWARD THE FORTY (40) HOUR LIMIT WHICH MUST BE EXCEEDED BEFORE THE TIME-AND-ONE-HALF PROVISION TAKES EFFECT. THE FORTY (40) HOUR LIMIT INCLUDES ONLY TIME ACTUALLY WORKED.

VIII. PAY DIFFERENTIAL FOR NON-CONSECUTIVE WORKWEEK

- A. NON-EXEMPT EMPLOYEES MAY BE ELIGIBLE FOR PAY DIFFERENTIAL FOR NON-CONSECUTIVE WORKWEEKS. WHERE APPLICABLE, SALARY SCHEDULES FOR DIFFERENTIAL AMOUNTS FOR NON-CONSECUTIVE WORKWEEKS MAY BE FOUND IN THE BARGAINING UNIT AGREEMENTS.

IX. ACTING POSITIONS

- A. FROM TIME TO TIME IT BECOMES NECESSARY TO ASSIGN DUTIES OF A HIGHER SKILL OR RESPONSIBILITY LEVEL TO AN EMPLOYEE THAN IS NORMALLY ASSOCIATED WITH HIS/HER CLASSIFICATION. SUCH AN ASSIGNMENT MUST BE MADE IN WRITING BY AN APPROPRIATE ADMINISTRATOR. THE DEPARTMENT OF HUMAN RESOURCES SHALL BE RESPONSIBLE FOR VERIFYING THE EMPLOYEE'S QUALIFICATIONS PRIOR TO PLACING HIM/HER INTO AN ACTING POSITION. WHEN SUCH AN ASSIGNMENT EXCEEDS ONE (1) CALENDAR WEEK, THE EMPLOYEE'S RECORDS WILL REFLECT PLACEMENT IN THE

HIGHER CLASSIFICATION IN AN "ACTING" CAPACITY, RETROACTIVE TO THE DATE OF ASSIGNMENT WITH A CORRESPONDING ADJUSTMENT IN THE RATE OF PAY. THE EMPLOYEE'S RATE OF PAY IS ADJUSTED ACCORDING TO THE PROMOTIONAL PRACTICES OUTLINED IN HIS/HER RESPECTIVE BARGAINING UNIT AGREEMENT.

- B. "ACTING" POSITIONS, DUE TO THEIR TEMPORARY NATURE AND THE NEED TO ACCOMPLISH AN IMMEDIATE TASK NEED NOT BE POSTED. HOWEVER, SHOULD IT BECOME APPARENT THAT THE ACTING POSITION HAS DEVELOPED INTO ONE OF PERMANENT NATURE, THE JOB MUST BE POSTED AND A SELECTION MADE IN ACCORDANCE WITH THE PROMOTIONAL PROCEDURE.

- C. ASSIGNMENT TO "ACTING" STATUS FOR AN EXEMPT EMPLOYEE MUST BE AUTHORIZED BY THE DEPUTY SUPERINTENDENT IF THE ASSIGNMENT EXCEEDS SIX (6) WEEKS.

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Superintendent of Schools