



Prince George's
County Public
Schools

Regulations for Supporting Personnel

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REGULATIONS FOR SUPPORTING PERSONNEL

I. **Policy:**

In accordance with Board of Education policy, these regulations apply to all supporting employee of the Prince George's County Public Schools. They reflect the policies, rules, requirements and benefits of such employment. It is intended that these regulations will ensure that (1) employment with the Prince George's County Public Schools shall be made attractive as a career; (2) promotions will be on the basis of merit and fitness; (3) position classification and compensation plans will be adopted which will conform with the principle of like pay for like work; (4) performance evaluation system shall be provided to promote efficiency and effectiveness in the operation of our school system.

II. **Definition of Supporting Employees:**

Supporting employees are those employees whose job titles are listed in the negotiated agreements of SEIU Local 400 PG and ACE/AFSCME Local 2250.

Essential Personnel: An employee, department or division, could be mandated as essential personnel by the CEO, COO, and/or CHRO, to ensure the continuity of organizational effectiveness during peak times or emergency situations.

Emergency Personnel: During emergency situations and/or inclement weather, an employee, department or division could be listed as emergency personnel. The emergency personnel designation is revised annually by the COO. Please refer to *Administrative Procedure 2565.1 – Employee Attendance During Inclement Weather and Other Emergency Conditions*, as well as the appropriate negotiated agreement.

III. **Maintenance and Updating:**

The Director of Employee and Labor Relations (ELRO) is responsible for the maintenance and updating of the regulations, and questions concerning the regulations should be directed to that office. Administrative changes to the Regulations for Supporting Personnel will be made by the Chief Executive Officer (CEO) as the need arises. All policy changes must have the approval of the Board of Education. These regulations supersede Regulations for Supporting Personnel issued February, 2000.

EMPLOYMENT

I. **Prohibited Discrimination:**

There shall be no discrimination exercised on account of age, race, sex, national origin, color, religion, political affiliation, handicapping conditions, membership or non-membership in an employee organization with respect to recruiting, the hiring of personnel or in any personnel actions affecting employees of Prince George's County Public Schools, including training, promotion, and disciplinary actions. Promotions will be based on merit.

II. **Announcement of Job Opportunities:**

Prince George's County Public Schools is an Equal Opportunity Employer. Care will be taken to ensure that information on job opportunities is readily available to all applicants via the system's website.

III. Filing Complaints of Alleged Discrimination:

Any employee who has reason to believe that he/she has been discriminated against shall follow the procedures as outlined in *Administrative Procedure 4170 – Discrimination and Harassment*.

RECRUITMENT AND SELECTION

I. Policy:

It is the policy of the Board of Education that information relative to employment as an employee of the Prince George's County Public Schools be readily available. Applications shall be accepted on a non-discriminatory basis and selection shall be made from among the best qualified candidates available for the job when a vacancy is filled.

II. Regulations:

- A. Employment Requirements – The Chief Human Resources Officer (CHRO) shall establish a program of screening and/or examination for all positions. Applications will be accepted from all persons on a continuous basis and where required, assessments will be administered. No consideration will be given to political or partisan endorsement for employment with the Prince George's County Public Schools.
- B. Open Competition for all Positions – Positions, shall be open to the public. Selection procedures may include interviews, written and/or electronic assessments and may include, but shall not be limited to, physical or performance tests or any combination thereof. They may take into consideration such factors as education, experience, aptitude, knowledge, skill, physical fitness and any other qualifications which enter into the determination of the qualifications of applicants.
- C. Determination of Eligibility – In all assessments for employment, the minimum performance by which eligibility is achieved may be established in a uniform manner. A minimum performance shall also be established for the ratings of all parts of a test which consists of several parts. Candidates may be required to attain at least a minimum performance on each part of the test in order to receive a passing grade or to be rated on the remaining parts of the tests.
- D. Notification of Test Results – Each current employee who takes an assessment for employment may be notified of the results.

