

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

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Subject: Work Schedule and Leave for Employees of Somerset County Public Schools	Date Approved: July 16, 1985, February 17, 2004 October 25, 2005, October 17, 2006 September 25, 2007, August 18, 2009, April 17, 2012 Date Revised: December 20, 1988, October 17, 1989 September 15, 1992, September 16, 1997, June 15, 1999, February 17, 2004, September 20, 2005, September 19, 2006, August 14, 2007 June 16, 2009, February 27, 2012 Date Effective: February 17, 2004 October 25, 2005, October 17, 2006 September 25, 2007, August 18, 2009 April 17, 2012

1. PROCEDURE

To establish work schedules and a twelve-month employee annual leave policy for employees of the Somerset County Public School System.

2. BACKGROUND

The Board of Education recognizes that there are differences in both responsibility and justification of employees. All staff administrators, who are not twelve month employees, other certificated/licensed staff and instructional assistants are expected to follow the calendar approved by the Board of Education during the school year. Custodians and maintenance staff may be assigned additional work days during the school year as directed by the Superintendent. In addition, administrators, associates, custodians and maintenance staff will work as directed by the Superintendent when schools are closed.

3. POLICY

The following rules, regulations and procedures shall be considered Policy of the Somerset County Board of Education regarding all staff members.

- A. Unless otherwise directed by the Superintendent, the working schedule for ten, ten and one-half, ten and three quarter, eleven and eleven and one half month principals, vice principals, certificated staff (teachers and specialists), licensed staff (nurses), and instructional assistants will be as follows: Each one quarter month is equivalent to five additional days.

EMPLOYEE CLASSIFICATION	TERMS OF EMPLOYMENT
Ten Month	Follow the school calendar approved by the Board of Education.
Ten & One-Half Month	Work an additional 10 days beyond Board of Education approved calendar.
Ten & Three Quarter Month	Work an additional 15 days beyond Board of Education approved calendar.
Eleven Month	Work an additional 20 days beyond Board of Education approved calendar.
Eleven & One Half Month	Work an additional 30 days beyond Board of Education approved calendar.

Unless otherwise specified by the Superintendent or School Principal, ten and one-half month certificated employees will work the ten working days prior to the date teachers report for duty for the new school year. Eleven month certificated employees will work the twenty working days immediately prior to teachers reporting for duty for the new school year. Ten & three-quarter months and eleven & one-half month certificated employees will work their additional days as assigned by their building principal in conjunction with the work schedule for ten & one-half month and eleven month certificated employees.

Food service workers will follow the school calendar and will work an additional number of days as set by the Head Manager not to exceed the number of days worked by certificated staff.

- B. Unless otherwise directed by the Superintendent the schedule for ten, ten and one half, ten and three quarter, eleven and eleven and one half month secretaries and custodians will be as follows:

EMPLOYEE CLASSIFICATION	TERMS OF EMPLOYMENT
Ten Month	220 days/year
Ten & One-Half Month	230 days/year
Ten & Three Quarter Month	235 days/year
Eleven Month	240 days/year
Eleven & One Half Month	250 days/year

- C. Standard Hours – Unless otherwise directed by the Superintendent, employees will observe the following hours.

1. Certificated/licensed personnel – classified as Unit I for the purposes of negotiations.
 - a. 10 months – 7 ¾ hours/day (1/2 hr. lunch) (7 ¼ hours work)
2. Certificated personnel – (vice-principals, principals, coordinators, directors, supervisors, asst. superintendent and superintendent)

