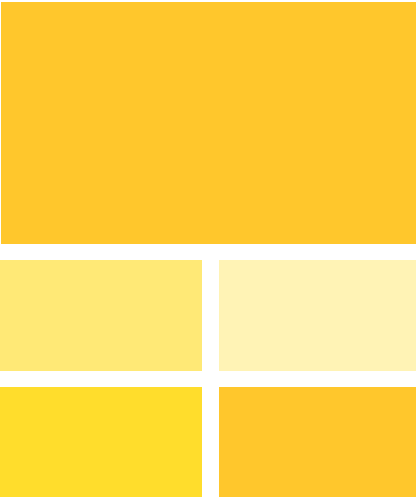


**Washington County Public Schools**  
**PERSONNEL POLICIES**  
**AND PROCEDURES**  
**For Administrators and Supervisors**



**July, 2018**  
**to**  
**June, 2019**



PERSONNEL POLICIES  
And  
PROCEDURES  
For  
ADMINISTRATORS AND SUPERVISORS

WASHINGTON COUNTY BOARD OF EDUCATION

Hagerstown, Maryland

July, 2018 – June, 2019



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**PERSONNEL POLICIES AND PROCEDURES  
FOR  
ADMINISTRATORS AND SUPERVISORS**

**I. LABOR-MANAGEMENT RELATIONSHIP/ADMINISTRATIVE AND SUPERVISORY  
ROLE**

**A. Recognition**

Administrators and supervisors have an essential leadership role for educational programs for the Washington County Public Schools (WCPS). They are charged with the responsibility of interpreting and implementing the policies and programs set forth by the Superintendent, the elected Board, and the Maryland State Department of Education (MSDE), including teacher observation and evaluation. They have responsibility for initiating, developing, and implementing system-wide curricula.

In the development of these personnel policies and procedures, the Board of Education of Washington County recognizes the Washington County Association of Supervisors and Administrators (Unit II) as representing administrative and supervisory personnel, excluding the Superintendent and those designated annually by the Superintendent as executive-level staff.

**B. Meet and Confer**

The Meet and Confer process shall include meetings between the Superintendent and representatives of the Superintendent's Executive Staff, and the Executive Council of Unit II.

The Meet and Confer process shall be a collaborative effort intended to identify specific action steps to support district goals. It shall be the responsibility of the Superintendent and the Unit II Chairperson(s) to establish an annual meeting schedule, and jointly agree to agenda items prior to each meeting.

The purpose of meeting shall be to discuss priorities, issues, operating procedures, and topics relevant to Unit II employees.

**C. Collaborative Representation**

The Superintendent will consult with and advise the Unit II Chairperson(s) of Superintendent-selected representation on district-wide committees, task forces, and other representative groups that impact the work of Unit II members.

At the request of the Unit II Chairperson(s), the Superintendent, or the Superintendent's designee, will provide the Unit II with a list of current district-wide committees, task forces, and other representative groups.

**II. WORK ENVIRONMENT, PROFESSIONAL GROWTH, AND EVALUATION**

**A. Professional Growth**

Administrators and supervisors are encouraged to participate in a wide variety of professional learning experiences to gain knowledge, skills, and dispositions necessary to meet individual, school, and district goals. Supervisor-approved,

differentiated professional learning will be available to support the professional growth of administrators and supervisors. Appropriate time and resources shall be available for such learning experiences. The Superintendent will allocate three thousand dollars (\$3,000.00) annually to Unit II.

## **B. Evaluation**

### **1. Evaluation of Administrators and Supervisors**

All employees will be evaluated consistent with regulations adopted by the Superintendent of Schools, Board policy, and/or state requirements.

### **2. Evaluation Process**

To encourage dialogue and gain feedback to enhance the job performance of administrators and supervisors:

- (1) Immediate supervisors (i.e. evaluators) will work to meet with employees by September 30 to review the evaluation process and to collaboratively establish the employee's objective(s) for the academic and/or fiscal year.
- (2) Employees or immediate supervisors may request a mid-year meeting to review the employee's progress in the achievement of established objectives.

## **C. Assignments**

The Association acknowledges the authority of the Superintendent to assign and transfer administrators, supervisors, and other employees as the needs of the school system require.

