

PERSONNEL: Compensation, Benefits, and Retirement

Salary Regulations – Professional

1. Definitions

- a. Qualifying Month – A person must be in pay status twelve (12) duty days in a month in order to receive experience credit for salary purposes for that month.
- b. Year of Experience Credit – For salary purposes, a year of experience credit is defined as ten (10) qualifying months; no more than ten (10) months' credit shall be granted for any one (1) fiscal year.

Exception: For school systems operating on a quarterly or nine (9) month basis, one (1) year of experience is equivalent to three (3) quarters or nine (9) months, respectively, of full-time teaching experience. In such cases, no more than three (3) quarters of nine (9) months' credit shall be granted for any one (1) fiscal year.

Each qualifying month is equivalent to one-tenth (0.1) of a year in granting credit for partial years of experience.

- c. Total Experience Credit – The total experience credit of an employee is the sum of the number of full years of credit granted and the number of partial years of credit granted.
- d. Critical Shortage Area – Includes those areas named annually by the Maryland State Department of Education (Division of Certification) in its teacher staffing report, together with local hiring experience, in which projected employment vacancies substantially exceed qualified applicants. The Superintendent of Schools, no later than December 15 of each year, shall identify which areas of critical shortage exist for the purposes of this rule.

2. Maximum Experience Credit Allowed for Salary Placement

An employee may be granted up to a maximum of thirteen years' credit for prior experience and be placed on Step 14. Exceptions may be made, upon the recommendation of the Superintendent of Schools, in appointing personnel when longer periods of experience are desirable.

3. Credit for Critical Shortage Area Positions

No later than December 15 of each year, the Department of Personnel shall determine which positions are to be designated as areas of critical shortage. The Superintendent of Schools may grant experience credit, up to a maximum of eighteen years' credit for salary step placement, for starting salaries in the designated areas of critical shortage. All Title I schools shall be included in the category of critical shortage for the purpose of determining teacher experience credit.

4. Stipend for National Board of Professional Teaching

Standards Certification

A classroom teacher who achieves NBPTS certification shall receive an annual stipend in the amount of two thousand dollars (\$2,000) for any year in which such certification is held.

10. Method of Determining Prior Experience Credit

- a. Teaching Experience Credit – An employee will be granted one (1) year of credit for each year of approved full-time teaching experience.

Partial years of credit will be granted for approved part-time teaching on a prorated basis.

Credit will be granted for college teaching; full-time college teaching is normally nine (9) semester hours or more per semester, or the equivalent.

No credit will be granted for instructional assistant experience.

No credit will be granted for summer school teaching experience.

- b. Work Experience Credit – An employee may be granted up to one (1) year of credit for each year of approved related work experience.

- c. Military and Other Service Experience Credit – A maximum of two (2) years' credit, rounded to the nearest whole year, will be allowed for any combination of Peace Corps, Vista, or active military duty except in cases of active duty training for military reservists or National Guardsmen.

- d. Substitute Teaching Experience Credit – A long-term substitute shall be granted experience credit for salary purposes for all qualifying months worked. (See Board of Education Policy and Superintendent’s Rule 4500, *Substitute Teachers* for the definition of a long-term substitute.)

No credit will be granted for daily substitute teaching.

- e. Academic or Sabbatical Leave Granted by Previous Employer – One (1) year of teaching credit may be granted for sabbatical leave or academic leave if this same credit has been granted to the teacher in a previous school system.

11. Sabbatical Leave Clarification

- a. A twelve-month employee normally is granted a sabbatical leave as of July 1 through June 30. Vacation time will be held in abeyance until the following year. In the meantime, starting July 1, he/she would be paid at the rate of 50% or 60% of his/her salary depending upon which option has been exercised, and it will be received over a twelve (12) month period.
- b. In the event a twelve-month employee is granted permission to begin his/her sabbatical leave after July 1 and before September 1, the salary will be prorated on a twelve (12) month basis.

12. Degree and Program Salary Increment Policy

- a. Employees who have satisfied coursework requirements for the Advanced Professional Certificate (APC) will be paid on the Master’s degree/APC salary scale. A salary increment due upon the receipt of a degree or the completion of a program will be effective at the beginning of the first full pay period following the submission to the Department of Personnel confirmation of the completion of all requirements for the degree or program, providing the appropriate area personnel coordinator has received confirmation of such completion within three (3) months of said completion. Should the time lapse between completion and receipt of confirmation exceed three (3) months, the salary increment due shall be paid retroactively for three (3) months only. However, allowance will be made in the event a college fails in its responsibility to issue grades promptly.

Requirements will be deemed met on the day of the last scheduled examination of the college, or the last day of an inservice course, with the following exception: Should a course or program be designated incomplete, then requirements will be deemed met on the day the incomplete is replaced by a satisfactory grade.

b. Programs of Study Beyond the Master's Degree or Advanced Professional Certificate Credits for all Teachers

Teachers who have an earned Master's degree or APC credits, who wish to pursue programs of additional study are required to earn 30 semester hours in each of the M+30 and M+60 programs. In each program, at least 12 college credits (undergraduate and graduate) must be completed and the remaining 18 may be any combination of college, Maryland State Department of Education (MSDE), Continuing Unit (CEU) Equivalent, or Board of Education of Baltimore (BEBCO) credits. Credit must be completed subsequent to the completion of the Master's degree or APC credit. Teachers who were required to earn credits in excess of thirty (30) semester hours to meet the other requirements of the M+30 program may not carry the hours in excess of thirty (30) to the M+60 program.