REINSTATEMENT/RE-EMPLOYMENT

I. Definitions:

- A. Reinstatement - Reinstatement is at the discretion of the Board of Education, CEO, Chief Human Resources Officer, and/or through the results of the appeal process. When an employee is hired back into the system with full restoration of compensation, seniority, and benefits. The break in service is removed from the personnel record.
- B. Re-employment/Rehire – When there is a break in service, which is part of the personnel record. The employee is rehired in the same, like, or a new position. This action remains at the discretion of the Chief Human Resources Officer and is not a right of the employee. There is no back pay or compensation. The employee is eligible for benefits, salary setting, and/or seniority in accordance with the respective contract.
- C. Re-employment is a privilege and not a former employee's right.

III. Federal Programs:

- A. Personnel employed in federal programs will be administered in accordance with procedures set forth by the federal government, where applicable, in addition to pertinent portions of these regulations. Continued employment in such programs is subject to the availability of federal funds.

PHYSICAL EXAMINATION/FITNESS FOR DUTY

I. Procedure:

When deemed necessary, an employee may be required to be examined by a physician at Prince George's County Public Schools' expense to determine his/her suitability for continued employment. If a disability of any kind is discovered which impairs the effectiveness of an employee or makes his/her continuance on the job a hazard to himself/herself or others, the following action shall be taken:

- A. If the disability is correctable, the employee shall be allowed a specified time to have it corrected. If he/she fails to take steps to have the disability corrected within the specified time allowed by the physician, he/she shall be subject to appropriate personnel action which could include separation from service.
- B. If, in the opinion of the examining physician, the disability cannot be corrected, attempt will be made to place the employee in another position which he/she can perform satisfactorily. If that step cannot be accomplished successfully, steps will be taken to separate the employee through retirement if the employee has the necessary amount of service. If retirement is not possible, the employee will be separated from service.
- C. The employee may have the option to use his or her own medical or licensed clinician for this physical exam. However, when necessary the administration can require the employee to see a certified medical professional.

REASSIGNMENT/TRANSFER

I. Definitions:

- A. Reassignment: A reassignment is a change from one position to another without promotion or demotion in the same work location, in the same position classification.
- B. Transfer: A transfer is a change from one department to another, from one school to another.
- C. Work Location: School or department to which an employee is assigned.
- D. Voluntary Demotions: An employee may be changed at his/her own written request to a position in a lower class. The department head shall advise the Director of Human Resources Operations and Staffing whether the employee is qualified to perform the duties and responsibilities of the lower class position. An employee who is voluntarily changed to a lower grade shall be paid according to the salary setting guidelines.

II. Reassignment/Transfer Within School System:

- A. The reassignment of an employee to a position in another class, or the transfer of an employee from one department or school to another, shall be effected by the Director of Human Resources Operations and Staffing.
- B. When an employee has been absent for more than ninety (90) days, another employee may be placed in the assignment to help ensure the continuation of essential job responsibilities. When a position has been deemed as essential by the CEO, COO, and/or Chief Human Resources Officer, the position may be filled immediately. Upon the employee's return to service, every effort will be made to place him/her in a similar or like position. Every attempt will be made to provide as much notice to affected employees. Essential personnel are any employees, mandated as essential personnel by the CEO, COO, and/or Chief Human Resources Officer to ensure the continuity of organizational effectiveness during peak times or emergency situations.

III. Transfer to and from Agencies Under Reciprocal Agreements:

The CEO may with the approval of the Board of Education approve reciprocal agreements with Prince George's County government agencies, and such other agencies as considered appropriate, for the filling of vacancies by transfer from such agencies. Employees transferring under such an agreement shall be given credit for sick and

annual leave accumulated by service with the other agency. Step in pay grade of the class to which transfer is made shall be set on the basis of the employee's qualifications.