1. Administrators and supervisors shall have either a ten-, eleven-, or twelve-month assignment.
2. When an assignment is different from what the employee desires, a request for reconsideration by the Superintendent and then appeal to the Board may be made.
3. Administrators and supervisors shall be available for assignment as needed by the Superintendent in responding to emergencies.
4. The assignment for an eleven-month administrator or supervisor is August 1 through June 30. The assignment year for a twelve-month administrator or supervisor is July 1 through June 30. Days listed in the annual School Calendar as "schools and central office closed" (and July 4 for twelve-month employees) shall be observed as holidays.
5. For assignments less than eleven months, pay for days beyond a ten-month assignment (190 days) shall be at the same rate earned daily during the regular 190-day assignment year.
6. Administrators and supervisors may have up to two (2) representatives on the school calendar committee.



## **D. Summer Professional Learning**

Each summer, circumstances permitting, a limited number of administrators and supervisors may enroll in a program of study approved by the Superintendent or a designee which closely parallels system-wide goals for the professional development of staff. Time away from one's assignment, excluding annual leave, may not exceed fifteen (15) days.

## **E. Employee Protection**

### **1. Personal Injuries**

An administrator or supervisor who is temporarily absent and unable to perform duties as a result of personal injury incurred in the scope and course of employment and not as a result of gross negligence, as defined in the Workers' Compensation Laws of Maryland, will be paid full salary for up to twelve (12) months less the amount of any Worker's Compensation payments, awards, or other insurance benefits provided the injury is reported to the Human Resources Department within 72 hours. Sick leave will not be diminished for such an absence if the claim is compensable under the Worker's Compensation Laws of Maryland. For claims ruled non-compensable, the employee may elect to use accumulated sick leave or request leave without pay for personal illness. The Director of Human Resources may request periodic physical examinations by a WCPS-appointed physician to determine an employee's fitness to perform assigned duties.

### **2. Liability Insurance**

The Board shall provide liability insurance for \$1,000,000 which shall include provisions to cover bodily injury, attorney fees, property damage, and lawsuits against professional employees acting within the scope of his/her duties without malice.

## **F. Complaints**

Complaints regarding administrators and supervisors which are, in the judgment of the Superintendent, of a substantive nature will be discussed with the administrator or supervisor. If, subsequently, a complaint is placed in the employee's personnel file by the Superintendent, a copy will be sent to the employee who may respond in writing. The employee's response becomes a part of the employee's personnel file.

The procedure for processing complaints and appeals as found in Board policy shall be followed.

When action of a disciplinary nature is being considered, the employee will be given the right to due process prior to any such action. Unit members will be permitted to have a colleague or representative present during a dialogue of such nature, provided it does not impede the progress of the review. Any suspension of an administrator or supervisor resulting from disciplinary action shall be with pay, pending a hearing before the Board.

## **G. Personal Property**

1. In the event that an administrator or supervisor has any clothing or other personal property damaged or destroyed as a result of an assault suffered in the course of employment, or stolen and/or damaged as a result of a violation by an unauthorized person of a locked storage or other properly secured storage within the building, the Board shall reimburse the administrator or supervisor the cost of repair or the replacement value of such property, less any benefit from Worker's Compensation or insurance. This benefit shall have a three hundred dollar (\$300.00) maximum.
2. Personally-Owned Equipment

The Board shall reimburse administrators for any damaged or stolen equipment brought into the building to be used as an adjunct to their professional duties if advance permission to bring such equipment is obtained in writing from their immediate supervisor, at which time a replacement value shall be mutually determined. In the event that replacement cost cannot be agreed upon, a professional appraisal shall be obtained. The Board shall cover the replacement cost not to exceed five hundred dollars (\$500.00). Such coverage shall not apply if the negligence of the administrator or supervisor contributes to the loss of such items.

## **H. Political Activity**

Administrators and supervisors of the WCPS have the right to participate in political activities as long as such activities do not interfere with the performance of their professional responsibilities.

## **I. Reduction in Force**

- Should it become necessary to institute a reduction in force which results in the elimination of administrative or supervisory positions, the Superintendent shall retain employees according to their qualifications.
- An administrator or supervisor reassigned or transferring into a teaching position will be placed on the involuntary transfer list according to their number of years of experience in WCPS.
- Certificated administrators and supervisors maintain tenure rights as teachers only in Washington County. Certificated administrators and supervisors transferring into the WCPS will have tenure rights as teachers after satisfactorily completing two (2) years in an administrator and supervisor assignment in Washington County.

## **J. Notice of Retirement**

Administrators and supervisors who notify the Human Resources Department of their intent to retire at least five (5) months prior to their retirement date shall receive an additional \$3,000 in salary. Administrators and supervisors who notify the Human Resources Department of their intent to retire at least three (3) months prior to their retirement date shall receive an additional \$1,500 in salary.

