

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** March 9, 2010

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **CONSIDERATION OF THE PROPOSED DELETION OF POLICY 4265.1 – SALARY RECOGNITION FOR ADVANCED TRAINING, CLERICAL**

**ORIGINATOR:** J. Robert Haines, Esq., Deputy Superintendent

**RESOURCE PERSON(S):** Donald Peccia, Assistant Superintendent, Human Resources

**RECOMMENDATION**

That the Board of Education approves the proposed deletion of Policy 4265.1.  
This is the third reading.

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Attachment I – Policy Analysis  
Attachment II – Policy 4265.1

**Policy Analysis for  
Board of Education Policy 4265.1  
Salary Recognition for Advanced Training, Clerical**

**Statement of Issues or Questions Addressed:**

Board of Education Policy 4265.1 describes the compensation process and is for the attainment of additional training and is a mandatory subject of collective bargaining also covered in the BACE Master Agreement. The policy is no longer needed and may be deleted.

**Cost Analysis and Fiscal Impact on School System:**

No fiscal impact is anticipated by the deletion of this policy.

**Relationship To Other Board Of Education Policies:**

Board of Education Policy 4265, *Salary Recognition for Advanced Training, General.*  
Board of Education Policy 4265.2, *Salary Recognition for Receipt of an Appropriate License.*

**Legal Requirements:**

None.

**Similar Policies Adopted By Other School Systems:**

None.

**Draft of Proposed Policy**

Attached.

**Other Alternatives Considered By Staff:**

None.

**Timeline**

First Reading – January 26, 2010

Public Comment – February 9, 2010

Third Reading/Vote – March 9, 2010

PERSONNEL: Clerical

Compensation Plan: Salary Recognition for Advanced Training, Clerical

A permanent classified employee assigned to the clerical unit is eligible for consideration of a pay increase equal to one (1) step of his/her present salary schedule for thirty (30) credit hours of college work accepted by the Department of Personnel as being work-related. Fifteen (15) of these credit hours may be earned in Baltimore County approved in-service programs. Such an employee shall be entitled to an additional pay increase equal to one (1) step of his/her present salary schedule for an additional thirty (30) credit hours of college work-accepted as work related. Up to fifteen (15) credit hours of Baltimore County-approved inservice credit may be used to meet the requirements of the additional thirty (30) hours.

1. Employees shall be ineligible for salary increases under this policy during their initial probationary period.
2. Courses must be taken in instructions or under programs whose standards are acceptable to the Department of Personnel. In the case of clerical personnel, Options A, B, and C of the Basic Standard Professional Certificate as defined by the National Association of Educational Office Personnel will be accepted as the equivalent of thirty (30) college credits. However, in Option B the statement of competency will not be acceptable. The testing program described in Option A will be periodically reviewed by the Department of Personnel. Option C is, in fact, equivalent to the provisions of this policy.
3. Payment of the increment (s) will be effective the first full pay period following the semester in which the employee completes the required number of credits, providing the Department of Personnel has received confirmation of such completion within three months of said completion. Should the time lapse between completion and the receipt of confirmation exceed three (3) months, the additional step shall be paid retroactively for three (3) months only.
4. The employee will not be eligible for the additional payment if promoted to a new position where advance training is required for placement.

Policy  
Adopted: 6/13/74  
Revised: 9/8/77  
Revised: 6/22/78  
Revised: 10/14/82]

Board of Education of Baltimore County