PROBATION

I. Probationary Status:

- A. Each application appointed to the position shall be designated a probationary employee. The probationary period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work, for securing his/her position and for disqualifying any employee whose performance or conduct is unsatisfactory. The probationary employee should be counseled and made aware of any deficiencies in his/her work by his/her supervisor in order that he/she may have a fair opportunity to achieve permanent status.
- B. An employee shall be eligible for consideration of permanent status upon completion of the probationary period and certification by his/her qualifications for such status.
- C. Each probationary employee may be subject to necessary personnel action (i.e. transfer, lay-off, dismissal and other personnel action) without prior notice and without the right to appeal. The probationary period consists of time actually worked and does not include time off for closing of schools, or time lost for any other reason.

II. Duration of Probationary Period:

The probationary period shall be six (6) months in duration and may be extended for on (1) three-month period, for a total of nine (9) months. At the end of an extended probationary period, the employee must be granted permanent status or terminated.

III. Dismissal and Demotion During Probationary Period:

- A. At any time during the probationary period, an employee may be terminated for failure to perform satisfactorily, when his/his conduct is unsatisfactory, or when other conditions require such action.
- B. A probationary employee who is found to have been appointed through fraud shall be terminated.
- C. When it is desired to terminate a probationary employee, the request will be submitted to the appropriate Human Resources representative by the principal, department head or other appropriate authority setting forth the reasons for such action. The Director of Human Resources Operations and Staffing will take the necessary action to effect the separation from service.
- D. There shall be no right of appeal from adverse action taken against an employee during the probationary period except on allegation of prohibited discrimination or illegal action.

IV. Probationary Period Reports:

During the sixth month of service, the principal/supervisor will submit to the Director of Human Resources Operations and Staffing an Evaluation Form for Probationary Supporting Personnel rating the performance of the probationary employee and recommending whether the employee should be retained, terminated or have his/her probationary period extended for a period of three (3) months. The employee will be notified of the action taken.

PERFORMANCE EVALUATION

I. Objective:

Employee performance evaluation procedures are established for all Supporting Personnel. The objective of such performance evaluation is to promote open and candid, two-way communication between an employee and his/her work supervisor.

A properly functioning evaluation system ensures that performance will be fairly appraised in relation to work requirement, and that the employee-supervisor relationship will be strengthened by the development of a work environment which provides for recognition of individual achievement.

II. The Evaluation Process:

The heart of every performance appraisal program is the day-to-day communication between the employee and his/her work supervisor. It is this day-to-day relationship that keeps the employee informed on how he/she is doing in relation to objectives; helps him/her improve his/her performance; and builds morale and teamwork. In addition, this daily exchange between the work supervisor and the employee enables the employee to be kept advised of work requirements and provides a fair opportunity for the employee to meet these requirements. The continual performance appraisal of the employee by his/her work supervisor is different from the performance rating.

The performance rating is made at the close of a rating period. Performance appraisal is made on a continued basis while the performance is being rendered. If the work supervisor has provided for the continued appraisal of the employee through the day-to-day communication process, the equality of the performance rating will come as no surprise to the individual rated.

III. Evaluation Performance:

- A.** Permanent employees will be evaluated annually. All annual evaluations are due by June 30 or the last duty day for less than 12 month employees.
- B.** Evaluations shall be conducted by supervisory personnel as designated by the department head or school principal. The appropriate supervisor may participate in the required conference.
- C.** The evaluation form completed at the time of transfer will be completed in the same manner as the annual evaluation. However, when a recommendation is made that an individual not be granted an increment based on his/her performance of duty at the school or department he/she is leaving, a copy of such evaluation will be provided to the new work location in order that the necessary counseling may be effected to assist the individual in qualifying for an increment.
- D.** Please refer to the negotiated agreement for additional detailed information for employee evaluations.

IV. Supervisory Notification:

- A.** Supervisors utilize the appropriate forms released by the Office of Employee Performance.
- B.** If it is determined that a recommendation for removal or recommendation for denial of a pay increase may be made, the work supervisor shall so inform the employee in writing and initiate counseling toward the goal of improving deficiencies, if this has not already been done. Notification and counseling must take place at least forty-five (45) days prior to the time the employee is eligible for a salary increment. If performance is not improved as required by the date the evaluation form is to be returned to the Director of Human Resources Operations and Staffing, the form will be completed and returned as required.

