



RECRUITING, TEACHER STAFFING & CERTIFICATION GUIDELINES

2010 - 2011 SCHOOL YEAR

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TABLE OF CONTENTS

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Introduction.....	2
Voluntary Transfer Process.....	3
Involuntary Transfer Process	5
Administrative Transfer Process	7
Staff Reassignment / Staff Reduction Process.....	8
Process for Reporting Separations of Employment.....	9
Process for Identifying & Requesting to Fill an Authorized Position	10
Hiring and Placement Timelines for Schools Designated as Title I, FIRST, in School Improvement or in the Restructuring Process (Priority schools).....	12
Hiring and Placement Timelines for Schools Not Designated as Title I, FIRST, in School Improvement or in the Restructuring Process (Non-priority schools)	13
Recruitment Processes and Responsibilities.....	14
Recruitment of External Candidates.....	15
Teacher Staffing Timelines.....	16
Frequently Asked Questions	17
Requesting Leave and Returning to Work Overview	19
Appendix	21

INTRODUCTION

Objective:

The purpose of the Recruiting, Teacher Staffing, & Certification Guidelines is to provide area executive directors and school principals with procedures related to staffing our schools for the 2010-2011 school year. Our objectives are:

1. To inform area executive directors, principals and internal offices of the processes of Recruiting, Teacher Staffing and Certification.
2. To provide each school with an internal/external pool of highly qualified and effective teachers for known and anticipated vacancies;
3. To expedite the hiring process once a candidate (internal or external) is identified for an authorized vacant position and recommended for an authorized vacant position;
4. To ensure that all employment documents are maintained and processed in a timely and efficient manner.

If you have questions about these procedures or other questions about teacher staffing, please contact the appropriate staffing specialist (a list of schools and their assigned specialist can be found in the appendix).

VOLUNTARY TRANSFER PROCESS

In accordance with the PGCEA Negotiated Agreement pertaining to voluntary transfers, the Division of Human Resources will provide an opportunity for all **eligible** Unit I employees to apply for a transfer for the 2010-2011 school year. The Voluntary Transfer function is part of iRecruitment in ORACLE that allows Unit I employees to request a transfer within his or her area of certification to another school or location in the Prince George's County Public School (PGCPS) system with an authorized vacancy.

Unit I employees may access the online transfer application with their email login and password from January 15, 2010 through March 15, 2010. Instructions for completing the online transfer application will be sent via email to all schools and will also be posted on the PGCPS website under Human Resources. The deadline for submitting a voluntary transfer application is March 15, 2010.

To be eligible for a voluntary transfer, a teacher must meet the following requirements:

- ❑ Hold a valid Standard or Advanced Professional Maryland Certificate with an endorsement for the subject area in which he/she is seeking a transfer
- ❑ Have completed two years and one day of consecutive service as a teacher with Prince George's County Public Schools
- ❑ **Have a current satisfactory performance evaluation**
- ❑ Complete the online transfer application by the deadline of March 15, 2010.

Teachers who are eligible for a transfer should participate in the Voluntary Transfer Consortium scheduled **April 7, 2010 for Elementary and April 8, 2010 for Secondary**. At this event, interviews will not be conducted; however, teachers will be given an opportunity to meet with principals to schedule interviews. Candidates should note that it may not be necessary to interview with a principal if they have had an opportunity to interview with that principal within the past two years. It may only be necessary to alert the principal in writing via email of their continued interest.

Principals are expected to schedule interviews for any teacher who has the required certification for an authorized vacancy at their location. Principals are encouraged to complete all interviews for the voluntary transfer process within **ten (10)** business days of the Transfer Consortium. The last day to accept anyone via a transfer is **July 15**; however, we anticipate having all offers completed well in advance of this date.

Teachers should take note that they are not guaranteed a transfer to any specific school. **The school administrator(s) will determine which candidates to select for authorized vacancies.**

The process for completing voluntary transfers is as follows:

- Principal completes all interviews and selections for authorized vacancies two weeks after the transfer consortium.
- Once the principal has identified a teacher for an authorized vacancy, the principal should contact the teacher to sign the Voluntary Transfer Acceptance Agreement in person at their school.
- The principal should fax the Voluntary Transfer Acceptance Agreement form to

the attention of their staffing specialist at 301-952-6476.

- Upon receipt and approval of EACH voluntary transfer, the **SENDING** and **RECEIVING** principal will receive a confirmation email of placement from the staffing specialist normally within five (5) business days.
- The last day for teachers to accept an authorized position through the Voluntary Transfer process is July 15, 2010 (close of business).
- The principal who is losing the teacher due to the voluntary transfer will need to work with their staffing specialist to process the replacement request.
- The hiring specialist will validate the position that is being vacated by the voluntary transfer.
- If the position is valid and authorized to be filled the specialist will notify the principal.
- The principal will then submit a request to fill a vacancy through the position transaction module (see attachment for instructions).

Teachers are not required to accept a position if offered one. If they decide not to accept a position, we ask that they notify the Principal in writing immediately of their decision.

Once a teacher accepts a voluntary transfer, the transfer is considered final and the teacher will not be eligible for another voluntary transfer in the same school year.

Any teacher interested in teaching at a FIRST school should seek an appointment with the administrators for those schools. At the Consortium, teachers will be able to schedule interviews with principals to be considered for an authorized vacant position within their area of certification. The schools included in the initial eligibility list to voluntarily participate in FIRST during the 2010-2011 school year are:

2010-2011 FIRST Schools

Arrowhead ES	Greenbelt MS
Bladensburg ES	Nicholas Orem MS
Bradbury Heights ES	Oxon Hill MS
Clinton Grove ES	Thurgood Marshall MS
James Harrison ES	William Wirt MS
Overlook ES	Central HS
Thomas Claggett ES	Crossland HS
Buck Lodge MS	Fairmont Heights HS
Ernest Everett Just MS	Largo HS
G. James Gholson MS	Parkdale HS

INVOLUNTARY TRANSFER PROCESS

The Board and PGCEA recognize that valid educational principles compel the staffing of each public school to be predicated upon such considerations as school enrollment

factors and ratios related to race and/or sex of its professional personnel. To the extent involuntary transfers may need to be effected from time to time in order that the Board may conform to such guidelines or criteria of employment as the approved County Board of Education Staffing Formulas or as required by appropriate State and/or Federal Authorities. When such transfers have to be effectuated, the Principal shall submit to the Office of Teacher Staffing and Certification no later than June 1, the names of any teacher(s) who have been declared staff reductions in accordance with the following procedures applied in sequential order:

- A. Volunteer(s) shall first be sought (a teacher who volunteers to become the involuntary transfer will be given the same consideration in determining the school transfer as is given to other involuntary transfers),
- B. Persons holding less than a standard certificate in the subject or teaching level to which they are assigned shall then be selected.
- C. Should the previous steps (i.e., volunteers or conditional teachers) not satisfy the required transfer, the decision shall be made according to:
 - a. The least senior person in the county in that school within that category affected.
Categories are as follows:
 - (1) Early childhood
 - (2) Elementary (1-6)
 - (3) Elementary subject areas of music, physical education, librarian, reading, guidance
 - (4) Middle school subject area
 - (5) High school subject area
 - b. The evaluation and performance for the previous year.
 - c. The procedures indicated above shall not apply in the transferring of itinerant teachers resulting from the regrouping of schools.
- D. The principal shall verbally notify a teacher in a private conference during the time period of **May 3 – 14** that the teacher will be a staff reduction. Final notification will be given in writing by the Principal no later than **June 1st**.
- E. Teachers to be involuntarily transferred will be reassigned ahead of teachers returning from an approved leave of absence, new hires and teachers requesting voluntary transfers. The involuntarily transferred teachers will be reassigned by **July 15**.
- F. In referring teachers who had been declared staff reductions to existing vacancies, system wide seniority in the subject area will be the determining factor in establishing the order of referrals.
- G. Teachers who are identified as an involuntary transfer should participate in the **Involuntary Transfer Consortium** scheduled for **May 20th**. At this event, interviews will be permitted if time allows; however, if an interview is not conducted, teachers will be given an opportunity to interview with principals at a later date. Candidates should note that it may not be necessary to interview with a principal if they have had an opportunity to interview with that principal within the past two years. It may only be necessary to alert the principal in writing via email of their continued interest.
- H. All teachers to be involuntarily transferred shall be referred to a maximum of two principals for interviews where there are authorized vacancies. A maximum of two (2) work days after the referral will be permitted for the teacher to advise the Office of Recruiting, Teacher Staffing and Certification regarding the acceptance or non-acceptance of the position. This advisement is done by the receiving

principal forwarding a copy of the signed staff reassignment/involuntary transfer agreement to their hiring specialist. If a teacher is not offered or does not accept any of the positions to which referred, the Office of Recruiting, Teacher Staffing and Certification and the area director will work together to find a placement in a school within the same area in which the teacher is currently teaching. However, prior to such placement, the receiving principal will have an opportunity to meet with the teacher.

- I. The June 1 deadline indicated above is based upon estimated pupil enrollment and preliminary staff allocations. Changes in student enrollment after June 1 may result in further staff reductions prior to the opening of school. A teacher affected by such a change may request a conference with the Area Executive Director or designee within five (5) days of receiving notification. If desired, a PGCEA representative may be requested to attend by the teacher.
- J. Any teacher who is involuntarily transferred after the first work day for returning teachers at the beginning of a school year shall not be involuntarily transferred again after the first day of a new school year for three succeeding years. A teacher involuntarily transferred after the first work day who wishes to request a voluntary transfer out of the new assignment must do so on the appropriate form in accordance with the provisions of Article 4.10.B of the Negotiated Agreement. If said teacher does file a timely request for transfer, the teacher shall be considered as an involuntary transfer and will be given the same consideration in determining school transfer as is given to other involuntary transfers. No involuntary transfer for reasons of correcting prior scheduled staffing will be made after **September 30**, except if special, unanticipated problems arise in secondary assignments. In this case, an involuntary transfer may be effectuated at the secondary level until **October 15**.

ADMINISTRATIVE TRANSFER PROCESS

An administrative transfer requested by the principal for a reason other than reduction in staff or change in student: teacher ratio must have final approval by the Chief of Human Resources prior to completion of the transfer. Administrative transfers are for extenuating purposes only. The process for administrative transfers is as follows:

1. Teacher may request an administrative transfer through his/her principal.
2. If the principal does not approve, this would conclude the process; however, teachers may appeal the principal's decision by requesting an administrative transfer through the area office.
3. If the administrative transfer is approved, the principal would work through the area office to identify an approved vacancy within the same area in which the school is located. All administrative transfers must take place within the same area. Administrative transfers that need to take place outside of the current area must be agreed upon by both area executive directors.
4. The transferring teacher, and the sending and receiving principals must sign off on the administrative transfer letter (see appendix for sample). This letter is then forwarded to the area executive director(s) for approval.
5. If the area office or principal initiates the request for an administrative transfer, the teacher may contact the office of Employee and Labor Relations. Teachers have a right to contact PGCEA.
6. The teacher shall be given a written notification with specific reasons for the transfer by June 1st or in the event notice is given thereafter the Chief Human Resources Office and the President of PGCEA or their designees shall meet to resolve problems not hereunder covered.
7. The administrative transfer letter must be forwarded to the staffing specialist from the Area Executive Director for final approval by the Director of Recruiting, Staffing and Certification.

STAFF REASSIGNMENT/STAFF REDUCTION PROCESS

Prince George's County Public Schools will adhere to a strict application of the staffing formula for the SY 2010-2011. All schools will use the approved FTE allocation to determine if a reassignment in staff is necessary. Using school's on-hand numbers and SY 2011 allocation, the number of staff reassignments will be identified. Based upon instructional scheduling needs, the position (by subject area or grade level) to be staff reduced will be identified. Once the principal has identified the position, the staffing specialist can provide guidance on identifying the teacher(s) who will be impacted by the reassignment and the certification/seniority of teachers assigned to the school.

New staff reassignments based on enrollment changes are determined in the following order.

1. Vacancies
2. Volunteers
3. Conditional certificate holders
4. Retired/Rehired Teachers
5. Non-tenured certified
6. Tenured certified

Once the teachers impacted by the staff reassignment have been identified, the principal will notify the impacted teacher verbally on or before May 14, 2010. This timeframe will allow for adequate notice to provide the teacher with the opportunity to attend the Involuntary Transfer on May 20, 2010. The teacher will then be notified in writing (see Appendix for a sample of the staff reassignment letter) on or before May 28, 2010 by the principal. Correspondence will also follow from the Director of Recruiting, Staffing, and Certification. Our goal this year will be to ensure that staff impacted by the staff reassignment/and or involuntary transfer for the 2010-2011 SY will receive their new assignment (if applicable) by June 11, 2010.