### **III. COMPENSATION**

#### **A. Salary – see inside back cover.**

1. The Administrators & Supervisors Salary Scale will be used.

#### **B. Salary Calculation**

1. Salary calculations for administrators and supervisors will be based on the Administrators and Supervisors Salary Scale.
2. Initial placement of a teacher on the administrator/supervisor salary schedule for twelve-month assignments shall be as follows: (1) Annualize the teacher's salary; (2) Increase the amount in (1) by 5%; and (3) Place on the step immediately above the amount in (2) in the category for the position, to the limit of the category. An employee new to the system with previous administrative and supervisory experience will be placed on the scale at the appropriate level.
3. Administrators/supervisors who hold a doctorate degree from an accredited institution will receive an additional 2% in annual salary.
4. An administrator/supervisor promoted shall be placed on the new salary lane of the Administrators and Supervisors Salary Scale as follows: (1) Use the current category and step placement on new salary scale; (2) Increase the amount in (1) by 5%; and (3) Place on the step nearest above amount in (2) in the new category.
5. Unsatisfactory Performance  
Administrators and/or supervisors evaluated as unsatisfactory but continuing in the same assignment on a probationary basis shall receive the same salary as that received during the year in which the unsatisfactory evaluation occurred.
6. The Superintendent may, at his/her sole discretion, grant an employee an Exceptional Responsibility Stipend, not to exceed 5% of the employee's salary. Factors that the Superintendent may consider include, but are not limited to: substantial number of observations/evaluations, construction, reconfigured staff, reconfigured school, student achievement, and unusual circumstance.

#### **C. Fringe Benefits**

1. The Board shall pay eighty-five percent (85%) of the individual and dependent premium cost for a PPO health insurance plan (referred to as the Cigna Open Access Plus Standard plan) and dental insurance for those employees who work a minimum of thirty (30) hours per week. Employees will have two (2) other health plan options for which the Board shall pay the following amounts: (a) eighty-one and three-tenths percent (81.3%) for a PPO health insurance plan (referred to as the Cigna Open Access Plus Premium plan) and (b) eighty-six and three-tenths percent (86.3%) for an EPO health insurance plan (referred to as the Cigna Open Access Plus Limited plan).

For the term of this Agreement, the Board will not make alterations to current employee benefits policy unless such alterations would be substantially equivalent to current employee benefits policy.

2. The Board shall pay one hundred percent (100%) of the premium cost for a Group Term Life Insurance Program. The amount of life insurance for administrators and supervisors shall equal the employee's annual salary amount with double indemnity for accidental death.
3. The Board shall pay seventy-five percent (75%) of the premium cost for the existing Long-Term Disability Insurance Policy for administrators and supervisors, upon request. This policy will provide for payments equal to sixty percent (60%) of the employee's annual salary.

#### **D. Tuition Reimbursement**

1. The Board shall pay the full cost of tuition and textbooks incurred in connection with any courses, workshops, seminars, conferences, professional development sessions, or other such sessions which are required by WCPS. The above does not include workshops, college courses, or other training sessions for which credit is received.
2. The Board will reimburse per credit hour of approved study successfully completed at the same rate as teachers. Up to twelve (12) credits will be reimbursed per year (July 1-June 30). For administrative and supervisory personnel enrolled in a WCPS-approved cohort group, additional credits beyond twelve (12) credits per year can be reimbursed provided the recipient maintains continuous employment with WCPS for at least two (2) years after accepting payment for classes completed. In the event that the recipient does not maintain continuous employment with WCPS for at least two (2) years, an adjustment to the individual's terminal pay for the amount paid by WCPS beyond the allowable twelve (12) credits per year will be assessed.
3. Tuition Reimbursement Beyond the APC - Tuition reimbursement beyond the APC shall be for a planned program of relevant graduate courses and/or workshops and shall be presented for approval to the Human Resources Department prior to the enrollment in courses. Modifications of the program shall be possible with prior approval. Workshop credits up to a total of nine (9) semester hours on the graduate level and approved by the Superintendent or designee and Maryland State Department of Education may be included in the program.
4. An administrator or supervisor who wishes to earn credits beyond the APC must:
  - a. Be regularly certified in administration or supervision.
  - b. Possess an Advanced Professional Certificate. Credits earned before the APC was awarded shall not be considered.
  - c. Complete and submit the approved form to the Human Resources Department outlining educational goals.
  - d. Develop a program which is relevant to the individual's and District's needs and goals.
  - e. Earn a grade of "B" or higher for each course.
  - f. Present credits by means of an official graduate transcript or an official grade report from the graduate school or an official grade report from workshop sponsors to the Human Resources Department. The program of study must provide titles and numbers of courses, semester hour credits, and institutions at which courses are to be taken. The candidate will review the program periodically in order to make necessary adjustments.