V. Step Increase:

- A.** An employee will not be entitled to a step increase until the employee's supervisor has certified that performance has met acceptable standards and that the employee is deserving of such recognition during the evaluation period. Such certification will be noted on the employee's evaluation form.
- B.** A recommendation or decision to withhold a step increases will be discussed with the employee prior to forwarding the evaluation form to the Director of Operations and Staffing, when possible. A step increase will not be withheld for an employee with a satisfactory evaluation.

- C. An employee that is redlined/frozen due to a staffing reduction or involuntary transfer is not eligible for a step increase while in the frozen status. Once an employee is no longer redlined/frozen, he/she will be eligible to receive any merit/step increase as outlined in the negotiated agreement, if applicable.

VI. Review of Evaluations:

- A. Within five (5) days from date of evaluation, an employee may request a conference with the person who conducts the evaluation and the next line official to discuss any comments with which there is disagreement. Any employee who continues to disagree with their evaluation may submit a rebuttal in writing which shall be forwarded to the Director of Human Resources Operations and Staffing and made a part of the employee's personnel record.
- B. An employee may appeal a determination to withhold a pay increase through the same channels as provided for a complaint as set forth under Complaints and Grievances.

VII. Departmental Appraisal Form:

The appropriate performance review or observation form suited to the needs of the employee position should be used. Such a form could serve to provide feedback to the employee for enhancing their professional growth and development. The Office of Employee Performance (OEP) has created the performance review and observation forms for each position and are located in the Staff Portal inside the OEP community.

RESIGNATIONS/QUITS

I. Resignations:

To resign in good standing, an employee shall give his/her supervisor at least fourteen (14) calendar days prior notice in writing. When feasible, it is desirable that thirty (30) days advanced notice be given. When an employee resigns and gives the required fourteen (14) calendar days, prior notice, his/her service record shall be noted, "Resigned". The employee shall complete the resignation process using Oracle Self Service. If the employee is unable to complete the resignation process using Oracle Self Service, then a written resignation notification will suffice. This written notice should be provided directly to his/her supervisor and Human Resources.

At the time of an employee's separation from employment from PGCPSS and an employee has been determined to have been overpaid because of use of unearned sick or personal/annual leave or any other reason will be required to reimburse Prince George's County Public Schools the amount owed. Payment to employees terminated during the year is reconciled at the hourly rate of actual time worked.

When an employee fails to give the required fourteen (14) calendar days prior notice and does not provide an acceptable reason, his/her service record shall be noted, "Resigned, with prejudice".

II. Job Abandonment:

An employee who fails to report to work for three (3) consecutive work days without authorized leave shall be separated from the payroll and his/her service record shall be noted, "Job Abandonment". Such an employee may be reinstated only if it is determined that circumstances were such as to make it impossible for the employee to notify his/her supervisor.

RETIREMENT

I. Membership Requirements:

Each employee is required to become a member of one of the State Pension Systems. Membership depends upon the position held and will be in either the Teachers' Pension System or the Employees' Pension System. Detailed information relative to the pension systems is provided at the time of employment. Questions pertaining to retirement should be directed to the Payroll and Benefits Office.

DEATH

I. **Payment of Wages:**

When an employee dies, the estate of the deceased shall be paid all wages earned plus payment of any earned annual leave.

TRAINING AND EMPLOYEE WELFARE

I. **Training:**

It is the policy of the Board of Education to foster and to promote programs of training for employees which will serve to improve the quality of service rendered to the Prince George's County Public Schools.

II. **Employee Welfare:**

It is the policy of the Board of Education to promote, to the maximum extent feasible, the morale and welfare of its employees. It shall be the responsibility of the CEO to implement these policies and bring to the attention of the Board of Education actions necessary to better the working conditions and improve the morale of Prince George's County Public Schools' employees.