PROCESS FOR REPORTING SEPARATIONS OF EMPLOYMENT

In an effort to ensure employees are not overpaid once they have separated their employment with Prince George's County Public Schools, the following process and timelines must be adhered to:

LETTER OF RESIGNATION RECEIVED

- A written letter of resignation/separation is required for all staff separating from Prince George's County Public Schools; verbal resignations are not permitted.
- Upon receipt of a letter of resignation, the principal/supervisor or designee must immediately forward a copy of the document to their assigned staffing specialist.
- The principal/supervisor or designee should confirm that the documentation was received.
- The staffing specialist will complete and submit a Personnel Action Sheet to ensure that the employee is terminated in the system and that pay will be stopped in accordance with the effective date of the separation.
- The timecard approver and timekeeper at the work location should monitor their timecards to ensure that the employee's timecard does not appear for any subsequent pay periods. In the event that the separated employee's timecard remains active, the timekeeper must immediately notify the assigned staffing specialist and payroll clerk.

NO CALL/NO SHOW – FAILURE TO REPORT

- After three (3) days of an employee's failure to report to work without notification of the absence, the principal/supervisor will issue a 4149 letter to the employee. The principal/supervisor or designee must forward a copy of this letter to the assigned staffing specialist and the Office of Employee and Labor Relations.
- The principal/supervisor or designee should also contact their staffing specialist directly to inform them of the employee and their failure to report to work.
- Upon notification of an employee's failure to report, the assigned staffing specialist will immediately complete a Personnel Action Sheet placing the employee in a No Pay Status.
- If the employee does not contact the Office of Employee and Labor Relations within ten (10) days of receipt of the 4149 letter, the Office of Employee and Labor Relations will complete the appropriate paperwork to separate their employment from PGCPs.

LETTER OF RESIGNATION LOST OR MISPLACED

- In the event that the principal/supervisor misplaces the written letter of resignation, the principal/supervisor must immediately email the assigned staffing specialist validating that the resignation was received and indicate the effective date of the resignation.
- Upon receipt of notification, the staffing specialist will complete and submit a Personnel Action Sheet to ensure that the employee is terminated in the system and that pay will be stopped in accordance with the effective date of the separation.
- The timecard approver and timekeeper at the work location should monitor their timecards to ensure that the employee's timecard does not appear for any subsequent pay periods. In the event that the separated employee's timecard remains active, the timekeeper must immediately notify the assigned staffing specialist and payroll clerk.

MONITORING/ACCOUNTABILITY

- All staffing specialists will email their assigned schools on a monthly basis with a list of all individuals currently on a leave of absence (according to Oracle).
- Principals will verify that the information on the report is accurate and provide the names of any other individuals on a leave of absence which were not reported.
- Staffing specialists will act immediately upon any discrepancies which appear on this report.

PROCESS FOR IDENTIFYING AND REQUESTING TO FILL AN AUTHORIZED POSITION

A vacancy is defined as a position that was held by an individual who tenders their resignation, retirement or who otherwise separates (including teachers who are released due to non-renewal or certification non-compliance), and/or new positions that

have been added to a staffing allocation and have yet to be filled. The processes for identifying and requesting to fill vacancies are as follows:

1. **To Fill A Vacancy** – Replacing a teacher who separates from an authorized position may be requested by utilizing the procedures below:
 - As outlined in the previous section, the principal or designee must forward a copy of the resignation letter (or other documentation regarding separation) to their assigned staffing specialist. (see appendix for resignation/retirement notice form).
 - Upon receipt, the staffing specialist will process the resignation which will remove the prior incumbent from the school's staffing report.
 - Schools may request to fill the vacancy by completing a Fill a Vacancy Request via Position Transaction in Oracle (see attachment for instructions).
 - The Fill a Vacancy Request should be submitted to your Area Executive Director so they can make a decision to approve or deny the request based on the staffing justification. We would suggest that you notify your Area Executive Director once the request has been submitted to ensure that the review and authorization process can be expedited.
 - If approved by the Area Executive Director, Budget and Human Resources will confirm funding and the allocation of the position.
 - The request will then be presented to the Executive Review Committee who will make the final determination and will notify the requester of their decision.

2. **Voluntary Teacher Transfer Placement** - Replacing a teacher who accepts a voluntary transfer into another authorized position may be filled by utilizing the procedures outlined below:
 - Principal completes all interviews and selections for authorized vacancies two weeks after the transfer consortium.
 - Once the principal has identified a teacher for an authorized vacancy, the principal should contact the teacher to sign the Voluntary Transfer Acceptance Agreement in person at their school.
 - The principal should fax the Voluntary Transfer Acceptance Agreement form to the attention of their staffing specialist at 301-952-6476.
 - Upon receipt and approval of EACH voluntary transfer, the **SENDING** and **RECEIVING** principal will receive a confirmation email of placement from the staffing specialist normally within five (5) business days.
 - The last day for teachers to accept an authorized position through the Voluntary Transfer process is July 15, 2010 (close of business).
 - The principal who is losing the teacher due to the voluntary transfer will need to work with their staffing specialist to process the replacement request.
 - The staffing specialist will validate the position that is being vacated by the voluntary transfer.
 - If the position is valid and authorized to be filled the specialist will notify the principal.
 - The principal will then submit a request to fill a vacancy through the position transaction module (see attachment for instructions).

3. **Increase in FTE allocation based on student enrollment (including Special**

Education, ESOL, and Creative and Visual Arts)– Principals will receive a projected staffing allocation based on preliminary student enrollment data from the offices of Position Control and Pupil Accounting on or before February 1, 2010. Please note that some boundary changes (subject to final approval) may impact the total enrollment. As a result, staffing allocations may be adjusted accordingly at a later date. The assigned staffing specialist will work with principals to identify candidates to fill these vacancies.

**HIRING AND PLACEMENT TIMELINES FOR SCHOOLS DESIGNATED
AS TITLE I, FIRST, IN SCHOOL IMPROVEMENT OR IN THE
RESTRUCTURING PROCESS
(Priority schools)**

The Prince George's County Public School system is committed to ensuring that all core academic subject teachers in schools designated as Title I, FIRST, in School Improvement or the Restructuring Process will have highly qualified teachers by June 30, 2010. In order to ensure that we meet this goal, schools designated as Title I, FIRST, in School Improvement or

the Restructuring Process will receive priority staffing for authorized vacancies for the 2010-11 school year. Below is an outline of the process that should be followed to staff our priority schools:

1. Principals of the priority schools, in collaboration with their staffing specialist, should identify staff reassignments based on enrollment and by reviewing the highly qualified designation of teachers in the core academic subject areas. Teachers who are mis-assigned must be placed within a subject area that allows him/her to meet the federal definition of highly qualified.
2. Core academic subject teachers in schools designated as Title I, FIRST, in School Improvement or the Restructuring Process who do not obtain the highly qualified designation by May 14, 2010 may be considered as a staff reassignment.
3. Teachers with a Conditional Certificate that expires June 30, 2010, who do not meet certification renewal requirements by June 1, 2010, will be separated from their teaching position with Prince George's County Public Schools.
4. To fill a position vacated for certification non-compliance, the principal must submit a Fill a Vacancy Request via Position Transaction for consideration.
5. The Career/Placement Fair will take place on May 1, 2010. Priority schools are expected to attend.
6. Once the priority schools have received a final confirmation of their authorized vacancy (see process for identifying and filling positions), the principal may recommend candidates to fill authorized positions.
7. Placement of external candidates will be based on system-wide priority staffing.
8. Staffing specialists will work with their assigned priority schools prior to March 30, 2010 to confirm known and anticipated vacancies. **The recommended or selected person cannot be placed into the position until it is confirmed that the vacancy will be authorized and funded for the 2010-2011 SY.**

**HIRING AND PLACEMENT TIMELINES FOR SCHOOLS NOT
DESIGNATED AS TITLE I, FIRST, IN SCHOOL IMPROVEMENT OR IN
THE RESTRUCTURING PROCESS
(Non-priority schools)**

1. Principals of schools that fall in this category will identify staff reassignments based on enrollment during the time period of **May 3 - 14, 2010**. Principals must ensure that core academic subject teachers are assigned within a subject area that allows him/her to meet the federal definition of highly qualified.
2. Teachers from this category will be placed according to their area of certification.

3. We are tentatively planning to host the Involuntary Teacher Transfer Consortium on May 20, 2010. Additional details will follow.
4. Not later than two weeks after the Involuntary Transfer Consortium is held (on or before June 1, 2010) principals should interview, conclude and recommend involuntary transfers to fill authorized vacant positions.
5. Once placement has been identified for an involuntary transfer into an authorized vacancy, an involuntary acceptance agreement form (see page 30) will be completed by the appropriate staffing specialist and principal.
6. External candidates may be interviewed and recommended for consideration in anticipation of an authorized vacancy that may not be filled with an involuntary transfer.
7. All involuntary transfers must be placed before new hire placements are confirmed.

RECRUITMENT PROCESSES AND RESPONSIBILITIES

The selection of key staff members is a critical element in the success of schools, programs and most importantly the success of all students. Selecting and placing the “right” staff in the “right” and most optimal positions are key to student success. The goal is to ensure that each student has a highly effective teacher who provides the appropriate support, guidance, instruction and opportunity to ensure that each student progresses and graduates college and career ready.

Position Control and Pupil Accounting Offices:

- Identify anticipated programming and staffing formulas
- Project student enrollment and staffing FTEs
- Issue staffing allocations to all schools and the Office of Recruiting, Teacher

Staffing and Certification

Absence Management Specialist:

- In accordance with the negotiated agreement, teachers must notify Absence Management of an anticipated leave for the upcoming school year
- Notify the Office of Recruiting, Teacher Staffing and Certification of all teachers returning from a leave of absence and all teachers requesting a leave of absence for the upcoming school year

Staffing Specialists:

- Collect data from principals/supervisors on school/program staffing issues, anticipated needs (i.e., potential resignations, retirements, new programs, etc.)
- Review and analyze staffing levels by school to determine their snapshot and any trends
- Provide information to the Director of Recruiting, Staffing and Certification for generation of the upcoming recruitment year
- Work directly with HRIS on position control and allocations
- Review district programs and initiatives to determine those that would create staffing increases or decreases (i.e. opening of new programs, increase in ESOL students, consolidation of schools, opening of new schools, etc.)
- Review attrition data from the previous years to determine trends

Certification Specialists:

- Assess district certification trends to provide data regarding new teachers (i.e. particular events that generated candidates with certification issues)
- Once selected states are selected for recruitment trips, provide certification information related to initial certification or reciprocity for recruitment teams

Principals and Area Executive Directors:

- Provide assigned staffing specialists with information on school/program staffing issues and anticipated needs
- Monitor staffing and vacancy reports to ensure accuracy in reporting
- Determine trends in area to include student population shifts and changes in programs that would impact staffing
- Coordinate school visits with staffing specialist (our goal is to visit each school three (3) times per year)

RECRUITMENT OF EXTERNAL CANDIDATES

The Office of Recruitment, Staffing and Certification has **ten primary work streams** that encompass our work. These include but are not limited to:

1. General Recruitment
2. "Grow Your Own" Programs
3. Resident Teacher Programs
4. Grants and Special Projects
5. Troops to Teachers
6. Diversity Recruitment (Historically Black Colleges & Universities, Hispanic Colleges and Universities)
7. International Teacher Employment and Immigration Programs
8. Professional Development Schools (Student Teachers/Interns) & University Partnerships

- 9. Retention Programs (FIRST Program)
- 10. Retire –Rehire Program

External Candidate Placement

External candidates may be extended an official offer of employment from the Human Resources Division; however, they must have all required employment documentation before an official contract can be signed. This includes official transcripts of all degrees conferred and courses taken, 3 letters of reference, copy of the teaching certificate (if applicable) and test scores (if applicable). For consideration of an external candidate:

1. Principal completes interviews with external candidates for authorized vacancies.
2. Once the principal has identified an external candidate for an authorized vacancy, the principal should email the following information to the assigned staffing specialist:
 - a. the name and telephone number of the candidate that is recommended; and
 - b. the subject area/grade level of the authorized position that the candidate will fill.
3. The principal will receive a confirmation email of the new employee's acceptance of the position from the staffing specialist within 5 business days.
4. In the event that we have an external candidate awaiting placement into an authorized vacancy who must be temporarily assigned, the receiving principal will have an opportunity to meet with the newly hired candidate prior to final placement.