c. Juris Doctorate

Teachers who have an earned juris doctorate degree (60 credit program) will be paid on the M+30 scale. Teachers who have an earned juris doctorate degree (90 credit program) will be paid on the M+60 scale. A salary increment due upon the receipt of a degree or the completion of a program will be effective at the beginning of the first full pay period following the submission to the Department of Human Resources confirmation of the completion of all requirements for the degree or program, providing the appropriate personnel officer has received confirmation of such completion within three months of said completion. Should the time lapse between completion and receipt of confirmation exceed three months, the salary increment due shall be paid retroactively for three months only; however, allowance will be made in the event a college fails in its responsibility to issue grades promptly. Requirements will be deemed met on the day of the last scheduled examination of the college, or the last day of an inservice course, with the following exception: should a course or program be designated incomplete, then requirements will be deemed met on the day the incomplete is replaced by a satisfactory grade.

d. Available BEBCO Credits

Ten-month employees who forfeit salary can receive up to six (6) inservice credits in the combination of the M+30 and M+60 programs for participation in summer workshops.

1 week	(30) hours = 2 BEBCO inservice credits
2 weeks	(60) hours = 4 BEBCO inservice credits
3 weeks	(90) hours = 6 BEBCO inservice credits

A maximum of six (6) credits may be applied to each of the M+30 and M+60 programs for travel may be earned pending approval of the itinerary and relevant educational objective by the appropriate administrator.

e. Salary Credit for Cooperating Teachers

Board of Education of Baltimore County (BEBCO) credits for internship experiences (student teacher or observation student) will count towards salary advancement for those teachers who hold a valid Standard Professional Certificate I (SPC-I) or a Standard Professional Certificate II (SPC-II). Due to Maryland State Department of Education (MSDE) regulations, they will not satisfy the Advanced Professional Certificate (APC) requirements. A maximum of six (6) credits may be used for internship experience in the APC salary lane.

13. Assignment Out-of-Field Salary Status

A professional certificated teacher who accepts a position out of his/her field of certification shall be paid the salary he/she would have received if assigned in his/her field, provided that, during each consecutive year after the first year of out-of-field assignment, the teacher shall earn at least six (6) semester hours per year toward the certification of the out-of-field assignment before continuing the assignment. Maryland's testing requirements must be satisfied no later than the last semester in which course requirements are completed. Any teacher so assigned shall retain his/her regular contract and professional certificate. In the event the teacher fails to satisfy these requirements, the Superintendent has the prerogative of returning the teacher to his/her original type of assignment or freezing the teacher's salary on step until the requirements have been satisfied.

9. Failure to Renew or Earn a Professional Certificate

A teacher who fails to renew his/her Standard Professional Certificate or Advance Professional Certificate or fails to meet the requirements for an Advanced Professional Certificate when required will be terminated.

10. Provisionally Certificated Teacher

Any teacher holding a provisional certificate will be paid on the appropriate schedule of the Baltimore County salary schedule for regularly employed certificated teachers. A teacher who fails to meet the renewal requirements for a provisional certificate or earn a professional certificate will be released. The Superintendent has the prerogative to retain the teacher and freeze the teacher's salary on step.

11. Salary Step Frozen

Service completed while a salary step is frozen is not creditable experience for salary purposes and will not be used to compute salary placement. This applies to all steps of the salary scale, including longevity.

12. Salary for Teaching Inservice Courses

The salary for teaching an inservice course will be in accordance with the negotiated agreement. Principals, supervisors, and other certificated professional personnel who have similar or greater responsibilities will receive no salary for teaching an inservice course.

13. Summer School Salary for a Person Other Than a Baltimore County Teacher Not Currently Employed by the Board of Education of Baltimore County

If a person is employed to teach summer school, he/she will be placed on the appropriate Board of Education of Baltimore County Salary Schedule according to the policies in effect for the employment of new teachers.

14. Effective Dates for Salary Steps Advancement

Advances on the salary steps will be effective July 1 or February 1 of each year for ten-month employees. Advances on the salary steps will be effective July 1 or January 1 of each year for twelve-month employees. All advances will be made

commensurate with employees' total experience credit in effect on the date of the day immediately preceding each of the above designated advance dates.

15. Salary Calculation for Teachers Moving from the Ten-Month Teachers' Pay Scale to the Administrative Pay School

When the appointment to the twelve-month position becomes effective July 1 or later, but prior to the first duty day for teachers, the employee will be paid on the administrative pay scale.

When the appointment to the twelve-month position becomes effective on or after the first duty day for teachers and the appointment would result in a lower biweekly salary, the employee will be paid his/her biweekly ten-month salary each pay period through June 30. Effective July 1, the employee will be paid on the twelve-month administrative pay scale.

If the employee works following the last duty day for teachers and prior to the effective date of the appointment to the twelve-month position, the employee will be compensated at the prescribed rate.

16. Adult Education – Substitutes

Substitutes in Adult Education classes are paid the same hourly rate as regular teachers in the Adult Education program.

Rule	Superintendent of Schools
Approved: 06/12/75	
Revised: 10/27/77	
Revised: 06/22/78	
Revised: 07/01/80	
Revised: 05/22/86	
Revised: 12/22/88	
Revised: 11/16/89	
Revised: 03/25/93	
Revised: 03/24/98	
Revised: 12/21/99	
Revised: 03/14/00	
Revised: 03/29/01	
Revised: 09/09/03	
Edited: 07/01/11]	