Employees experiencing problems that may hinder their ability to meet work expectations should advise their supervisor immediately. Also, such an employee should consider taking advantage of the Employee Assistance Program (EAP) offered through PGCPs. EAP is a valuable tool to assist in addressing personal life issues that may adversely impact an employee's work performance. EAP can be accessed by phone at 1-800-346-0110, 24 hours a day, and seven (7) days a week. It may also be accessed online at www.inovaeap.org (enter the username PGCPs and the password PRINCE).

POSITION CLASSIFICATION

- I. Account Managers/Supervisors may request to reclassify or upgrade/downgrade an existing occupied position within their organization in order to meet revised requirements of the organization. Additional information regarding position classification can be found in *Administrative Procedure 4101 – Request for Reclassification or Upgrade/Downgrade of an Occupied Position*.

The Director of Human Resources Operations and Staffing will continuously review the classification plan as well as the allocation of all positions to classes within the plan and recommend to the Chief Human Resources Officer the changes deemed necessary.

II. **Work Performed Outside of Classification:**

See appropriate negotiated agreement of SEIU Local 400 or ACE/AFSCME Local 2250.

COMPENSATION PLAN

I. **Objective:**

The Compensation Plan is intended to provide all supporting employees of Prince George's County Public Schools with fair and competitive pay relative not only to pay received by other supporting employees performing similar work within the Prince George's County Public Schools, but also to the general level of rates paid by other employers in the labor market from which supporting employees are recruited.

II. **Composition:**

The Compensation Plan shall consist of appropriate schedules listing the assignment of each class in the Classification Plan salary grade. Current salary schedules are contained in published bulletins and negotiated agreements.

III. Adoption of the Schedules of Salary Grades:

Salary schedules shall be prepared by the Director of Human Resources Operations and Staffing and approved by the CEO in accordance with funds authorized by the Board of Education.

IV. Assignment of Classes to Salary Grades:

The Chief Human Resources Officer shall submit to the CEO for his/her amendment, approval or rejection, a recommended assignment of each new class in the Classification Plan to one of the grades in the salary schedule.

V. New Appointments:

A new employee shall be paid at the first step of the salary grade, except that payment above the minimum may be authorized when qualified applicants are not available for employment at the first step.

VI. Promotion and Reclassification Upward:

When an employee is promoted or his/her position reclassified upward two grades or more on the same salary scale, he/she shall be placed on that step which approximates a two-step increase in pay. When the promotion or reclassification is less than two grades, he/she shall be placed on that step which approximates a one-step increase in pay. The resulting salary cannot be higher than the maximum for his new salary range. An employee who is promoted after having earned time towards a longevity step will be given credit for that time if moving to another longevity step, until such time that longevity steps are phased out per the negotiated agreements.

VII. Reclassification Downward:

When an employee's position is reallocated to a class of lower salary grade, the employee shall be permitted to continue at his present rate of pay and receive increment increases to the maximum of the lower grade.

VIII. Reassignment and Transfer:

An employee who is reassigned or transferred to a position in the same grade on the same salary scale shall be paid at the rate held at the time the action takes place.

IX. Compensation for More than One Job:

No employee may hold two Prince George's County Public Schools' supporting jobs without prior approval of the Chief Human Resources Officer.

MERIT INCREASES

I. Qualification Requirements:

Employees who qualify will receive a one-step increase on their anniversary date unless noted otherwise in an appropriate negotiated agreement for their unit. The granting of these salary increments is based on the demonstration by the employee of an acceptable level of competence in the performance of his or her job.

II. An employee is considered to have attained an acceptable level of competence only if his/her performance is adequate in the major aspects of his/her work. Standards must not only include the required quantity and quality of work, but also other essential elements of job performances such as personal qualifications and conduct which directly affect an employee's work.

It is the responsibility of the individual who supervises the work of an employee to ensure that the employee understands what constitutes an acceptable level of competence and to advise the employee when his/her work is below this level. Such advice shall be in writing. The employee should be made aware of his/her deficiencies

at least forty-five (45) days prior to the date on which he/she can become eligible for a salary increment in order that he/she may have an opportunity to raise his/her performance to an acceptable level. When an employee's salary increment is to be withheld, he/she will be notified in writing with the specific reasons why such action is being taken.