TEACHER STAFFING TIMELINES January – September 2010

Target Date	Action
January 15	Opening day for accepting Voluntary Teacher Transfer applications online
The week of February 1	Individualized statements go out to teachers and principals for June 30, 2010 conditional certificate holder expirations
February 15	Early deadline for teachers to notify HR of intent to not return for SY 2010 -11
March 6	Certification and Related Services Information Fair (C.H. Flowers HS)
March 8	Creation of Summer School vacancy announcements
March 22	PDS Event at Bowie Comfort Inn
March 24	Last day for teachers to submit Voluntary Transfer applications online
March 30	Priority schools begin to submit recommendations to fill authorized positions
March 31	Summer School Online Application
April 7	Voluntary Transfer Consortium – Elementary (Eleanor Roosevelt High)
April 8	Voluntary Transfer Consortium – Secondary (Eleanor Roosevelt High)
April 5 – 16	All Summer School instructional applications to be screened for eligibility

April 16	Receipt of Staffing Allocations for SY 2010-11 <i>*Subject to final boundary decisions</i>
April 19	Summer School applications available for review by the Program Managers
April 30	All principals must submit completed allocation sheets to staffing specialists and area offices
April 30	All schools begin to submit voluntary transfer requests to fill authorized positions for SY 2010-11
May 1	Career/Placement Fair at C.H. Flowers HS <i>(all priority school principals are expected to attend)</i>
May 1	Teachers currently on a leave of absence must notify Absence Management of their intent to return or not for the SY 2010-2011
May 3 - 14	Verbal notification to teachers being staff reassigned/ involuntarily transferred
May 14	Summer School staff selection list to be forwarded to Payroll for set up
May 15	Absence Management notifies Recruiting, Teacher Staffing and Certification of teachers intending to return for the SY 2010-2011
May 28	Last day to notify teacher of staff reassignment/involuntary transfer in writing
June 1	Last day for Principals to provide written notification to involuntarily transferred teachers and a copy to their hiring specialist
June 1	Teachers must notify Absence Management of an intent to take a leave of absence for the SY 2010-2011
June 5	Involuntary Transfer Consortium (C.H. Flowers High)
June 15	Absence Management notifies Recruiting, Teacher Staffing and Certification of teachers intending to take a leave of absence for the SY 2010-2011
June 30	Confirm placement of all staff reassignment and involuntary transfer teachers
July 15	Last day for involuntarily transferred teachers to be reassigned
July 15	Last day for tenured teachers to notify school system of their separation from PGCPs. Last day for a teacher to accept a voluntary transfer.
July 28	New Hire Teacher Career/Placement Event <i>(If applicable)</i>
August 16	First Day for All Teachers
August 23	First Day for Students (all vacancies to be filled)
September 7	Begin classroom enrollment balancing process
September 30	Last day to transfer teachers based on enrollment balancing process

FREQUENTLY ASKED QUESTIONS

- 1. What happens to the job fair candidates who are recommended for further consideration by the principal?**

Within ten (10) business days of the job fair, candidates recommended for further consideration will receive a written communication from the assigned staffing specialist. This communication will either direct the candidate to a follow-up interview at the school with the principal or instruct the individual to assemble the necessary hiring documents that will be collected in person from the staffing specialist when a contract for hire is signed.

- 2. Several teachers in my school submitted a transfer through the voluntary teacher transfer process. Can I submit all of these positions as vacancies and begin to recommend candidates to fill these positions?**

No. While you certainly can request candidates from your assigned staffing specialist to interview in anticipation of an opening, the actual vacancy will not be confirmed within position control until the teacher has accepted another authorized position within the school system.

3. **I have a teacher on a leave of absence who has not notified the school that s/he will be returning for the 2010-11 school year. Can I submit this position as a vacancy to be filled with a permanent teacher?**

Teachers currently on a leave of absence must notify Absence Management by May 1 if they are requesting to extend their leave. Principals may contact Absence Management at 301-780-6871 or 301-780-6870 to determine the status of a teacher currently on a leave of absence. If it is determined that the teacher has fulfilled their reporting obligation regarding their leave and employment status, principals may submit a Fill a Vacancy Request via Position Transaction for replacement consideration.

4. **I have a few teachers in my building who submitted new hire documents to the Office of Recruiting, Teacher Staffing and Certification (room 111). How do you record receipt of the documents?**

Our office scans all documents upon receipt (i.e. transcripts, certification, test scores, etc.). In addition, all documents are monitored electronically on a mail log.

5. **When will schools be notified that their conditional teachers who are up for renewal on June 30, 2010 will not meet the certification requirement? What is the process for filling the vacancy if the person does not meet the requirements?**

All teachers on a conditional certificate set to expire on June 30, 2010 will receive an individualized statement (with a copy to the principal) during the week of February 1, 2010 regarding the outstanding items needed for certification renewal.

Principals should have a candid conversation with any conditional certificate holder in their building regarding the reality of meeting this expectation by the June deadline. The principal should request copies of any documentation to support the teacher's statement that they will satisfy the requirement by June 1, 2010. Principals should review this information with their assigned staffing specialist and come up with a final determination on the possibility of the teacher meeting the renewal requirements.

6. **Is there a way that the Area Executive Directors can transfer teachers among the schools in their area to meet the schools' needs in a faster manner?**

Yes. They would utilize the administrative transfer process and complete the Administrative Transfer Letter (sample letter provided in the Appendix).

7. Who would be the contact to get information on upcoming training classes on the Position Transaction Module?

Please check the Electronic Registrar Online (ERO) or contact the Technology Training Team at 240-264-1771.

8. What is happening with teachers who have been placed out of their area of certification?

As principals begin to prepare their class schedules for 2010 - 2011, they will work with their staffing specialist to identify an assignment that is aligned with their area of certification for those teachers who may be assigned out of field.

9. Who can I contact for information regarding the Administrative and Support Staffing Office's guidelines and information?

You may visit the Human Resources website at <http://www1.pgcps.org/humanresources/> or contact their office at 301-952-6134.

REQUESTING LEAVE AND RETURNING TO WORK OVERVIEW

Requesting Leave

Teachers requesting a leave of absence will submit an appropriate leave form with the required documentation (if necessary) to the Absence Management Office for review. (see Appendix for samples)

For a complete description of the types of leaves please see the Negotiated Agreement Article 4.19, A – N for leaves with pay, and Article 4.20, A – G for leaves without pay.

Leaves With Pay

- A. Attending College
- B. Court Appearance and Jury Duty
- C. Bereavement Leave
- D. Military Leave
- E. Worker's Compensation Leave / Occupational Disability
- F. Personal Leave
- G. Professional Growth Leave
- H. Sabbatical Leave
- I. Selective Service System Examination Leave
- J. Sick Leave

- L. Annual Leave
- M. Other Excused Absences
- N. Paid Maternity Leave

Leaves Without Pay

- B. Pregnancy, Maternity or Adoption Leave
- C. Military or Peace Corps
- D. Early Release Leave
- E. Teaching and Other Leaves
- F. Family Leave

Filling an Authorized Vacancy

For positions which will be vacant due to the incumbent's leave of absence, the principal would submit a request to fill the vacancy through Position Transaction. The outcome of this process would determine if the vacant position is authorized to be filled. (See attachment for the position transaction process)

Positions will be **considered** for approval to fill if they have been vacant at least 50 calendar days due to illness of a teacher. Prior to filling this vacancy the process of requesting to fill a vacancy must occur. A teacher is guaranteed upon recovery to return to the same assignment at the start of the next school year unless the transfer would have occurred in the normal course of administrative operations.

Returning to Work Overview

Upon returning from a two-year (2) authorized leave without pay, a minimum of two (2) years of reactivated service is required before the employee would be eligible to apply for another leave without pay. Upon returning from a one-year (1) authorized leave without pay, a minimum of one (1) year of reactivated service is required before the employee would be eligible to apply for another leave without pay.

Teachers on a leave without pay will have the right to an equivalent position to the one vacated at the beginning of leave. However, reinstatement will be determined by the Board based upon availability of a position in the individual's certification area and if the teaching certificate has not expired. Such person, when qualified will be placed before a new person is hired. When teachers return from an approved leave of absence, seniority by subject field will determine the order of reassignment for those individuals who began their leaves during the same school year.

1. Employees who are eligible to return to work from a Leave of Absence or Extended Sick Leave (including Sick Leave Bank), will provide Absence Management with documentation from their physician releasing them to full duty. Below are the names and the alphabets assigned to each Leave Assistant:

Leave Assistant	Telephone Number	Last Name Alpha Assignment
Diane Wilkins	301-780-2194	A – D

Eileen (Cheryl) Arthur	301-780-2195	E – K
Tameka Keys	301-780-6870	L – R
Tawanna Wells	301-780-6871	S – Z

2. Absence Management will complete the Notification to Return to Work Form and provide one copy to the employee. (see Appendix for a copy of this form). A second copy of this form will be provided to the appropriate staffing office.
3. The assigned staffing specialist will work with the employee to return them to an authorized position in accordance with the appropriate Negotiated Agreement.

APPENDIX

Recruiting and Staffing Specialist Directory.....	22
Staffing Specialists by School	23
Staff Reassignment Letter from Principal	25
Staff Reassignment Letter from Supervisor of Recruiting Staffing and Certification	26
Letter to Certified Teachers (Not HQ) # 1	27
Letter to Certified Teachers (Not HQ) # 2	28
Letter to HQ Certified Teachers.....	29
Involuntary Transfer Letter (Not HQ)	30
Expiration of Conditional Certification Letter	31
Voluntary Transfer Acceptance Agreement.....	32
Staff Reassignment / Involuntary Transfer Acceptance Agreement	33
Notice of Resignation / Retirement.....	34
Administrative Transfer Letter	35

FMLA Bulletin.....	36
FMLA Request.....	39
LOA Request Form	42
PML Request Form	43
Notice of Eligibility to Return to Work	44
Abbreviations and Definitions	45
Human Resources Phone List – Sasscer Administration Building	48



Recruiting and Staffing Specialist Directory

Recruiting & Staffing Specialist	Email Address	Telephone Number
Tiffany Bascomb	Tiffany.bascomb@pgcps.org	301-780-6804
Zena Boardley	Zena.boardley@pgcps.org	301-952-6033
Alison Coker	Alison.gwynn@pgcps.org	301-780-6865
Stacey Flood	Stacey.flood@pgcps.org	301-952-6281
Brian Johnson	Brian.johnson@pgcps.org	301-780-5933
Linda Lee	Linda.lee@pgcps.org	301-952-6047
Homer McCall	Homer.mccall@pgcps.org	301-952-6367
Felicia Rothchild	Felicia.rothchild@pgcps.org	301-952-6067
Deborah Sullivan	deborah.sullivan@pgcps.org	301-952-6037
Pete Thompson	pthompso@pgcps.org	301-952-6050

Jan Warner	Jan.warner@pgcps.org	301-952-6130
Tara Watson	Tara.watson@pgcps.org	301-780-5937
Jennifer Wildberger	Jennifer.wildberger@pgcps.org	301-952-6017