5. The Superintendent will budget a minimum of \$39,000 for reimbursement pursuant to Section D. Participants shall be reimbursed on a first-come basis. Participants not receiving reimbursement in a fiscal year shall be eligible and be given preferential consideration the following year. Employees earning credits during the spring or summer sessions must work for the Board the following year in order to be reimbursed. In the event that reimbursement is received and the employee is not employed by the Board the following school year, the employee is obligated to return the money to the Board. Otherwise, the equivalent amount will be deducted from the final paycheck.
6. An administrator or supervisor shall be reimbursed the cost of participating in a program when such participation is required for certification. Those individuals currently employed in an administrative role and who hold the Administrator I certification will be eligible for reimbursement when a passing score is obtained on the School Leaders Licensure Assessment for the Administrator II certification. A test for which a qualifying score has not been obtained will not be reimbursed.

Non-certificated administrators or supervisors upon request and upon prior approval of the Director for their department and the Director of Human Resources may be eligible for reimbursement for tuition costs or for the costs of receiving instruction and/or training relevant to their assignment.

#### **E. Mileage Allowance**

1. An amount not to exceed \$300.00 per administrator will be allocated to each elementary school and each middle school administrator with additional amounts for administrators and supervisors traveling extensive distances.
2. An amount not to exceed \$600.00 per administrator will be allocated to each high school and the Technical High School administrator with additional amounts for administrators and supervisors traveling extensive distances.
3. Mileage reimbursement may be authorized by the school principal at the current IRS rate. The school treasurer or the person who maintains financial records for the school must countersign all mileage reimbursement checks

Mileage reimbursement records must be maintained in accordance with procedures for in-school financial accounting and are subject to audit by the internal auditor. Records should reflect the date, purpose of the travel, miles traveled, and destination.

### **IV. HUMAN CAPITAL MANAGEMENT**

#### **A. Leave**

1. Professional Leaves of Absence

The Superintendent may grant long- and short-term professional leaves of absence which enhance the professional development of personnel and prove beneficial to the school system.

- a. Sabbatical Leave

The Superintendent may grant sabbatical leave, for up to one year, to administrators and supervisors to further their professional growth through graduate study at a college or university. The purpose of sabbatical leave

is to increase competencies and skills in areas that will improve education programs in the public school system. An administrator or supervisor may apply for leave for the purpose of advanced study at an accredited college or university. The Board will pay one-half (1/2) salary to an administrator/supervisor on sabbatical leave.

The recipient of a sabbatical leave must return to the Board for at least two (2) years or return the salary paid while on such leave. The Superintendent shall determine the number of leaves awarded in any year. The Superintendent shall establish guidelines for the implementation of the sabbatical leave program in cooperation with Unit II.

#### b. Academic/Fellowship Leave

Leave without pay to engage in academic study and/or to gain work experience outside Washington County in a national or international temporary fellowship-type program may be requested for up to one year. An administrator or supervisor returning from such leave will be given preferential consideration in filling an administrator/supervisor vacancy for which they are qualified. If such placement is not possible, placement shall be in a teaching position until there is an administrator/supervisor vacancy for which they are qualified.

### 2. Medical-Related Leave

#### a. Medical Leave

Administrators and supervisors are eligible for medical leave without pay upon application to the Superintendent after sick leave has been exhausted. The duration and terms of medical leave shall be determined by the Superintendent.

#### b. Sick Leave

(1) Sick leave may be accumulated at a rate of one (1) day per month of employment. Accumulation shall be unlimited.

- Upon retirement, administrators and supervisors with less than ten (10) years of service with WCPS shall receive payment for unused sick leave at the rate of \$50.00 per day. Administrators and supervisors with ten (10) or more years of service with WCPS shall receive payment at the rate of 35% of their final per diem, but not less than \$50 /day.
- Conversion of Sick Leave Days (perfect attendance) - Administrators and supervisors who have attained perfect attendance (no use of leave for illness of employee, illness in the family, or leave without pay) for the period November 1 through October 31 may convert up to seven (7) days of accumulated sick leave to pay at the current per diem rate, payable on the second pay of November of the same year. The conversion of sick leave payment shall be made by separate check and/or direct deposit. Any days actually used will reduce the days available to convert on a one-to-one basis. Administrators and supervisors hired between November 2 and May 1 of a given year may convert up to 3.5 sick leave days at their per diem rate.