An individual who has been determined to be ineligible for a salary increment may appeal for reconsideration through the same channels as provided for a complaint.

ANNIVERSARY DATE

Employees contained within a negotiating unit should refer to the appropriate negotiated agreement.

PAY DEDUCTIONS

I. Required Deductions:

The following deductions will be taken from an employee's pay when applicable and are automatically deducted in accordance with approved schedules:

- A.** Federal Withholding Tax
- B.** Maryland Income Tax, Virginia Income Tax, or District of Columbia Tax, as appropriate.
- C.** Social Security
- D.** Maryland State Retirement Systems contributions, where required.

For additional information regarding required deductions, contact Payroll Services or log into Oracle Self Service.

II. Voluntary Deductions:

Voluntary deductions are elected and monitored by the employee. For information regarding voluntary deductions, contact Payroll Services or log into Oracle Self Service.

HOURS OF WORK AND ATTENDANCE

I. Hours of Work:

Work hours for permanent employees shall be as prescribed by the CEO or his/her designee in accordance with approved schedules. Work performed in excess of the normal work schedule must be approved in advance by proper authority.

II. Attendance:

Each department head/school principal shall be responsible for maintaining proper attendance records for all employees under his/her supervision.

LEAVE BENEFITS

I. Where Set Forth:

A comprehensive program of leave benefits is available to all personnel. Employees who are included in a negotiating unit should refer to the negotiated agreement for their unit.

CORRECTIVE AND DISCIPLINARY ACTION

I. Policy:

The severity of disciplinary action shall be related to the gravity of the offense, the employee's record of past offenses, and his/her length of service. The following provisions shall govern disciplinary actions.

II. **Reasons for Corrective Action and Discipline:**

Corrective and disciplinary action may be the result of violation of Administrative Procedures, departmental rules, Employee Code of Conduct, local, state or federal laws and regulations. Listed below are some of the reasons which might be cause for corrective or disciplinary action. This action is not limited to the offenses listed:

- A. Incompetence, negligence or other similar unsatisfactory performance.
- B. Being identified as an alleged abuser or neglector or following completion of a Child Protective Services (CPS) investigation with a finding of “indicated” for child abuse or neglect.
- C. Being convicted of a crime involving moral turpitude.
- D. Insubordination.
- E. Unauthorized absence or failure to return from approved leave of absence.
- F. Time and Attendance violations (e.g. no call/no show, abuse of leave, and tardiness).
- G. Abuse or theft of Prince George’s County Public Schools’ property.
- H. Knowingly giving false statement to supervisors, the public, or during the course of an investigation.
- I. Being under the influence of alcoholic beverages or a controlled dangerous substance during the work day.
- J. Consumption or possession of alcoholic beverages or a controlled dangerous substance on Board of Education property, including Board vehicles, at any time. This includes substances deemed illegal by state and/or federal regulations.
- K. Any conduct which reflects unfavorably on Prince George’s County Public Schools as an employer.
- L. Failure to report an arrest as indicated in *Administrative Procedure 4215 – Criminal History Checks*.
- M. Membership in any organization which advocates the overthrow of the Government of the United States by force or violence.
- N. Acceptance of gratuities.
- O. Refusal to be examined by an authorized physician when so directed.
- P. Traffic violation(s) and vehicle accident(s).
- Q. Loss of job requirements, such as loss of a necessary license, that prevents an employee from doing his/her job adequately.
- R. Bullying, harassing, or intimidating PGCPs’ students, employees or other adults.
- S. Violence or threats of violence in the workplace.
- T. Behavior or conduct that disrupts the efficiency of the workplace.
- U. Failure to report suspected child abuse, neglect, or sexual assault.
- V. Falsification of time records, financial records, or other official documentation.

III. **Relief from Duty:**

When the exigencies of the situation indicate it to be necessary, an employee may be relieved from his/his duties by proper authority pending further action. All such instances will be reported immediately to the appropriate department head.