STAFFING SPECIALIST BY SCHOOL

School Name	Area	Area Director	Specialist
Adelphi ES	1	Marilyn Moreno	Linda Lee
Allenwood ES	4	Helen Coley	Zena Boardley
Andrew Jackson MS	3	Kathy Kurtz	Pete Thompson
Annapolis Rd Altern. High	HSC	Monica Goldson	Tiffany Bascomb
Apple Grove ES	4	Helen Coley	Zena Boardley
Ardmore ES	2	Andrew Zuckerman	Stacey Flood
Arrowhead ES	3	Kathy Kurtz	Zena Boardley
Avalon ES	4	Helen Coley	Zena Boardley
Baden ES	4	Helen Coley	Zena Boardley
Barack Obama ES	2	Andrew Zuckerman	Stacey Flood
Barnaby Manor ES	4	Helen Coley	Zena Boardley
Beacon Heights ES	1	Marilyn Moreno	Linda Lee
Beltsville PreK-8	1	Marilyn Moreno	Pete Thompson
Benjamin Foulois ES	4	Helen Coley	Pete Thompson
Benjamin Stoddard MS	4	Helen Coley	Homer McCall
Benjamin Tasker MS	3	Kathy Kurtz	Felicia Rothchild
Berwyn Heights ES	1	Marilyn Moreno	Linda Lee
Bladensburg ES	2	Andrew Zuckerman	Stacey Flood
Bladensburg HS	HSC	Monica Goldson	Tiffany Bascomb
Bond Mill ES	1	Marilyn Moreno	Linda Lee
Bowie HS	HSC	Monica Goldson	Felicia Rothchild
Bradbury Heights	3	Kathy Kurtz	Pete Thompson
Brandywine ES	4	Helen Coley	Zena Boardley
Buck Lodge MS	1	Marilyn Moreno	Pete Thompson
C. Elizabeth Rieg Regional	3	Kathy Kurtz	Brian Johnson
C.H. Flowers HS	HSC	Monica Goldson	Tara Watson
Calverton ES	1	Marilyn Moreno	Linda Lee
Capitol Heights ES	3	Kathy Kurtz	Stacey Flood
Carmody Hills ES	2	Andrew Zuckerman	Zena Boardley
Carole Highlands ES	1	Marilyn Moreno	Linda Lee
Carrollton ES	1	Marilyn Moreno	Linda Lee
Catherine T. Reed	2	Andrew Zuckerman	Stacey Flood
Central HS	HSC	Monica Goldson	Tara Watson
Cesar Chavez ES	1	Marilyn Moreno	Linda Lee
Chapel Forge ECC	2	Andrew Zuckerman	Stacey Flood
Charles Carroll MS	1	Marilyn Moreno	Pete Thompson
Cherokee Lane ES	1	Marilyn Moreno	Linda Lee
Chillum ES	1	Marilyn Moreno	Linda Lee
Clinton Grove ES	4	Helen Coley	Zena Boardley
Columbia Park ES	2	Andrew Zuckerman	Linda Lee
Community Based CR	HSC	Monica Goldson	Tiffany Bascomb
Concord ES	3	Kathy Kurtz	Brian Johnson
Cool Spring ES	1	Marilyn Moreno	Linda Lee
Cooper Lane ES	2	Andrew Zuckerman	Stacey Flood
Cora Rice ES	2	Andrew Zuckerman	Stacey Flood
Croom Vocational HS	HSC	Monica Goldson	Felicia Rothchild
Crossland Evening HS	HSC	Monica Goldson	Homer McCall
Crossland HS	HSC	Monica Goldson	Homer McCall
Deerfield Run ES	1	Marilyn Moreno	Linda Lee
District Heights ES	3	Kathy Kurtz	Brian Johnson
Dodge Park ES	2	Andrew Zuckerman	Stacey Flood
Doswell E. Brooks ES	3	Kathy Kurtz	Brian Johnson
Dr. Henry Wise HS	HSC	Monica Goldson	Felicia Rothchild
Drew Freeman MS	3	Kathy Kurtz	Tara Watson
DuVal HS	HSC	Monica Goldson	Tiffany Bascomb
Dwight D. Eisenhower MS	1	Marilyn Moreno	Homer McCall
Edgar Allen Poe Alternative	3	Kathy Kurtz	Brian Johnson
Eleanor Roosevelt HS	HSC	Monica Goldson	Tiffany Bascomb
Ernest Everett Just MS	3	Kathy Kurtz	Tara Watson
EXCEL Academy	1	Marilyn Moreno	Stacey Flood
Fairmont Heights HS	HSC	Monica Goldson	Tiffany Bascomb
Flintstone ES	4	Helen Coley	Zena Boardley

School Name	Area	Area Director	Specialist
Jessie B. Mason Regional	3	Kathy Kurtz	Zena Boardley
John H. Bayne ES	3	Kathy Kurtz	Brian Johnson
John Hanson French	4	Helen Coley	Homer McCall
John Hanson Montessori	4	Helen Coley	Homer McCall
Judge S. Woods ES	2	Andrew Zuckerman	Stacey Flood
Judith P. Hoyer	2	Andrew Zuckerman	Stacey Flood
Kenilworth ES	3	Kathy Kurtz	Zena Boardley
Kenmoor ES	3	Coley	Stacey Flood
Kenmoor MS	2	Andrew Zuckerman	Tiffany Bascomb
Kettering ES	3	Kathy Kurtz	Brian Johnson
Kettering MS	3	Kathy Kurtz	Tara Watson
Kingsford ES	3	Kathy Kurtz	Brian Johnson
Lake Arbor ES	3	Kathy Kurtz	Brian Johnson
Lamont ES	1	Marilyn Moreno	Linda Lee
Langley Park-McCormick	1	Marilyn Moreno	Linda Lee
Largo Evening High	HSC	Monica Goldson	Tara Watson
Largo HS	HSC	Monica Goldson	Tara Watson
Laurel ES	1	Marilyn Moreno	Linda Lee
Laurel HS	HSC	Monica Goldson	Jan Warner
Lewisdale ES	1	Marilyn Moreno	Linda Lee
Lincoln Public Charter	4	Helen Coley	Zena Boardley
Longfields ES	3	Kathy Kurtz	Brian Johnson
Magnolia ES	2	Andrew Zuckerman	Stacey Flood
Margaret Brent Regional	1	Marilyn Moreno	Linda Lee
Marlton ES	3	Kathy Kurtz	Zena Boardley
Martin Luther King Jr., MS	1	Marilyn Moreno	Tiffany Bascomb
Mary Harris(Mother Jones)	1	Marilyn Moreno	Linda Lee
Mattaponi ES	3	Kathy Kurtz	Zena Boardley
Melwood ES	4	Helen Coley	Stacey Flood
Montpelier ES	1	Marilyn Moreno	Linda Lee
Mt. Rainier ES	1	Marilyn Moreno	Linda Lee
Nicholas Orem MS	1	Marilyn Moreno	Pete Thompson
North Forestville ES	3	Kathy Kurtz	Brian Johnson
Northview ES	3	Kathy Kurtz	Stacey Flood
Northwestern Evening High	HSC	Monica Goldson	Jan Warner
Northwestern HS	HSC	Monica Goldson	Jan Warner
Oakcrest ES	2	Andrew Zuckerman	Brian Johnson
Oaklands ES	1	Marilyn Moreno	Linda Lee
Overlook ES	4	Helen Coley	Zena Boardley
Oxon Hill ES	4	Helen Coley	Zena Boardley
Oxon Hill HS	HSC	Monica Goldson	Homer McCall
Oxon Hill MS	4	Helen Coley	Homer McCall
Paint Branch ES	1	Marilyn Moreno	Linda Lee
Panorama ES	4	Helen Coley	Zena Boardley
Parkdale HS	HSC	Monica Goldson	Jan Warner
Patuxent ES	3	Kathy Kurtz	Stacey Flood
Perrywood ES	3	Kathy Kurtz	Brian Johnson
Phyllis E. Williams ES	3	Kathy Kurtz	Brian Johnson
Pointer Ridge ES	3	Kathy Kurtz	Stacey Flood
Port Towns ES	2	Andrew Zuckerman	Stacey Flood
Potomac HS	HSC	Monica Goldson	Homer McCall
Potomac Landing ES	4	Helen Coley	Zena Boardley
Princeton ES	4	Helen Coley	Zena Boardley
Ridgecrest ES	1	Marilyn Moreno	Linda Lee
Riverdale ES	2	Andrew Zuckerman	Stacey Flood
Robert Frost ES	1	Marilyn Moreno	Linda Lee
Robert Goddard French	2	Andrew Zuckerman	Tiffany Bascomb
Robert Goddard Montessori	2	Andrew Zuckerman	Tiffany Bascomb
Robert Gray ES	2	Andrew Zuckerman	Stacey Flood
Rockledge ES	2	Andrew Zuckerman	Stacey Flood
Rogers Heights ES	2	Andrew Zuckerman	Stacey Flood
Rosa Parks ES	1	Marilyn Moreno	Linda Lee

STAFFING SPECIALIST BY SCHOOL

<i>School Name</i>	<i>Area</i>	<i>Area Director</i>	<i>Specialist</i>
Forest Heights ES	4	Helen Coley	Zena Boardley
Forestville MA	HSC	Monica Goldson	Tara Watson
Fort Foote ES	4	Helen Coley	Zena Boardley
Fort Washington Forest ES	4	Helen Coley	Zena Boardley
Frances Fuchs ECC	1	Marilyn Moreno	Stacey Flood
Francis Scott Key ES	3	Kathy Kurtz	Brian Johnson
Francis T. Evans ES	4	Helen Coley	Zena Boardley
Frederick Douglass HS	HSC	Monica Goldson	Felicia Rothchild
Friendly HS	HSC	Monica Goldson	Homer McCall
G. James Gholson MS	2	Andrew Zuckerman	Tiffany Bascomb
Gaywood ES	2	Andrew Zuckerman	Stacey Flood
Gladys N. Spellman ES	2	Andrew Zuckerman	Stacey Flood
Glassmanor ES	4	Helen Coley	Zena Boardley
Glenarden Woods ES	2	Andrew Zuckerman	Stacey Flood
Glenn Dale ES	2	Andrew Zuckerman	Stacey Flood
Glenridge ES	2	Andrew Zuckerman	Stacey Flood
Green Valley Alt. MS	HSC	Monica Goldson	Homer McCall
Greenbelt ES	1	Marilyn Moreno	Stacey Flood
Greenbelt MS	1	Marilyn Moreno	Tiffany Bascomb
Gwynn Park HS	HSC	Monica Goldson	Felicia Rothchild
Gwynn Park MS	4	Helen Coley	Felicia Rothchild
H. Winship Wheatley ECC	3	Kathy Kurtz	Brian Johnson
Heather Hills ES	3	Kathy Kurtz	Zena Boardley
H. Ferguson/ E. Burroughs	4	Helen Coley	Pete Thompson
High Bridge ES	2	Andrew Zuckerman	Zena Boardley
High Point HS	HSC	Monica Goldson	Jan Warner
Highland Park ES	2	Andrew Zuckerman	Brian Johnson
Hillcrest Heights ES	4	Helen Coley	Zena Boardley
Hollywood ES	1	Marilyn Moreno	Linda Lee
Howard B. Owens Science Center	2	Zuckerman	Tiffany Bascomb
Hyattsville ES	1	Marilyn Moreno	Linda Lee
Hyattsville MS	1	Marilyn Moreno	Felicia Rothchild
Imagine Foundation Charter	4	Helen Coley	Zena Boardley
Indian Queen	4	Helen Coley	Zena Boardley
Isaac J. Gourdine MS	4	Helen Coley	Homer McCall
J. Frank Dent ES	4	Helen Coley	Zena Boardley
James E. Duckworth Regional	1	Marilyn Moreno	Linda Lee
James Harrison ES	1	Marilyn Moreno	Linda Lee
James Madison MS	3	Kathy Kurtz	Felicia Rothchild
James McHenry ES	2	Andrew Zuckerman	Stacey Flood
James R. Randall ES	4	Helen Coley	Zena Boardley

<i>School Name</i>	<i>Area</i>	<i>Area Director</i>	<i>Specialist</i>
Rosaryville ES	3	Kathy Kurtz	Stacey Flood
Rose Valley ES	4	Helen Coley	Zena Boardley
Samuel Chase ES	4	Helen Coley	Zena Boardley
Samuel Ogle MS	2	Andrew Zuckerman	Felicia Rothchild
Samuel P. Massie ES	3	Kathy Kurtz	Pete Thompson
Scotchtown Hills ES	1	Marilyn Moreno	Linda Lee
Seabrook ES	2	Andrew Zuckerman	Stacey Flood
Seat Pleasant ES	2	Andrew Zuckerman	Stacey Flood
Skyline ES	3	Kathy Kurtz	Zena Boardley
Springhill Lake ES	1	Marilyn Moreno	Stacey Flood
Stephen Decatur MS	4	Helen Coley	Felicia Rothchild
Suitland ES	4	Helen Coley	Pete Thompson
Suitland HS	HSC	Monica Goldson	Tara Watson
Surrattsville HS	HSC	Monica Goldson	Felicia Rothchild
Tall Oaks Vocational High	HSC	Monica Goldson	Tara Watson
Tanglewood Regional	3	Kathy Kurtz	Zena Boardley
Tayac ES	4	Helen Coley	Zena Boardley
Templeton ES	2	Andrew Zuckerman	Linda Lee
Thomas Claggett ES	3	Kathy Kurtz	Brian Johnson
Thomas Johnson MS	2	Andrew Zuckerman	Tiffany Bascomb
Thomas Pullen MS	2	Andrew Zuckerman	Pete Thompson
Thomas Stone ES	1	Marilyn Moreno	Linda Lee
Thurgood Marshall MS	4	Helen Coley	Homer McCall
Tulip Grove ES	3	Kathy Kurtz	Stacey Flood
Turning Point ES	1	Marilyn Moreno	Stacey Flood
University Park ES	1	Marilyn Moreno	Linda Lee
Valley View ES	4	Helen Coley	Zena Boardley
Vansville ES	1	Marilyn Moreno	Linda Lee
Waldon Woods ES	4	Helen Coley	Stacey Flood
Walker Mill MS	3	Kathy Kurtz	Tara Watson
Whitehall ES	A	Kathy Kurtz	Stacey Flood
William Beanes ES	3	Kathy Kurtz	Pete Thompson
William Hall ES	3	Kathy Kurtz	Pete Thompson
William Paca ES	2	Andrew Zuckerman	Brian Johnson
William Schmidt Center	4	Helen Coley	Felicia Rothchild
William Wirt MS	2	Andrew Zuckerman	Pete Thompson
Woodmore ES	3	Kathy Kurtz	Stacey Flood
Woodridge ES	2	Andrew Zuckerman	Stacey Flood
Yorktown ES	2	Andrew Zuckerman	Stacey Flood
Thurgood Marshall MS	4	Helen Coley	Homer McCall

SAMPLE: STAFF REASSIGNMENT LETTER FROM PRINCIPAL
(This letter goes out before the Supervisor's letter)

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear Mr/Ms. XXXXX:

This is a follow up to our discussion regarding the staffing allocation for the 2010-2011 school year. Due to a change in the staffing allocation for (school name), your position has been identified as a staff reassignment for the 2010-2011 school year. Your assigned Human Resources Staffing Specialist will be in contact with you to discuss your reassignment for the 2010-2011 school year; however, you should plan on attending the Involuntary Transfer consortium to optimize your opportunity to interview at a variety of schools.