- (2) Sick Leave Bank - All administrators and supervisors on active duty shall be eligible to contribute to a sick leave bank. Contributors shall be permitted to use the bank for payment for incapacitating personal illness during the regularly scheduled duty days. Annual rates of contribution shall be determined by the Department of Human Resources and/or the Benefits Office and certified to the Superintendent prior to July 1 of each year. Sick leave properly authorized to the bank for contribution will not be returned if the member effects cancellation. Cancellation may be elected at any time and the member shall not be eligible to use the bank as of the cancellation date.

Contributions shall be made between July 1 and October 1, except for members returning from extended leave who will be permitted to contribute to the bank within thirty (30) days of returning to work and new administrators and supervisors who will be permitted to contribute to the bank within thirty (30) days of initial employment.

The bank can be used on the first scheduled duty day for a member who contributed. The maximum number of paid duty days allowed in any work year is fifty (50). In no case will the granting of leave from the bank cause a member to receive more than annual salary.

Members must use all accumulated sick leave and other paid leave before using leave from the bank. Application or use of the bank shall be made on the required form and submitted to Human Resources for review by the Director of Human Resources and the Supervisor of Benefits, who shall have the responsibility of receiving requests, verifying the validity of requests, and communicating a decision to the member.

Bank grants which have been processed in accordance with the Sick Leave Bank Guidelines shall be approved by the Human Resources Department for payment to the member and forwarded to the Payroll Office.

Bank grants will not automatically be carried over from one fiscal year to another. All bank grants will end as of the last duty day and must be renewed through the approval committee each year.

If a member does not use all of the days granted from the bank, the unused sick leave bank days will be returned to the bank.

#### c. Family and Medical Leave

Pursuant to the provisions of the Family and Medical Leave Act of 1993, all administrators and supervisors are eligible for up to twelve (12) weeks unpaid medical leave in the event of pregnancy; the birth, adoption or foster placement of a child; or the care of a seriously ill child, spouse, or parent. The duration and time of family leave for any of the above reasons shall be determined by the Superintendent.

### 3. Other Leave

#### a. Personal Leave

Short- and long-term leaves of absence for personal reasons may be granted by the Superintendent for purposes of addressing emergencies and for other reasons, without jeopardizing employment rights or benefits.

#### b. Personal Business Leave

Administrators and supervisors receive three (3) days of personal business leave annually without loss of pay. Personal business leave, which may be used after notification, is defined as a responsibility, obligation, or duty which cannot be postponed. Unused leave will be accumulated as sick leave.

#### c. Non-Academic Leave

Administrators and supervisors are eligible for non-academic leave without pay after two (2) years of successful service in the school system. The duration of non-academic leave shall be determined by the Board.

#### d. Bereavement Leave

Administrators/supervisors shall be entitled to bereavement leave as follows:

- 1) Five (5) school days shall be allowed for the death of a child, parent, brother, sister, spouse, or any person who lived regularly in the household of the employee.
- 2) Three (3) school days shall be allowed for the death of an in-law (mother, father, sister, brother, daughter, son), grandparent, grandchild, or for the death of an employee's or spouse's aunt, uncle, niece, or nephew.
- 3) One (1) school day shall be allowed to attend the funeral of a fellow employee or a close friend.

Employees may request an extension of allowable leave for up to five (5) days per incident by contacting the Director of Human Resources or other Superintendent's designee.

Days during leave periods do not have to be consecutive.

- 4) Upon written request from the Human Resources Department or other Superintendent's designee, absences greater than three (3) consecutive days may require submission of documentation indicating the nature of the loss requiring bereavement leave.

#### e. Annual Leave

- (1) This policy is applicable to all employees deemed members of Unit II. It is understood that all reference to years of experience is specific to years of service in an administrative-supervisory position, and is not restricted to only those years worked in WCPS. (For positions in non-instructional departments, previous outside experience in a like position or one with significant administrative or supervisory responsibilities will be recognized.) All vacation days earned and accrued will be on a monthly/annual basis running from July 1 through June 30.



- Unit II members with 0 to 4 years of experience will accrue vacation days at the rate of 1.25 days per month with a maximum carryover of 40 days per year.
- Unit II members with 5 to 14 years of experience will accrue vacation days at the rate of 1.5 days per month with a maximum carryover of 40 days per year.
- Unit II members with 15 to 19 years of experience will accrue vacation days at the rate of 1.75 days per month with a maximum carryover of 40 days per year.
- Unit II members starting their 20th year or more of experience will accrue vacation days at the rate of 2.0 days per month with a maximum carryover of 40 days per year.

This policy will remain active unless change is effected through the Unit II "Meet and Confer" process.

This process will be grandfathered in and all persons employed in the unit prior to July 1, 2005, with 1 to 4 years of experience, will continue to accrue vacation days at the rate of 1.5 days per month.