IV. **Reductions in Pay or Grade (Demotion):**

An employee may be reduced in pay and/or grade when such action is appropriate as a disciplinary measure. Such a recommendation shall be submitted by the appropriate authority to the Director of ELRO. The recommendation should include the following:

- A. Reasons for reduction in pay and/or grade.
- B. Recommended date for proposed action.
- C. Statement as to whether the employee has previously received a letter of warning.
- D. Statement as to whether the employee has been advised of the recommended disciplinary action.

The Director of ELRO will review the recommendation for the reduction in pay and/or grade and if such action appears warranted, will advise the employee of the intended action and give him/her an opportunity to participate in a *Loudermill* (due process) meeting before any disciplinary action is taken. If the employee does not provide a satisfactory reason within the time provided as to why the proposed disciplinary action should not take place, it will be carried out with the approval of the Chief Human Resources Officer or CEO.

V. Suspensions:

Suspensions may be recommended by a principal, or other proper supervisory authority. All suspension requests will be reviewed by the Director of ELRO and due process will be afforded.

When it is considered appropriate to suspend an individual for disciplinary purposes, he/she will be provided a notification of intent to suspend and the opportunity to attend a *Loudermill* (due process) meeting before any suspension is affected. An individual may be suspended for such time as is considered appropriate, not exceeding ten (10) days for any one offense. If the Director of ELRO determines that a suspension is warranted, the Chief Human Resources Officer will review approval. The Chief Human Resources Officer will notify the employee via certified mail the reasons for the suspension.

If an employee's suspension is the result of a pending criminal investigation or trial based on charges against him/her, the employee may use any earned and unused annual leave; thereafter, the employee will be placed on leave without pay until the matter is resolved and a decision is made concerning his/his suitability for continued employment.

VI. Adverse Action:

A dismissal is the discharge for cause of a permanent employee who has successfully completed the probationary period. It is the most severe of penalties and shall be based on grave or repeated offenses. When the duty performance of a permanent employee is considered to be unsatisfactory, he/she will be notified of his/her deficiencies in writing and warned that failure to correct these deficiencies and improve his/her performance of duty may result in termination or other disciplinary action.

Warnings (reprimand) will be issued by the appropriate department or division head. Disciplinary actions may be issued by the Director of ELRO upon recommendation of the principal, supervisor, or other proper authority. A copy of each warning will be provided to the Director of Human Resources Operations and Staffing for inclusion in the personnel file.

If after receiving warning, an employee does not take immediate action to remedy his/her deficiencies and improve his/her performance if duty he/she may be terminated. No advance notice or prior warning is required when circumstances indicate that immediate termination is warranted.

When it is deemed necessary to terminate an employee for disciplinary reasons, the recommendation for termination should be submitted to the Director of ELRO by the principal, department head or other appropriate authority. Requests for termination should include the following:

- A. Detailed explanation of the reason(s) for termination.
- B. Statement as to whether individual has previously received any written warnings.
- C. Statement as to whether employee has been advised of proposed termination.

The Director of ELRO will review the request for termination and assign the matter to an ELRO Advisor for a *Loudermill* meeting. Following the *Loudermill* meeting, a determination as to whether the employee should be terminated or whether other action should be taken will be made. If the Director of ELRO recommends that the employee is to be terminated, he/she will prepare the letter of termination and forward it directly to the Chief Human Resources Officer for review and approval.

VII. Appeals:

A permanent employee who is disciplined as provided above, may within five (5) working days of notice of such action, address a written request for a hearing to the CEO. In the event of such a request, the CEO shall arrange for a hearing to be held as soon as possible after the receipt of the request. Employees may represent themselves or be represented by legal counsel or union representative.

Hearings shall be conducted in accordance with procedures established by the CEO. The CEO may uphold the disciplinary action or determine that it was not well founded or too severe and direct that it be cancelled or modified. In the event that cancellation is ordered, the affected employee shall be paid in full for such portion of time as he/she was unjustly suspended, reduced in grade or pay, or removed. In the event that the disciplinary action taken was removal or reduction in grade or pay, the affected employee shall be restored to his/her former position and pay status, or to a position in the same class and pay status. In the event that modification is ordered, the CEO's decision will include directives as to pay.