I would like to thank you for your service to the students of (school name). I wish you the best of luck in your future endeavors. Should you have any questions, please feel free to contact me at (principal's contact info.).

Sincerely,

Principal

C: Staffing Specialist
Area Office
File

**SAMPLE: STAFF REASSIGNMENT LETTER FROM SUPERVISOR OF
RECRUITING, STAFFING, AND CERTIFICATION**



Prince George's County Public Schools

14201 School Lane • Upper Marlboro, Maryland 20772 • www.pgcps.org

Date

Name
Address
Address

Dear:

This is a confirmation of the discussion that you had with your principal regarding the status of your position. Your position has been identified as a staff reassignment for the 2010-2011 school year. The Recruiting, Staffing, and Certification Office will work with you to identify a new placement that is aligned within your area of certification.

You are also invited and encouraged to attend the Involuntary Transfer Consortium specifically for internal candidates. At the Transfer Consortium, you will have an opportunity to meet with principals who have authorized vacancies that are a match within your area of certification and schedule interviews. The Transfer Consortium will be held on May 20.

We know that you have made a positive impact on the students you have taught and are sure that you will continue to enrich the lives of students in your new assignment. Prince George's County Public Schools values the contributions of all of its members and we appreciate your flexibility during this transition. Should you have any questions, please contact your immediate supervisor or your Staffing Specialist, **(Specialist Name at Telephone Number.)**

Sincerely,

Robert J. Gaskin
Supervisor of Recruiting, Teacher Staffing and Certification

C: Principal
Staffing Specialist
File



SAMPLE: LETTER TO CERTIFIED TEACHERS (Not HQ) #1

Prince George's County Public Schools

14201 School Lane • Upper Marlboro, Maryland 20772 • www.pgcps.org

Dear

As you may know, <school> is committed to having all Highly Qualified teachers in our core academic subject (CAS) areas to serve the children of Prince George's County and the 2010-2011 school year is no exception. According to our office, your current certification is in <certification subject area>. Although holding this certificate makes you fully certified, you are not considered Highly Qualified under No Child Left Behind requirements due to your current placement as a <assignment> teacher.

There are two standard routes to becoming Highly Qualified:

(1) Demonstrate content mastery through taking and passing the Praxis II exam(s)

OR

(2) Demonstrate content mastery through successful completion of credit hours or the HOUSSE document

Currently, the Recruiting, Staffing, and Certification Office has not received documentation that you have completed either of these routes. We would like to schedule an appointment to review your certification file to identify the best route for you to become Highly Qualified. While we would prefer these meetings to take place in person, if your schedule does not allow, we would be happy to schedule a phone conference. Your staffing specialist will be in contact with you to schedule an appointment.

As a valued member of <school>, we know the impact you have made on your students and look forward to working with you to ensure you can continue in your current position. We hope you will work with us to help make <school> a stronger and more effective school.

Sincerely,

Robert J. Gaskin
Supervisor of Recruiting, Teacher Staffing and Certification

C: Principal
Staffing Specialist
File



SAMPLE: LETTER TO CERTIFIED TEACHERS (Not HQ) #2

Prince George's County Public Schools

14201 School Lane • Upper Marlboro, Maryland 20772 • www.pgcps.org

<date>

Dear <teacher's name>

As per our discussion, Prince George's County Public Schools is committed to staffing all core academic subject areas (CAS) with educators who hold the designation of highly qualified. In order to teach in a Title 1 school in a CAS you must have the designation of highly qualified. Our records indicate that you hold an <Advanced Professional Certificate in Elementary Education.>Your certificate is valid from <2005 – 2010.> Although you have

met the requirements for a professional certificate, you do not currently hold the designation of Highly Qualified for the CAS you are teaching.

To be considered HQ for the CAS you are currently teaching, you will need to complete one of the following options:

- (1) Take and Obtain MD passing scores for the appropriate praxis test

OR
- (2) If you hold an APC complete 30 credit hours as indicated below to add an elementary or early childhood endorsement to your certificate:
6 English
6 Math
6 Social Studies
6 Science
6 Related credits

OR
- (3) Complete the HOUSSE document if you are eligible.

Our records indicate that you will need the following to obtain the Highly Qualified designation:

Praxis I:	N/A
Praxis II:	N/A
Total Credits Needed:	N/A

Currently, the Office of Teacher Staffing and Certification has not received documentation that you have completed any of these routes. As per our discussion all requirements need to be completed by June 30, 2010. If requirements are not met, you will be involuntarily transferred to a non-Title I school for the start of the 2010 – 2011 school year.

Sincerely,
<Staffing Specialist>,
Recruiting and Staffing Specialist

C: Principal
Area Executive Director
Supervisor of Recruiting, Staffing and Certification
Title 1 Director



SAMPLE: LETTER TO HQ CERTIFIED TEACHERS

Prince George's County Public Schools

14201 School Lane • Upper Marlboro, Maryland 20772 • www.pgcps.org

<date>

<address of teacher>

Dear <teacher's name>:

As you may know, <school name>, a Title I school is committed to having all Highly Qualified teachers in their core academic subject areas for the 2010-2011 school year.

The federal No Child Left Behind Act requires that every child is completing grade level appropriate work by 2014. Highly Qualified teachers teaching in the core academic subjects will help students reach that goal. To be highly qualified, classroom teachers in core academic subject areas (including early childhood and elementary) must:

- Hold at least a bachelor's degree from a regionally accredited institution of higher education;
- Hold a valid Standard Professional Certificate or Advanced Professional Certificate or Resident Teacher Certificate in the subject area they are teaching; and
- Satisfy the requirements associated with specific teaching levels and experience.

According to the Office of Recruiting, Teacher Staffing and Certification you hold a <Standard Professional Certificate in Elementary 1-6 And Middle School> and are now Highly Qualified under No Child Left Behind requirements due to your current placement as a <Grade 2 classroom teacher.> Congratulations on your accomplishment.

Sincerely,

<staffing specialist name>
Recruiting and Staffing Specialist

C: Principal
Area Executive Director
Supervisor of Recruiting, Staffing and Certification
Title 1 Director
File



SAMPLE: INVOLUNTARY TRANSFER LETTER (Not HQ)

Prince George's County Public Schools

14201 School Lane • Upper Marlboro, Maryland 20772 • www.pgcps.org

Supervisor of Recruiting, Teacher Staffing and Certification

Date

Name
Address
Address

Dear ,

As previously communicated, we have again committed for the 2010-2011 school year to have highly

qualified teachers for all schools designated as Title I, School Improvement or in the Restructuring Process. Our records indicate that based on your current certificate level and teaching assignment, you do not meet the federal definition of highly qualified. In order to be designated as highly qualified, you must hold at least a bachelor's degree from a regionally accredited institution; a valid Standard Professional, Advanced Professional, or Resident Teacher certificate; and meet the appropriate test requirements for the subject area you are teaching or complete the requirements through HOUSSE. Please reference the attached document for more information.

As you are currently teaching a core academic subject area in a school designated as Title 1, School Improvement, or in the Restructuring Process, you must be highly qualified for the subject you are teaching by May 14 2010. If you are unable to complete the requirements to achieve the highly qualified designation by May 14, 2010, you will be involuntarily transferred to another school for the 2010-2011 school year. The Recruiting, Staffing, and Certification Office will work with you to identify a new school placement that matches your area of certification and teaching experience.

You are also invited and encouraged to attend to the Involuntary Transfer Consortium specifically for internal candidates. At the Involuntary Transfer Consortium, you will have an opportunity to meet with principals who have authorized vacancies that are a match with your certification and experience and schedule interviews. The Transfer Consortium will be held on May 20, 2010, at (location and time).

Prince George's County Public Schools values the contributions of all of its members and we appreciate your flexibility during this transition. Should you have any questions, please contact your immediate supervisor or your Staffing Specialist, (Specialist Name at Telephone).

Sincerely,

Robert J. Gaskin
Supervisor of Recruiting, Teacher Staffing and Certification

C: Principal
Staffing Specialist
Area Executive Director
File



SAMPLE: EXPIRATION OF CONDITIONAL CERTIFICATION LETTER

Prince George's County Public Schools

14201 School Lane • Upper Marlboro, Maryland 20772 • www.pgcps.org

Date

Name
Address
City and State

EIN:
Area:
School:

Dear Mr/Ms:

As a follow-up to the recent notice that you received, the Public School Laws of Maryland require conditional teachers to provide official transcripts, meet minimum course requirements and/or passing Praxis examination scores, by designated dates in order to receive a Maryland professional certificate. As of the date of this letter, our records indicate that we have not received the requested and required documents to obtain a professional certificate for you.

If you have completed all requirements for a professional certificate, you must submit the required documents to the Recruiting, Teacher Staffing, and Certification Office, Room 111 no later than June 1, 2010. If you have any questions about what is required, please email us at certification.conditional@pgcps.org or call us at 301-952-6131. Because of the time that is involved in processing and confirming the required information to request a new Maryland teaching certificate, we want to ensure that we have the necessary information before the certificate actually expires.

If you fail to submit the certification requirements by June 1, your employment as a teacher will end on June 30, 2010. If you are separated from your position at the end of the school year, you will not have the option to move into a per diem status; however, if you have an interest in continuing to work for Prince George's County Public Schools as a substitute teacher, you may contact the Substitute Teacher office at 301-952-6181. The daily rate for a substitute teacher is \$100 and the long-term daily rate is \$120.

If your contract is terminated, you will be entitled to maintain health insurance benefits under a federal law entitled COBRA by contributing the full premium to your insurance carrier. The Benefits Administration Office can provide appropriate arrangements for participating in this program by calling 301-952-6322.

Sincerely,

Alison Gwynn-Coker
Lead Certification Specialist

Enclosures

c: Principal
Staffing Specialist
Area Executive Director
Administrative & Support Staffing, Substitute Teacher Office
Benefits Administration
Labor Relations
Payroll
File

Voluntary Transfer Acceptance Agreement 2010 - 2011

Section I

To be completed by the Receiving Principal.

School Name _____ Receiving Principal Name _____ Area _____

Vacant Position (Grade/Subject) _____ Date _____ Position is: Full Time/Part Time (circle one)

Section II

The teacher indicating her/his intent to transfer to the above named position should complete this section.

Teacher Name: (Print) _____ EIN: _____ Current School: _____

Certification Area: _____ Email Address: _____

Your signature below indicates that you have met all requirements necessary for a voluntary transfer for the upcoming school year. You also attest that you are certified in the area that corresponds with the vacant position mentioned above.

Your signature further indicates that you are leaving your current school in good standing. Once you sign below, you are committing yourself to this school and position and will not be allowed to voluntarily transfer to another school/position for this current school year unless the Recruiting, Staffing, and Certification Office denies this transfer in accordance with contractual agreements and policies. (This transfer is not complete until the Recruiting, Teacher Staffing and Certification Office validates all information.) If approved by the Recruiting, Teacher Staffing and Certification Office, all parties (current and former principals and the teacher) requesting the transfer will be notified via email.

Teacher Signature

Date

Receiving Principal Signature

Date

Upon completion of Section I & II, the principal may provide a copy of this document to the teacher for her/his records. Section III contains confidential information that, once completed, may not be copied or reproduced.

Section III

To be completed by the Receiving Principal.

This section is to be completed by the receiving principal and should be disclosed to the Recruiting, Teacher Staffing and Certification Office **only**. Your signature on this form indicates that you confirm this is a vacant allocated or purchased position. You also acknowledge that you are placing the teacher named above in her/his area of certification. If you assign a teacher out of her/his area of certification, you confirm that you have received approval from your Area Office.

This position is vacant due to one of the following (circle one): **Resignation** **Retirement** **Transfer** **Termination** **New Allocated Position**

Purchased Position (encompassing Title 1 and other grant funded positions -- include costing string and SPAR/PAR number for purchased positions)

Other (please explain) _____

The person who left this position vacant is _____ (Print Name and EIN)

Please fax this form to: Recruiting, Teacher Staffing and Certification Office at 301-952-6476. Confirmation of receipt will be sent electronically within 5 business days. The status of the transfer will be sent electronically to both principals and the teacher when completed.

For HR use only: Notification of Receipt sent ___ Yes ___ No ___ date. Transfer Approved ___ Yes ___ No ___ date. Parties Notified of transfer status date _____

If transfer denied, indicate reason(s) _____ Rev 01/10

Staff Reassignment/Involuntary Transfer Acceptance Agreement 2010 - 2011

Section I

To be completed by the Receiving Principal.