- (2) Annual leave is scheduled with the approval of the staff member to whom the administrator or supervisor reports and with the knowledge of the Human Resources Department.
- (3) Separation before the end of an assignment year will require a recalculation of annual leave.
- (4) Unused annual leave will be paid at the employee's per diem rate at the time of separation from employment with WCPS.
- (5) At the conclusion of each fiscal year, administrators and supervisors will have the opportunity to convert up to eight (8) days of accumulated annual leave to cash at the current per diem rate to be transferred into an existing IRS §457(b) account.
- (6) Annual leave days in excess of the current carryover amount will be rolled over into sick leave.
- (7) The amount of unused annual leave beyond the current carryover must be used no later than October 15 of the new fiscal year. Any requests for extensions must be submitted in writing to the Superintendent or designee for approval.

#### 4. Deductions for Excess Leave

Deductions from salary for absences in excess of any leave with pay shall be at 1/260th of the annualized salary for a period not to exceed ninety (90) calendar days.

## **B. Jury Duty**

Administrative and supervisory personnel will be released for jury duty with no loss of pay.

## **C. Payroll Deductions**

Administrative and supervisory personnel shall be entitled to authorize the following deductions from payroll checks: payments to the Washington County Teachers Federal Credit Union, payments to §457(b) account, escrow savings, tax sheltered annuities, and Association dues.

## **D. Reassignments**

### **1. Reduction/Reorganization of Staff**

When an administrator or supervisor position is eliminated through no fault of the employee, as much notice as possible will be given the employee. Upon reassignment, administrators and supervisors will receive the salary designated for the newly assigned position. Exceptions may be made at the discretion of the Superintendent.

### **2. Voluntary Transfers**

An administrator or supervisor who voluntarily accepts an assignment with another employee group of WCPS or who initiates a transfer to another unit shall receive the salary appropriate for that assignment at the time it becomes effective. Such employees will be placed using the procedures for assigning teachers who are being involuntarily transferred. Administrators and supervisors requests for assignment to a non-unit position must be received in the Human Resources Department by April 15.

### **3. Involuntary Transfers**

When a Unit II member is involuntarily transferred to meet the needs of the District into a new school- or district-based position with a lower salary than the transferred member currently earns, their current salary will be “frozen” for one year. At the conclusion of the initial transfer year, the transferred Unit II member’s salary will be recalculated to reflect the actual salary of the position for the member. If the salary of such position, whichever is applicable to the new position surpasses the former salary, it will be changed to the higher salary at the time of transfer.

Any member of Unit II involuntarily transferred to a position identified at a lower level on the salary schedule due to noted performance deficiencies, shall, upon reassignment, receive pay at the salary scale for the newly assigned position. Unit members involuntarily transferred to a lower- level position within the unit due to performance deficiencies are not eligible to request that their salary be maintained at the level of the prior position.

Any member of Unit II affected by this article outside of those identified in paragraph one of this provision wishing to have their current salary “maintained” for an additional period of time beyond the initial year granted must make the request to the Superintendent through the Director of Human Resources by February of the year immediately preceding the requested salary. The Superintendent will evaluate each request on a case-by-case basis.

#### 4. Returning from Leave

Administrators and supervisors returning from an approved professional leave (Section IV. A.1.) will receive preferential consideration in filling administrator and supervisor vacancies for which they are qualified by certification and experience if all other factors are substantially equal.

If placed in an administrator or supervisor position, the employee shall receive the salary prescribed by the administrator and supervisor salary schedule for that position, and will be placed on the salary schedule at the level which would have been achieved had the employee not been on leave. If an administrator or supervisor position is not available, the employee shall be placed in a teaching assignment using the procedures for assigning teachers being involuntarily transferred at the salary prescribed by the Negotiated Agreement between the Board and the Washington County Teachers' Association.

#### 5. Promotion

Reassignment through promotion shall result in a salary appropriate for the newly assigned position at the time the transfer becomes effective.

#### 6. Acting Positions

From time to time, the need may occur for the Superintendent to fill an acting position due to unexpected circumstances. The Superintendent acknowledges a voluntary transfer to an acting position is preferable.

Prior to transferring an administrator/supervisor to an acting position, the Superintendent or designee shall discuss with the administrator/supervisor to be transferred to an acting position the subsequent assignment options prior to effecting the acting assignment so that when the assignment is completed, the employee is fully aware of the consequences.

An administrator or supervisor appointed to an acting position shall receive the salary regularly designated for the position for the duration of the assignment.