- a. 10 months — (9) hours/day (1 hr. lunch) (8 hours work)
 - b. 10 ½ months- (9) hours/day (1 hr. lunch) (8 hours work)
 - c. 11 months – (9) hours/day (1 hr. lunch) (8 hours work)
 - d. 11 ½ months –(9) hours/day (1 hr. lunch) (8 hours work)
 - e. 12 months – (9) hours/day (1 hr. lunch) (8 hours work)
3. Instructional Assistants
 - a. 10 months – 7 ½ hours/day (1/2 hr. lunch) (7 hours work)
 4. School (Associates)
 - a. 10 months – 7 ½ hours/day (1/2 hr. lunch) (7 hours work)
 - b. 10 ½ months – 7 ½ hours/day (1/2 hr. lunch) (7 hours work)
 - c. 11 months – 7 ½ hours/day (1/2 hr. lunch) (7 hours work)
 - d. 11 ½ months - 7 ½ hours/day (1/2 hr. lunch) (7 hours work)
 - e. 12 months – 7 ½ hours/day (1/2 hr. lunch) (7 hours work)
 5. Central Office (Associates)
 - a. 12 months – 8 hours/day (1 hr. lunch) (7 hours work)
 6. Custodians
 - a. 10 months – 9 hours/day (1 hr. lunch) (8 hours work)
 - b. 12 months – 9 hours/day (1 hr. lunch) (8 hours work)
 7. Maintenance Employees
 - a. 12 months – 9 hours/day (1 hr. lunch) (8 hours work)
 8. Cafeteria Workers
 - a. 10 months – 4 - 6 ½ hours/day (15-30 minutes lunch)
 9. Cafeteria Managers
 - a. 10 months – 5 - 7 ½ hours/day (15-30 minutes lunch)
 10. Nurses
 - a. 10 months – 7 ½ hours/day (1/2 hr lunch) (7 hours work)
 11. Exempt-Non Certificated Employees
 - a. 12 months – 8 hours/day (1 hr. lunch) (7 hours work)
- D. Except for where noted otherwise, twelve month employees are expected to work in accordance with the following conditions:
1. The offices of the Board of Education shall be open and staffed on a Monday through Friday basis as follows:
 - a. 7:30 a.m. to 5:00 p.m. The normal work day will be eight hours for staff members. Additional work time may be requested by the superintendent.
 - b. Board of Education offices shall be closed in accordance with the school calendar. The school calendar observes the following holidays for all employees.
 - c. The Superintendent may make adjustments in the central office work schedule during the summer session.
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| Thanksgiving Day & Friday following
Christmas Eve & Christmas Day & Day after Christmas
New Year's Eve & New Year's Day
Martin Luther King's Birthday
Presidents' Day
Good Friday & Easter Monday
Memorial Day
Independence Day
Labor Day
Presidential General Election or Day TBA by the
Superintendent |
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E. Vacation

1. Annual leave shall be accrued on a monthly basis.

DAYS VACATION	YEARS OF EMPLOYMENT
10 Days	1 - 5 years of twelve month employment
15 Days	6 - 10 years of twelve month employment
20 Days	11-20 years of twelve month employment
25 Days	21 or more years of twelve month employment

2. All twelve month employees will accrue vacation leave on a monthly basis and will be credited with earned vacation days on July 1 of each year. All twelve month employees may automatically carry over 25 unused earned vacation days into the next fiscal year. A twelve month employee may accumulate a maximum of 50 days of unused vacation time.

Vacation days in excess of the 50 days will automatically be converted to the employee's sick leave days.

3. Accrued vacation in excess of 10 days but not to exceed 20 days will be paid at the daily rate to individuals with 5 or more years of successful employment at Somerset County Public Schools at the point of their resignation.
4. Attendance at summer institutes, conferences or other functions to which the employee is assigned shall not be charged against earned vacation time.
5. Ten month employees promoted to twelve month positions will be given credit for five-sixths of each year of ten month professional experience for the purpose of determining vacation time. A full years experience will be given for previous years that the person has served in a twelve month position.
6. Upon request, the Superintendent can authorize additional experience credit for previous professional educational experience outside of the Somerset County Public School System. In no case can credited experience for prior employment outside of the county exceed that which would be available to a Somerset County employee with comparable experience.
7. Vacation cannot be accrued by retirees/rehires beginning July 1, 2012.
8. Per the Maryland State Retirement (2011 Pension System Notification) annual/vacation and personal leave that has been earned but not yet taken are ineligible to be converted to sick leave and will be paid out to the employee at retirement at the daily rate of retirement.

F. Emergency Closing of Schools

When schools are closed for safety reasons, i.e., inclement weather, all employees, except those following the approved school calendar, will report to work at the normal hour unless otherwise directed by the Superintendent of Schools. See annual negotiated agreements for current direction on emergency closing, delayed openings and early dismissals.

- G.** All provisions of sick leave, bereavement leave and parental leave shall be available as prescribed in the current Negotiated Agreement.

- H. The Superintendent of Schools may, upon justification, decrease the working period.
- I. If the Superintendent requests professional employees to work on holidays or weekends, then compensatory days shall be available.
- J. At the Superintendent's discretion, twelve month administrative employees may accrue up to 2 days per month of compensatory time for holiday or weekend project work to be used by the close of the fiscal year.