An employee may appeal the decision of the CEO to the Board of Education, which may assign said matter to a Hearing Examiner of the Board. The request for such appeal must be made in writing within thirty (30) days of the receipt of the CEO's decision. The appeal shall be an appeal on the record established at the hearing before the CEO or his/her designee, although either party may in person or through counsel present oral arguments.

The affected employee shall be promptly notified in writing of the final determination with respect to the disciplinary action.

COMPLAINTS/GRIEVANCES

I. Definitions:

A grievance is considered to be a complaint which involves matters that are alleged to be in violation of a negotiated agreement. If the immediate supervisor or authority at any other level deems the complaint to be an alleged violation of a provision of a negotiated agreement pursuant to which grievance procedures are established, the complaint shall be rejected a matter of course. Such a complaint should be processed as provided for in the negotiated agreement. Complaints, which do not allege a violation of a negotiated agreement, may be processed as indicated below.

A complaint by an employee that he/she has been treated unfairly by an act or condition which is contrary to established policy or practice of the Prince George's County Public Schools may be pursued through administrative channels. The term complaint shall not apply to any matter as to which is otherwise provided for in these regulations. The development or modification of a salary schedule or classification plan is not a subject for complaint. Involuntary termination of an employee during the probationary period is not a matter for complaint. Complaints which involve suspensions, demotions, or dismissals shall be handled as set forth under Disciplinary Action/Appeals, or through the respective negotiated agreement.

PERSONAL GROOMING AND ATTIRE

- I. PGCPS requires all employees to present themselves in a professional manner, with respect to clothing, personal hygiene and appearance. These standards commensurate with PGCPs' practices of appropriate business conduct and professionalism.

Where employees are provided uniforms, they are expected to wear them each duty day. Employees' attire should be presentable and conducive to the workplace. Employees should consult with their principal/supervisor for the dress code specific to their work site or location.

Employees that require an accommodation should follow the procedures set forth in *Administrative Procedure 4172 – Processing Requests for Reasonable Accommodation*. Additional expectations are outlined in the *Employee Code of Conduct*.

SAFETY

- I. **Employee Responsibility:**
Employees are responsible for observing and maintaining safety measures in the area of their assignment. Whenever an unsafe condition is observed, it should be reported to the immediate supervisor at once in order that the hazardous condition can be corrected.
- II. **Safety Committees:**
All safety committees will be held in accordance with the respective negotiated agreements.

IDENTIFICATION CARDS

- I. Identification cards are provided to certain categories of supporting personnel at no initial cost to the individual. The identification card must be displayed as specified by the appropriate authority. Upon separation of employment, all identification cards should be turned in to the supervisor.

EMPLOYEE ORGANIZATIONS

- I. The policy of the Board of Education provides that an employee may join or refrain from joining an employee organization or other lawful groups without interference, coercion, restraint, discrimination or reprisal. The rights and status of an employee will not be affected by membership or non-membership in any such organization.

EMPLOYMENT OF RELATIVES

- I. An employee shall not be assigned to a position where he/she shall work under the direct supervision of a member of his/her family. The family shall include a child, parent, step-parent, parent-in-law, grandparent, legal guardian, brother, sister, brother-in-law, sister-in-law, husband or wife. Nor shall an employee work under the supervisor of any individual who is a member of his/her household. In the case of promotions or exceptional circumstances, exception to the foregoing may be made by the Chief Human Resources Officer. For further clarification, please refer to *Administrative Procedure 4160 – Employee Conflict of Interest*.

PROMOTION

- I. A promotion is a change from a lower level position to a higher level position. Promotions may be internally posted or open to the public. Vacancies in higher classes of positions shall be filled as far as practicable by promotions from lower classes. It is the goal of Prince George's County Public Schools to "promote from within". When a position is to be filled, present employees will be given preference over outside applicants of equal qualifications. For further clarification, please refer to the respective negotiated agreement for promotions.



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