

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 13, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON THE PROPOSED DELETION OF BOARD OF
EDUCATION POLICY 4155 - ABSENCES-SALARY REDUCTIONS**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education reviews the proposed deletion of
Policy 4155. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 4155

**Policy Analysis for
Board of Education Policy 4155
Absences-Salary Reductions**

Statement of Issues or Questions Addressed

Board of Education Policy 4155 is being recommended for deletion. This policy is specific to professional personnel, and the information is addressed in the proposed new *Absences and Leaves of Absence* Policy (not yet numbered) covering all employees.

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 4150, *Absences, Leaves, Vacations, and Holidays*

Board of Education Policy 4153, *Short-Term Leaves*

Board of Education Policy 4154, *Extended Leaves of Absences*

Legal Requirements

Annotated Code of Maryland, Education Article §4-103, *School Personnel*

Annotated Code of Maryland, Education Article, §6-305, *Sick Pay*

COMAR 13A.07.03.02, *Attendance and Absence of Certificated Employees*

Similar Policies Adopted by Other Local School Systems

Anne Arundel Board of Education, Policy GAP, *Leaves of Absences Without Pay*

Frederick County Board of Education, Section 303.5, *Time Lost*

Montgomery County Board of Education, Policy GI, *Leaves and Retirements*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: Professional

Absences, Leaves, Vacations, and Holidays: Absences - Salary Reductions

1. For absence from duty without good and sufficient reason accepted by the Board of Education, the employee forfeits salary for the time lost. Salary reductions for absences covered are made only in the event an employee has exceeded his/her permitted, earned and/or anticipated days.
2. Reductions for absences are made on the check for the pay period following the absences with exceptions listed:
 - a. In separating employees, every effort will be made to have reductions for the final period of employment made from the check for that period. All absences during the final period of employment must be reported immediately to the Office of Payroll.
 - b. If paid sick leave days are exhausted during a pay period, reductions for the necessary number of unpaid sick leave days will be made. The appropriate administrator will inform the Office of Payroll of such absences.
 - c. For ten-month employees, reductions for the entire month of June will be made from the final check of the school year.
3. Employees absent from duty forfeit pay for those days at the rate of one-tenth per normal biweekly pay for each day absent except for reasons listed in these policies.
4. A reduction for a fractional part of a day's absence will be determined to the nearest tenth by dividing the time lost by the time of a normal day.

Also see Master Agreement with the Teachers Association of Baltimore County, Maryland, Inc.

Policy

Board of Education of Baltimore County

Adopted: 6/12/75

Revised: 10/27/77]