A person not certificated and appointed only upon the occasion of an unanticipated vacancy occurring during the work year may negotiate with the Superintendent a salary acceptable to both. If, during the tenure of an acting assignment the incumbent becomes certificated, the salary shall be adjusted accordingly, but not retroactively.

If requested, consideration shall be given to returning an employee to the position held prior to the acting assignment.

If requested, an individual concluding such an assignment shall receive a written evaluation of their performance with a copy to their personnel file.

### **E. Vacancies**

The Superintendent shall recommend personnel to the Board for appointment and promotion based upon an evaluation of their qualifications, performance, and the interview process. In selecting persons for administrative and supervisory positions when all other factors are recognized by the Superintendent as being substantially equal, preference shall be given to qualified personnel who are currently employed by WCPS.


In matters pertaining to the employment of personnel, there shall be no discrimination based upon race, national origin, color, sex, age, sexual orientation, or disability, for otherwise qualified persons.

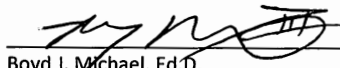
1. All administrative and supervisory vacancies, excluding the position of Superintendent, but including new administrative and supervisory positions, will be posted on the WCPS website. In addition, all WCPS administrators and supervisors will receive electronic notification of administrative and supervisory vacancies including new administrative and supervisory positions. Vacancies will be posted at least ten (10) work days prior to the selection of a successful candidate.
2. In the posting of positions, qualifications for the position, including certification requirements, duties, and rate of compensation, will be stated. Any subsequent changes in qualifications, duties, and/or rate of compensation shall require a new posting. In filling such positions and when all other factors are substantially equal, length of service with WCPS will be considered.
3. The Superintendent will acknowledge receipt of applications submitted in compliance with Sections 1 and 2 under Vacancies.

**V. POLICY ADOPTION AND AMENDMENT PROCEDURES**

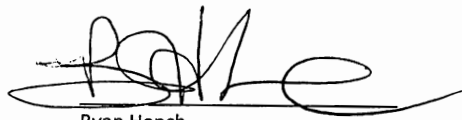
These personnel policies and procedures were adopted by the Washington County Board of Education (WCBOE) and the Washington County Administrators and Supervisors Association (WCASA) on this 19<sup>th</sup> day of December, 2017, and may be amended as the need arises with notification to WCASA.

**FOR THE BOARD OF EDUCATION  
OF WASHINGTON COUNTY**

  
\_\_\_\_\_  
Melissa Williams  
Board President

  
\_\_\_\_\_  
Boyd J. Michael, Ed.D.  
Superintendent of Schools

**FOR THE WASHINGTON COUNTY  
ADMINISTRATORS & SUPERVISORS ASSOCIATION**

  
\_\_\_\_\_  
Ryan Hench  
WCASA Chair

**Health Care  
Memorandum of Understanding**

between  
Board of Education of Washington County and  
Washington County Administrators and Supervisors Association

This Memorandum of Understanding is written to alter the Summary Plan Description (Plan) referenced to Section III.C. titled Fringe Benefits. Through the work and general consensus of the Health Care Committee, the following items are being updated in the employee benefit plan and will become part of the Summary Plan Description effective July 1, 2018.

This Memorandum of Understanding does not constitute a precedent for further discussions, negotiations, or agreements. At least four months prior to June 30, 2020, the effects of the modifications set forth below will be studied and discussed by the Health Care Committee to determine if alteration, removal, or further changes should be recommended.

A. Medical and prescription plan out-of-pocket maximum

**Current Provision Prior to 7/1/18 – Combined medical and prescription (Rx)**

	Limited Plan	Standard Plan		Premium Plan	
	In-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
One person Medical/Rx	\$1,000	\$1,500	\$3,000	\$1,000	\$1,000
More than one person Medical/Rx	\$2,000	\$3,000	\$6,000	\$2,000	\$2,000

**Updated Provision 7/1/18 and after – Separate medical and prescription (Rx)**

	Limited Plan	Standard Plan		Premium Plan	
	In-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
One person Medical	\$1,000	\$1,500	\$3,000	\$1,000	\$2,000
Rx	\$4,500	\$4,000	N/A	\$4,500	N/A
More than one person Medical	\$2,000	\$3,000	\$6,000	\$2,000	\$4,000
Rx	\$9,000	\$8,200	N/A	\$9,000	N/A

## B. Medical plan copayments

### **Current Provision Prior to 7/1/18**

Telehealth copayment - \$20  
Physician's office copayment - \$20  
Urgent care copayment - \$20  
Emergency room copayment - \$50

### **Updated Provision 7/1/18 and after**

Telehealth copayment - \$0  
Physician's office copayment - \$20  
Urgent care copayment - \$20  
Emergency room copayment - \$100

## C. Prescription plan

### **Current Provision Prior to 7/1/18**

Members can fill a 90 day prescription at any in-network pharmacy for three copayments.  
Members can fill a 90 day prescription through home delivery for two copayments.  
Members can fill a 30 day prescription at any in-network pharmacy for one copayment.