School Name _____ Receiving Principal Name _____ Area _____

Vacant Position (Grade/Subject) _____ Date _____ Position is: Full Time/Part Time (circle one)

Section II

The teacher indicating her/his intent to transfer to the above named position should complete this section.

Teacher Name: (Print) _____ EIN: _____ Current School: _____

Certification Area: _____ Email Address: _____

Your signature below indicates that you have met all requirements necessary for an involuntary transfer for the upcoming school year. You also attest that you are certified in the area that corresponds with the vacant position mentioned above.

Your signature further indicates that you are leaving your current school in good standing. Once you sign below, you are committing yourself to this school and position and will not be allowed to involuntarily transfer to another school/position for this current school year unless the Recruiting, Staffing, and Certification Office denies this transfer in accordance with contractual agreements and policies. (This transfer is not complete until the Recruiting, Teacher Staffing and Certification Office validates all information.) If approved by the Recruiting, Teacher Staffing and Certification Office, all parties (both principals and the teacher) requesting the transfer will be notified via email.

Teacher Signature Date Receiving Principal Signature Date

Section III contains confidential information that, once completed, may not be copied or reproduced.

Section III

To be completed by the Receiving Principal.

This section is to be completed by the receiving principal and should be disclosed to the Recruiting, Teacher Staffing and Certification Office **only**. Your signature on this form indicates that you confirm this is a vacant allocated or purchased position. You also acknowledge that you are placing the teacher named above in her/his area of certification.

This position is vacant due to one of the following (circle one): **Resignation Retirement Transfer Termination**
New Allocated Position Purchased Position (encompassing Title 1 and other grant funded positions -- include costing string and SPAR/PAR number for purchased positions) _____

Other (please explain) _____

The person who left this position vacant is _____ (Print Name and EIN)

Please fax this form to: The Recruiting, Teacher Staffing and Certification Office at 301-952-6476. Confirmation of receipt will be sent electronically within 5 business days. The status of the transfer will be sent electronically to both principals and the teacher when completed.

For HR use only: Notification of Receipt sent ___ Yes ___ No _____ date. Processor _____

Transfer Approved ___ Yes ___ No _____ date. Parties Notified of transfer status. _____ date

If transfer denied, indicate reason(s): _____



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
Notice of Resignation/Retirement
FOR PGCEA STAFF ONLY

Name: _____ EIN _____

Present Position: _____ Present Work Location: _____

Home Address: _____

_____ Phone Number: _____

Years of experience (including present year) in Prince George's County: _____

MY PLANS FOR THE NEXT SCHOOL YEAR ARE INDICATED BELOW:

[] I plan to resign or retire (circle one) effective _____ (date)

REASON(S): _____

NOTE: Written notice of your intent to separate from Prince George's County Public Schools should be attached to this form.

Employee Signature: _____ Date: _____

Information Regarding Resignation Deadlines

- 1) Note: We encourage all PGCEA members to provide the Division of Human Resources with advance notice of their pending separation so we can adequately prepare our staffing plans for the 2010-2011 school year. We are requesting that all resignation notices be submitted by February 15, 2010 so we can ensure that the appropriate staffing is in place for next school year. As stated previously and outlined in the PGCEA agreement, submission of your advanced separation notification will ensure that your health insurance continues until August 31, 2010.
2) A NON-TENURED TEACHER (first, second, and third year teacher holding a regular certificate) who wishes to terminate his/her contract without prejudice must do so by giving written notice to the Board of Education no later than May 1 of the current school year.
3) A CONDITIONALLY CERTIFIED TEACHER has a contract that automatically expires at the end of each school year. A provisional contract is subject to renewal on a yearly basis by the Board of Education. Provisionally certified teachers who wish to resign should submit written notice at the earliest possible date and no later than June 1 of the current school year.
4) A TENURED TEACHER who wishes to terminate his/her contract without prejudice with the Board of Education must give written notice to that effect no later than July 15 of the current school year.

Completed forms should be sent via fax to 301-952-6476 or via pony to the Sasscer Administration Building, Room 111.

FOR HUMAN RESOURCES USE ONLY

HR Representative: _____ Date Received: _____



SAMPLE: ADMINISTRATIVE TRANSFER LETTER

Prince George's County Public Schools

14201 School Lane • Upper Marlboro, Maryland 20772 • www.pgcps.org

To: (Name)
Current Area Executive Director

From: (Current Principals Name)

Date:

Subject: Administrative Transfer

I am requesting the administrative transfer of (teacher name) from (current school) to (receiving school). This transfer will take effect on (date). Reason for Transfer _____.

Please sign below indicating your agreement to this transfer.

Print Name of **Teacher**: _____

Signature: _____ Date _____

Print Name of **Current Principal**: _____

Signature: _____ Date _____

Print Name of **Receiving Principal**: _____

Signature: _____ Date _____

Print Name of **Current Area Executive Director**: _____

Signature: _____ Date _____

Print Name of **Receiving Area Executive Director**: _____

Signature: _____ Date _____

c: Staffing Specialist
Director of Recruiting, Staffing and Certification
Personnel File



BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

P-6-08

Originator's Serial No.

May 1, 2008

Date

Human Resources

Originating Office

Retain

Cancellation Date

TO: All Employees
FROM: Romaine V. Reid
Chief Human Resources Officer
SUBJECT: Family and Medical Leave Act (FMLA)

1. **PURPOSE:** To provide employees with updated information regarding the policies and procedures for requesting Family and Medical Leave.
2. **INFORMATION:**

Eligibility

- Family Medical Leave may be granted to an employee employed by Prince George's County Public Schools (PGCPS) for at least twelve (12) months for one's own illness which renders the employee unable to perform his/her duty functions, arrival of a child in the home (birth, adoption or foster care), or immediate family member's illness. Please note: The term 'immediate family member' includes son, daughter, spouse, qualified same sex domestic partners, and parent (not in-laws). It does not include a child over 18 years of age unless he/she is incapable of self care.
- An employee who is the spouse, qualified same sex domestic partner, son, daughter, parent or next of kin (nearest blood relative) of an active duty covered member of the Armed Forces shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. Eligible employees are entitled to up to 26 weeks of leave due to any qualifying exigency arising out of the fact that the spouse, qualified same sex domestic partner, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- Employees must have been employed for at least twelve (12) months (which need not be consecutive) or 52 weeks (including partial weeks) and have worked a minimum of 1,250 hours during the preceding 12-month period. In addition, coverage will be provided to permanent certificated employees who are employed on a less than full-time basis **and** who work 0.4 time or above.
- Leave given requires the submission of the Family Medical Leave Act (FMLA) Request form with attached supporting documentation such as doctor's certificate, adoption papers. If you are in a qualified same sex domestic partner relationship you must complete those forms in advance to prequalify as same sex domestic partners*.
- Family Medical Leave is approved in **calendar** weeks of unpaid leave (during a 12-month period). Scheduled holidays (i.e., winter break, spring break) are counted as part of the 12 calendar weeks.

*If you are in a same sex domestic partner relationship, you must **pre-qualify** for this leave. For information on how to show you meet this qualification, including the necessary forms to be completed, please go to the Benefits Section of the Human Resources website, click on Forms; scroll down to the section headed "Other" and click on Qualified Same Sex Domestic Partner (QSSDP) Affidavit, and also see the related QSSDP Tax Forms or you may contact the Absence Management Specialist at 301-780-6870 or 301-780-6871 to have the forms mailed to you. Pre-qualification eliminates unnecessary delay when applying for approval of the actual FMLA leave.

Requirements for Using Accrued Paid Leave

- Before taking unpaid FMLA leave, employees are required to use accrued paid leave, including leave available through a sick leave bank and disability leave. The use of such paid leave will be counted as part of the entitlement to FMLA leave. The exceptions to this requirement are the following:
 - Personal leave need not be used.
 - In the case of a pregnant employee, the employee is not required to use accrued sick leave.

Computing the 12-Month Period During Which FMLA Leave is Provided

- The 12-month period during which an employee can take the entitled weeks of FMLA leave will be defined by measuring backward 12 months from the date an employee uses any FMLA leave.
- Leave granted due to birth or placement of a child, eligibility for such leave expires 12 months from birth or placement of the child. Leave for this purpose **may not** be taken on an intermittent basis or on a reduced leave schedule.
- For eligible employees, FMLA taken for pregnancy leave is combined with pregnancy leave and any unpaid maternity leave for a total of 12 months.

Notice to Employer

- The employee is expected to provide the immediate supervisor with 30 days advance notice of the taking of FMLA leave, if such leave is foreseeable. If the leave is not foreseeable and/or 30 days notice is not possible, the notice must be provided as soon as practicable.

Submitting Requests for FMLA Leave

- All requests for FMLA leave must be submitted for approval to the Absence Management Specialist in the Benefits Administration Office, Sasscer Administration Building, Room 210, phone: 301.780.6870 and 301.780.6871 utilizing the Family Medical Leave Act (FMLA) Request form (attached).

Maintenance of Health Insurance Benefits/Accrual of Other Benefits

- During the period of FMLA leave, paid or unpaid, the Board of Education of Prince George's County will continue its employer contributions to the employee's health insurance benefits to the same extent and under the same terms and conditions as would have been provided if the employee had continued in active duty status.
 - The employee is required to make the same premium payments as would be made if the employee had continued in active duty status.
 - If the employee does not return to work after the period of leave (except due to the condition, recurrence or onset of a qualifying serious health condition), the Board is entitled to recover from the employee the premium paid by the Board for maintaining health insurance coverage.
- The Board will continue to provide life insurance benefits as would have been provided during active duty status.
- During the period of unpaid FMLA leave, the employee does not earn leave of any type.
- Employees should contact the Absence Management Team in the Benefits Administration Office to discuss participation in medical plans and associated costs.

Intermittent Leave/Leave on Reduced Leave Schedule

- Leave for a serious health condition either of the employee, the employee's spouse, qualified same sex domestic partner, child, or parent may be taken on an intermittent basis or on a reduced leave schedule. However, under these circumstances, the Board may transfer the employee to an alternative position with equivalent pay and benefits, in which recurring leave will be less disruptive to the Board's operations. Medical treatment must be scheduled so as not to unduly disrupt the Board's operations.
- The Board will request that an eligible employee seeking intermittent leave or leave on a reduced leave schedule support requested leave with a certification from the health care provider that leave on such basis is medically necessary as well as the expected duration and schedule of such leave.
- When a teacher (this term includes athletic coaches, driving instructors, special education assistants such as signers for the hearing impaired) requests intermittent or reduced leave for planned medical treatment for more than 20 percent of the total number of working days in the period during which the leave would be used, the Board may require the employee to elect to either take leave for a particular duration of time which is not greater than the duration of the planned treatment, or be transferred to an alternative position.

Leave When Both Spouses or Qualified Same Sex Domestic Partners are Employed by the Board of Education of Prince George's County

- When both spouses or qualified same sex domestic partners are employed by the Board of Education of Prince George's County, and both are eligible for FMLA leave, the amount of leave is limited to a total of 12 weeks between the spouses or qualified same sex domestic partners, in the case of the birth or placement of a child, or to care for a parent, but not a parent "in-law," with a serious health condition. Each spouse or qualified same sex domestic partner is entitled to a full 12 weeks of FMLA leave due to his/her own serious health condition or to care for the other spouse, qualified same sex domestic partner, or their child with a serious health condition, less the number of weeks taken by that spouse or qualified same sex domestic partner, for a newborn or newly-placed child or to care for a parent.

Returning

- The employee should inform the Absence Management Specialist in writing of the anticipated return date ten (10) days prior to the anticipated return date. This should be accompanied by a doctor's certification stating that he/she can return to work.
- The employee, in the case of pregnancy and medical illness, is required to submit along with the written notification, a certification from the doctor stating the ability to return to full duty.
- The school/office secretary should send an email to the assigned Absence Management Specialist to confirm the date of return.
- The employee should contact the Absence Management Specialist in the Benefits Administration Office for re-enrollment in Voluntary Benefits upon return from FMLA.

Questions regarding this bulleting should be directed to the Absence Management Specialist in the Benefits Administration Office at 301-780-6870 or 301-780-6871.

3. **FILING INSTRUCTIONS:** This Bulletin replaces Bulletin S-15-03 (dated August 7, 2002). Please retain until further notice.


Romaine V. Reid
Chief Human Resources Officer

Attachment

Distribution: List Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 & 11



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
**Family Medical Leave Act (FMLA)
Request**

Request for Family and Medical Leave must be made, if practical, at least 30 days before the date the requested leave is to begin. This form **must be completed in its entirety** in order to be processed. It is to be submitted to the **Absence Management Specialist** in the Benefits Administration Office, Sasscer Administration Building, Room 210. (Telephone: 301-780-6870 or 301-780-6871) A copy will be returned to the employee and the leave granting authority, and the original will be retained by the Benefits Administration Office. **Any misrepresentation of information included on this form will result in disciplinary action, up to and including, termination.**

TO BE COMPLETED BY THE EMPLOYEE

Name: _____ EIN: _____

Position/Location: _____ Status: Full Time Part Time

Patient's Name: _____ Relationship to Employee: Self Spouse Child Parent
 Qualified Same Sex Domestic Partner

REASON FOR REQUEST

- The birth of the employee's child and to care for such child. _____ (date of birth)
- The placement with the employee of a child for adoption or foster care and to care for such child. (attach documentation)
- In order to care for an immediate family member because such family member has a serious health condition. (indicate name and relationship above) Please note: The term 'immediate family member' includes son, daughter, spouse, qualified same sex domestic partner, and parent (not in-laws) **only**. It does not include a child over 18 unless he/she is incapable of self care.
- Employee's serious health condition that makes the employee unable to perform the functions of his/her job.
- Employee who is the spouse, qualified same sex domestic partner, son, daughter, parent, or next of kin (nearest blood relative) of an active duty covered member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Important Information:

- Supporting documentation must be attached to this FMLA Request form.
- The employee should inform the Absence Management Specialist in writing of the return to work date ten (10) days prior to returning to work. This should be accompanied by a doctor's certification stating that he/she can return to work.
- Qualifications to request use of FMLA is on the reverse side of this form.
- Definition of "Serious Health Condition" under FMLA is on the reverse side of this form.

Employee Signature: _____ Date: _____

Patient Signature (if other than employee) authorizing release of this information to PGCPs: _____

Family Medical Leave Qualifications and Definitions

Qualifications for Use of FMLA

1. Family Medical Leave may be granted to an employee employed by Prince George's County Public Schools (PGCPS) for at least twelve (12) months for one's own illness which renders the employee unable to perform his/her duty functions, arrival of a child in the home (birth, adoption or foster care), or immediate family member's illness. Please note: The term 'immediate family member' includes son, daughter, spouse, qualified same sex domestic partner, and parent (not in-laws). It does not include a child over 18 years of age unless he/she is incapable of self care.
2. Eligible employees are entitled to up to 12 weeks of leave due to any qualifying exigency arising out of the fact that the spouse, qualified same sex domestic partner, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
3. An employee who is the spouse, qualified same sex domestic partner, son, daughter, parent or next of kin (nearest blood relative) of an active duty covered member of the Armed Forces shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
4. Employees must have been employed for at least twelve (12) months (which need not be consecutive) or 52 weeks (including partial weeks) and have worked a minimum of 1,250 hours during the preceding 12-month period. In addition, coverage will be provided to permanent certificated employees who are employed on a less than full-time basis **and** who work 0.4 time or above.
5. Leave given requires the submission of the Family Medical Leave Act (FMLA) Request form with attached supporting documentation such as doctor's certificate, adoption papers.
6. Family Medical Leave is approved in **calendar** weeks of unpaid leave (during a 12-month period). Scheduled holidays (i.e., winter break, spring break) are counted as part of the 12 calendar weeks.
7. Before taking unpaid FMLA leave, employees are required to use accrued paid leave, including leave available through a sick leave bank and disability leave. The use of such paid leave will be counted as part of the entitlement to FMLA leave. The exceptions to this requirement are the following:
 - a. Personal leave need not be used.
 - b. In the case of a pregnant employee, the employee is not required to use accrued sick leave.

Definition of "Serious Health Condition" under FMLA

1. **Hospital care:** This means inpatient care (that is, an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
2. **Absence plus treatment:** A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
 - a. **Treatment two or more times** by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
 - b. **Treatment** by a health care provider on **at least one** occasion which results in regimen of continuing **treatment** under the supervision of a health care provider.
3. **Pregnancy:** Any period of incapacity due to **pregnancy**, or for **prenatal care**.
4. **Chronic Conditions Requiring Treatments:** A **chronic condition** which:
 - a. Requires **periodic visits** for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
 - b. Continues over an **extended period of time** (including recurring episodes of a single underlying condition);
 - c. May cause **episodic** rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
5. **Permanent/Long-Term Conditions Requiring Supervision:** A period of incapacity which is **permanent** or **long-term** due to a condition for which treatments may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
6. **Multiple Treatments (Non-Chronic Conditions):** Any period of absence to receive **multiple treatments** (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for **restorative surgery** after an accident or other injuries, or for a condition that **would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation, etc), severe arthritis (physical therapy), or kidney disease (dialysis).

TO BE COMPLETED BY THE HEALTH CARE PROVIDER

(Health Care Provider for either the employee or family member as described above.)

1. Describe the medical facts which support your certification of this patient, including a brief statement as to how the medical facts meet the criteria of one of the FMLA categories:

2. a. State the expected start date of FMLA leave: _____ Expected End Date: _____

b. The probable duration of the condition: _____

c. Will it be necessary for the employee to work only intermittently or to work on a less than full schedule as a result of the condition? Yes No

If so, on what schedule will they need intermittent leave? _____

3. a. If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to pregnancy or a chronic condition), is the employee able to perform work of any kind? Yes No

b. If able to perform some work, is the employee unable to perform any one or more of the essential functions of the employee's job (the employee or the employer should supply you with information about the essential job functions)? Yes No

If yes, please list the essential functions the employee is unable to perform:

c. If neither 3a nor 3b above apply, is it necessary for the employee to be absent from work for treatment? Yes No

Name of Health Care Provider: _____ Medical ID/Type of Practice: _____

Signature of Health Care Provider: _____ Date: _____

Address: _____

Phone Number: _____ Fax: _____

FOR ABSENCE MANAGEMENT TEAM USE ONLY

DATE OF LAST LEAVE: _____ DATE OF HIRE: _____

ACTION: Qualifies Does Not Qualify

COMMENTS: _____

Signature of Granting Authority: _____ Date: _____

Print Name: _____ Title: _____



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

Leave of Absence Request Form (LOA)

Requests for a Leave of Absence must be made, if practical, at least 30 days before the date the requested leave is to begin. This form must be completed in its entirety in order to be processed. It is to be submitted to the Absence Management Specialist in the Benefits Administration Office of Human Resources, Sasser Administration Building, 210 Phones: 301.780.6870 & 301.780.6871. Fax: 301.952.6768.

TO BE COMPLETED BY THE EMPLOYEE

Name: _____ EIN: _____

Position/Location: _____ Status: Full Time Part Time

Phone Number: _____

REASON FOR REQUEST

- Study (Supporting Documentation Attached)
- Personal Illness (Supporting Documentation Attached)
- Armed Service (Supporting Documentation Attached)
- Maternity
- Other (Specify)

START DATE: _____

END DATE: _____

Important Information:

- Supporting documentation must be attached to this request.
- The employee should inform the Absence Management Specialist in writing of the return to work date ten (10) days prior to returning to work. If applicable, this should be accompanied by a doctor's certification stating that he/she can return to work.

Employee Signature: _____ Date: _____



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
**10 Days Paid Maternity Leave (PML)
 Request Form (PGCEA Only)**



Requests for 10 Days Paid Maternity Leave (PML) must be accompanied with supporting medical documentation. Completed requests should be submitted to:

Sasscer Administration Building
 Benefits Administration Office, Room 210
 14201 School Lane
 Upper Marlboro, Maryland 20772
 Absence Management Specialist
 Telephone: 301.780.6870 or 301.780.6871
 Fax: 301.952.6768

COMPLETED BY EMPLOYEE

Name: _____ EIN: _____

Position/Location: _____ Status: Full Time Part Time

Union: _____

Child's Date of Birth: _____

Important Information:

Supporting medical documentation in the form of **mother or newborn hospital discharge document** is required

PML is effective the date of your child's birth

This form must be completed in its entirety in order to be processed

I, the undersigned, certify that the information in this Statement is, to the best of my knowledge, true, correct and complete.

Employee Signature: _____ Date: _____



Prince George's County Public Schools
14201 School Lane • Upper Marlboro, Maryland 20772 • www.pgcps.org

Absence Management Division - Room #210

Notification of Eligibility to Return to Work

Employee's Name: «Last_Name», «First_Name»

EIN: «EIN» Position/Location: «Position» / «Location»

Staffing Office: Administrative and Support Staffing/ Teacher Staffing and Certification

This notification confirms that the appropriate documentation has been submitted and you are eligible to return to work from Family Medical Leave Act (FMLA) / Leave of Absence (LOA) / Sick Leave Bank (SLB) effective: **«RTW Date»**.

Prior to your return to work, you MUST contact the appropriate Staffing Office regarding your position placement.

**Administrative and Support Staffing 301.952.
Teacher Staffing and Certification 301.952.**

Employees returning from a non-paid status (unpaid FMLA, LOA etc.) whose health insurance coverage was cancelled; must complete a 'new' Prince George's County Public Schools' Universal enrollment form for Medical, Prescription, Vision and Dental insurance within 60 days of their return to work date to ensure reinstatement of coverage.

Employees returning from a non-paid status (unpaid FMLA, LOA etc.) who were not previously enrolled in health insurance coverage and would like to elect coverage for the first time, must also complete a Prince George's County Public Schools' Universal enrollment form for Medical Prescription, Vision and Dental insurance within 60 days of their return to work date to ensure enrollment of coverage.

Employees returning from a non paid status (unpaid FMLA, LOA etc.) whose Optional Life Insurance has been cancelled or who were not previously enrolled in the Optional Life Insurance program and would like to elect coverage, must provide evidence of insurability and complete The Hartford Life and Disability Enrollment/Change Request form within 30 days of their return to work date to ensure coverage.

Please contact Ms. Tawanna Wells in the Absence Management office on 301.780.6871 for any questions regarding leave of absences or reinstatement of health insurance coverage.

Thank you.

(Leave Assistant)

Date

c: «AdminStaffing»

Payroll
«First_Name» «Last_Name» – Personnel Folder

ABBREVIATIONS AND DEFINITIONS

Allotment Method	The segment that provides a method of identification as to how the position is budgeted or funded with the school district
APC	Advanced Professional Certificate
Benefit Eligible Position	A benefit eligible position is an authorized, budgeted position currently approved in the position control system in which the incumbent is scheduled to work a minimum of 15 hours per week
Conditional Teacher	A teacher that does not hold a Professional Teaching Certificate
FMLA	Family Medical Leave Act
FTE	Full-time Equivalent
Full Time Regular	This employment category is assigned to an employee who occupies a benefit eligible position as a 1.0 full time equivalent
Full Time Temporary	This employment category is assigned to an employee who is hired for a specific project for a limited time period in a position not authorized in the current budget. Incumbents are not eligible for benefits
HRIS	Human Resource Information Systems
Involuntary Transfer Teacher	A reassigned teacher due to adjusted staffing allocation of school or certification status of teacher
iRecruitment	A web-based Oracle application that facilitates the job application and recruitment processes for the Prince George's County Public Schools
LOA	Leave of Absence
Non-Tenured Teacher	Teacher that has taught in PGCPs for less than two years and one day
On Call Daily	This employment category is assigned to employees who are classified as substitute teachers
On Call Hourly	This employment category is assigned to employees who are classified as substitute hourly workers, such as substitute bus drivers, substitute paraprofessionals and substitute food service assistants
Oracle	Database Management System

Organization	Organizations are assigned to each unit of the School System and denotes various levels within a hierarchy based on the School System's organization chart. Organizations form the basis for security and access to information and provide roll up or summary reporting for Human Resources and financial data
Part Time Regular	This employment category is assigned to an employee who occupies a benefit eligible position as less than a 1.0 full time equivalent
PML	Paid Maternity Leave
PGCPS	Prince George's County Public Schools
PGCEA	Prince George's County Education Association
Position	A position is always defined by (1) a description of duties and responsibilities, (2) a period of employment, and (3) minimum qualifications. Positions are allocated in full-time equivalents (FTE), which permit allocations of less than a full-time position to meet varying workloads
Position Name	A position name is assigned to every fulltime or part-time employee within an Organization. A position name is comprised of the following segments: Position Number, Position Title, and Allotment Method
Position Number	A unique number assigned by Oracle when a new position is created
Position Title	The segment that organizes the job classifications for the school district and provides a standardized framework for organizing occupations into a manageable, understandable and coherent system for reporting purposes
Position Transaction Request	An automated process in Oracle used to request to create a new position, update an existing position or fill a vacancy for an authorized position
Primary Account Manager	A senior management official having the responsibility for one or more secondary account managers
SPC	Standard Professional Certificate
Substitute Position	An approved temporary, on call position utilized for covering workloads for vacant benefit eligible positions due to employee absence.
SY	School Year
Temporary Position	A position not currently authorized as a full time equivalent in the budget. A temporary position can be approved for a limited time period for special projects

Tenured Teacher	Professional Certificate Teacher that has satisfactorily taught in PGCPs for at least two years and one day
Unit 1 Employees	Certified Teachers
Vacancy	A funded, unoccupied position within an approved budget.
Voluntary Transferred Teacher	A tenured teacher who has applied for and accepted a voluntary transfer

HUMAN RESOURCES PHONE LIST - SASSCER ADMINISTRATION BUILDING

CHIEF HUMAN RESOURCES	FAX# 301-952-6108	EXT	RM#
Vacant	CHIEF HUMAN RESOURCES OFFICER	26021	104
SYNTHIA SHILLING	(ACTING) CHIEF HUMAN RESOURCES OFFICER	26099 (780)	116
HENRIETTA KLEIST	ADMIN SECRETARY	26727*	104
TRACEY MOSLEY	ADMIN SECRETARY	26021	104

(Grade 1 through 5 Executive Positions, Board Office Executive Positions)

STAFFING AND CERTIFICATION	FAX# 301-952-6191	EXT	RM#
Vacant	DIRECTOR		110
JENNIFER BLACKWELL	ADMIN SECRETARY	(780) 26876*	110

TEACHER STAFFING AND CERTIFICATION	FAX# 301-952-6476 / 6995	EXT	RM#
BOB GASKIN	SUPERVISOR	(780) 26876*	110
VACANT	LEAD CERTIFICATION SPECIALIST	26865 / 26039	109
JOYCE GWYN	HR CERTIFICATION TECHNICIAN	21860	108
LINDSAY TALBERT	HR ASSISTANT (Office Receptionist)	26131	111
LAURIE BROCK	HR CERTIFICATION TECHNICIAN	26145	108
THEA CHILDS	HR CERTIFICATION TECHNICIAN	26353 (780)	108
BRIAN JOHNSON	SR. RECRUITMENT AND STAFFING SPECIALIST	25933*	110
ZENA BOARDLEY	HR SPECIALIST (elementary)	26033	108
STACEY FLOOD	HR SPECIALIST (elementary)	26281	108
LINDA LEE	HR SPECIALIST (elementary)	26047	108
BRIDGET GILLETTE	HR ASSISTANT (elementary)	26065 / 26051	110
MELISSA WHITNEY	HR ASSISTANT (elementary)	26060	108
JAN WARNER	SR. RECRUITMENT AND STAFFING SPECIALIST (PPW's)	26130 (780)	111
TIFFANY BASCOMB	HR SPECIALIST (secondary)	26804*	109
HOMER MCCALL	HR SPECIALIST (secondary)	26367	111
FELICIA ROTHCHILD	HR SPECIALIST (secondary)	26067	111
PETER THOMPSON	HR SPECIALIST (secondary)	26050 (780)	111
TARA WATSON	HR SPECIALIST (secondary)	25937*	109
JENNIFER WILDBERGER	HR SPECIALIST (secondary)	26017	109
THERESA BUTLER	HR ASSISTANT (secondary)	26031	111
STEPHON JACKSON	HR ASSISTANT (secondary) (Resignation Reports)	26077	109
CHARMIN LLOYD	HR ASSISTANT (secondary)	26040	111

RECRUITMENT	FAX# 301-780-6810	EXT	RM#
DEBORAH SULLIVAN	RECRUITMENT SPECIALIST	26037	124
KENDRA BROWN	HR ASSISTANT	26473	124

TIF/FIRST PROGRAM	FAX# 301-952-6199	PHONE	RM#
JANICE BRISCOE	TIF PROGRAM OFFICER	26388	201-I
KYTEMIQUE FREEMAN	SECRETARY	26240	201-I
PEARL HARMON	TIF GRANT LIAISON	26274	124

RESIDENT TEACHER STAFFING	FAX# 301-780-2719	PHONE	LOC.
ANN SCOTT	RESIDENT TEACHER CLERK	301-780- 2702	H. WISE H.S.

MARY ANN BAILEY	RESIDENT TEACHER SPECIALIST	301-780-2702	H. WISE H.S.
MONICA WEAVER	RESIDENT TEACHER SPECIALIST	301-780-2702	H. WISE H.S.
ED WESLOW	RESIDENT TEACHER SPECIALIST	301-780-2702	H. WISE H.S.
THE NEW TEACHER PROJECT	FAX# 301-780-2718	PHONE	LOC.
EMILY ALLSHOUSE (CONTRACTOR)	PRINCE GEORGE'S COUNTY TEACHING FELLOWS	301-780-2703	WISE H.S. B113
KATE MCMAHON (CONTRACTOR)	PRINCE GEORGE'S COUNTY TEACHING FELLOWS	301-780-2705	WISE H.S. B113
BROOKE MILLER (CONTRACTOR)	PRINCE GEORGE'S COUNTY TEACHING FELLOWS	301-780-2704	WISE H.S. B113
EMILY SILBERSTEIN (CONTRACTOR)	PRINCE GEORGE'S COUNTY TEACHING FELLOWS	301-780-2706	WISE H.S. B113

ADMINISTRATIVE AND SUPPORT STAFFING		FAX# 301-952-6785	EXT	RM#
CURTIS EUGENE	SUPERVISOR		26136	125
CRISSY THORNE	HR ASSISTANT		26134	125
TAMEYA MONK	HR ASSISTANT		26036 (780)	125
LISA ROBERTS	HR ASSISTANT		25913*	125
SUSAN LOGAN	(FOOD SERVICES)		26137	125
KIM BAGLEY	HR SPECIALIST (Lunch and Recess Monitors/Security)		26354	126
SANDY BILLINGS	HR SPECIALIST (School Support Staff / Athletic Coaches)		26141	125
NICOLE EUBANKS	HR SPECIALIST (Transportation / Central Garage)		26132	125
FELECIA HOWARD	HR SPECIALIST (Central Office Support/Unit III Gr. 30 & up)		26052 (780)	125
LORRI PLATER	HR SPECIALIST (Paraprofessionals / Interpreters)		26814*	126
ANITA ROSS (unit II - Non A/P & principals)	HR SPECIALIST (Nurses/Before& After Care/ P. Liaisons)		(780) 26879*	TEMP. #7-472
RUSSELL SAVOY	HR SPECIALIST (Maintenance/Custodial/Warehouse)		26157	125
CHRISTINA THOMAS	HR SPECIALIST (Food Services / Sub Paraprofessionals)		26135	125
SUBSTITUTE OFFICE	FAX# 301-780-5915	EXT	TEMP. BLDG.	
SUBSTITUTE OFFICE	MAIN NUMBER		26181	#7-472
LAKEYSHA HILL	HR ASSISTANT		26395	#7-472
CHERYL HILLS	HR SPECIALIST		26182	#7-472

ORGANIZATIONAL EFFECTIVENESS		FAX# 301-627-7292	EXT	TEMP. BLDG.
AUDREY DAVIS	DIRECTOR (Principals)		(627) 27290*	#6-469
ORGANIZATIONAL EFFECTIVENESS	MAIN NUMBER		26058	#6-469
THERESA LONG	SECRETARY (Tuition Reimburse -Cert. Teacher & Support)		(627) 27286*	#6-469

IMANI LOGAN	HR ASSISTANT	(627) 27288*	#6-469
WANDA BATTLE	HR SPECIALIST	(627) 27291*	#6-469
GEORGE ROLLINS	HR SPECIALIST	(627) 27289*	#6-469
WELCOME / APPLICATION CENTER		FAX# 301-780-6816	EXT
			TEMP. BLDG.
SHELLEY CUNNINGHAM	COORDINATOR	(627) 27287*	#7-473
ANIKA MARSHALL	(ACTING) COORDINATOR	(780) 26722*	#7-473
APPLICATION INFORMATION		26180 /	
MAIN NUMBER		26023	#7-473
SHIRLEY SLATER	HR ASSISTANT	26023	#7-473

EMPLOYEE AND LABOR RELATIONS		FAX# 301-952-6187	EXT	RM#
KATHY JONES	DIRECTOR		26012	107
COLLEEN PROUT	ADMIN SECRETARY		26315	107
COLEEN EDSALL	SECRETARY		26140	107
ROSLYN HAWKINS	LABOR RELATIONS SPECIALIST (AFSCME Local 2250)		(780) 26877*	110
VACANT	LABOR RELATIONS SPECIALIST (ASASP II & III)		26878*	110
ROLAND OTEY	LABOR RELATIONS SPECIALIST (Unemployment & SEIU)		26078	107
TRAKETA WRAY	LABOR RELATIONS SPECIALIST (PGCEA, Teachers)		26234	107

COMPENSATION, BENEFITS, AND HRIS		FAX# 301-780-6810	EXT	RM#
KATHY MALLOY	DIRECTOR		26390	124
TINA BLANDFORD	SECRETARY		26216	124
COMPENSATION AND CLASSIFICATION			EXT	RM#
TRACY JOHNSON	SUPERVISOR		26212	134
CAROLYN BELL	HR SPECIALIST (Admin & Support, Exec.Emoluments)		(780) 26866*	134
CATHY OWENS	HR SPECIALIST (Instructional, Exec. Emoluments)		26038	134
SHERRIEL SULLIVAN	HR SPECIALIST		(780) 22199*	134
DONNA LEWIS	POSITION CONTROL SPECIALIST		(780) 26861*	134
BENEFITS ADMINISTRATION		FAX# 301-952-6768	EXT	RM#
MICHELLE AVENIE'	SUPERVISOR		21625	210
JENNIFER BRADY	RECEPTIONIST (*Please contact for <u>all</u> benefits calls)		26230	128
MARKEETA LEE	BENEFITS SPECIALIST		26318	210
LATITHIA PRINCE	BENEFITS SPECIALIST		26192	128
RUTA DOSTER	HEALTH/LIFE INS. (Active and Retirees) (Sick Leave Bank)		26376	210

DENISE GODWIN	HEALTH/LIFE INS. (Active and Retirees)	26322	128
TAMIKA HAINSWORTH	HEALTH/LIFE INS. (Active and Retirees)	26319	128
ARETHA HEIGH	HEALTH/LIFE INS. (Active and Retirees)	26326	128
LAVON JOHNSON	HEALTH/LIFE INS. (Active and Retirees)	26323 (780)	128
FREDERICK ROBINSON	HEALTH/LIFE INS. (Active and Retirees)	25922*	128
IRENE GOLDSMITH	RETIREMENT (A-K)	26325	210
SHARON BOWEN	RETIREMENT (L-Z)	26324	210
		(780)	
KIMBERLY LOVING	ABSENCE MANAGEMENT SPECIALIST	26897*	210
		(780)	
EILEEN ARTHUR "CHERYL"	LEAVE ASSISTANT	22195*	210
		(780)	
TAMEKA REEDER-KEYS	LEAVE ASSISTANT	26870*	210
		(780)	
TAWANA WELLS	LEAVE ASSISTANT	26871*	210
		(780)	
DIANE WILKINS	LEAVE ASSISTANT	22194*	210
		WORKERS COMPENSATION MAIN NUMBER	26316
		(780)	210
BEVERLY EASTMAN	WORKERS COMPENSATION	22187*	210
		(780)	
DIANA MULLEN-FINES	WORKERS COMPENSATION	22186*	210
EMPLOYEE WELLNESS OFFICE		FAX# 301-952-6332	PHONE
			LOC.
DEIRDRIA HUDNELL	WELLNESS SPECIALIST	26229	210
JAMES STORM	WELLNESS SPECIALIST	26314	210
OFFICE OF HR INFORMATION SYSTEMS		FAX# 301-952-6341	EXT
			RM#
VANESSA JOHNSON	SUPERVISOR	26773	134
SHARON COCHRANE	HR DATA TECHNICIAN	26064	134
		(780)	
SHIRLEY COLLOVA	HR DATA TECHNICIAN	25914*	134
PHYLLIS RICHARDS	LEAD HR DATA TECHNICIAN	26397	134
HARIETT SIMMONS	HR DATA TECHNICIAN	26284	134
GOLDIE WALLACE	HR DATA TECHNICIAN	26803	134
ROBERT FOSTER	HR SPECIALIST (HRIS)	26055	134
DARLENE HOUZE	HR SPECIALIST (HRIS)	21525	134
RECORDS MANAGEMENT AND VERIFICATION		FAX# 301-780-6733	EXT
			RM#
PENNY HOOD	COORDINATOR	26128	117
		VERIFICATIONS MAIN NUMBER	26373
			117
KEITH FYKES	HR CLERK (File Reviews, Immigration Files)	26102	117
LATOYA BUTLER	HR CLERK (A - E) Verifications	26125	117
KELLE CHRISTIAN	HR CLERK (F - J) Verifications	26210	117
		(780)	
WALTER SMITH	HR CLERK (K - P) Verifications	26409*	117
JOSEPH GOODWIN	HR CLERK (Q - Z) Verifications	26257	117