### **Updated Provision 7/1/18 and after**

Members can fill a 30 day prescription at any in-network pharmacy for one copayment.  
Limit 90 day prescription fills to pharmacies participating in Cigna 90 network.  
Members can fill a 90 day prescription at a Cigna 90 pharmacy and through home delivery for two copayments.

### **Current Provision Prior to 7/1/18**

Member pays applicable copayment for the generic or brand drug of their choice, if covered.

### **Updated Provision 7/1/18 and after**

If a brand drug has a generic equivalent available, member must receive the generic unless prescription reflects "dispense as written." Member will be charged the generic copayment plus the difference in cost between generic and brand if member elects to receive brand with no "dispense as written" notation.

### **Current Provision Prior to 7/1/18**

Specialty drugs paid for under the pharmacy plan can be filled at any in-network pharmacy.

### **Updated Provision 7/1/18 and after**

Specialty drugs paid for under the pharmacy benefit must be filled by Cigna home delivery. The first two fills can be filled at an in-network retail pharmacy.

### **Current Provision Prior to 7/1/18**

Less stringent clinical drug management.

**Updated Provision 7/1/18 and after**

Implement clinical drug management to include:

- a. Quantity Over Time Limits
- b. Dose consolidation, where appropriate
- c. Prior Authorization on certain non-specialty drugs

**Current Provision Prior to 7/1/18**

Zero copayment on all non-preferred brand diabetes medications.

**Updated Provision 7/1/18 and after**

Charge regular copayment on all non-preferred brand diabetes medications.

**FOR THE BOARD OF EDUCATION  
OF WASHINGTON COUNTY**



Melissa Williams  
Board President



Boyd J. Michael, III, Ed.D.  
Superintendent

**FOR THE WASHINGTON COUNTY  
ADMINISTRATORS AND SUPERVISORS ASSOCIATION**



Ryan Hench  
Chair

**FY18 & FY19 Negotiated - 12 Month - Administrators & Supervisors Scale**

Step	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	Category 11	Category 12	Category 13	Category 14	Category 15
1	\$56,511	\$63,317	\$65,832	\$68,484	\$71,214	\$74,061	\$77,025	\$80,106	\$83,304	\$86,636	\$90,101	\$93,308	\$98,906	\$104,501	\$117,000
2	\$57,924	\$64,900	\$67,478	\$70,196	\$72,994	\$75,913	\$78,951	\$82,109	\$85,387	\$88,802	\$92,354	\$95,641	\$101,379	\$107,114	\$119,925
3	\$59,372	\$66,523	\$69,165	\$71,951	\$74,819	\$77,811	\$80,925	\$84,162	\$87,522	\$91,022	\$94,663	\$98,032	\$103,913	\$109,792	\$122,923
4	\$60,856	\$68,186	\$70,894	\$73,750	\$76,689	\$79,756	\$82,948	\$86,266	\$89,710	\$93,298	\$97,030	\$100,483	\$106,511	\$112,537	\$125,996
5	\$62,377	\$69,891	\$72,666	\$75,594	\$78,606	\$81,730	\$85,022	\$88,423	\$91,953	\$95,630	\$99,456	\$102,995	\$109,174	\$115,350	\$129,146
6	\$63,936	\$71,638	\$74,493	\$77,484	\$80,571	\$83,794	\$87,148	\$90,634	\$94,252	\$98,021	\$101,942	\$105,570	\$111,903	\$118,234	\$132,375
7	\$65,534	\$73,429	\$76,345	\$79,421	\$82,585	\$85,889	\$89,327	\$92,900	\$96,608	\$100,472	\$104,491	\$108,209	\$114,701	\$121,190	\$135,684
8	\$67,172	\$75,265	\$78,254	\$81,407	\$84,650	\$88,036	\$91,560	\$95,223	\$99,023	\$102,984	\$107,103	\$110,914	\$117,569	\$124,220	\$139,076
9	\$68,851	\$77,147	\$80,210	\$83,442	\$86,766	\$90,237	\$93,849	\$97,604	\$101,499	\$105,559	\$109,781	\$113,687	\$120,508	\$127,326	\$142,553
10	\$70,572	\$79,076	\$82,215	\$85,528	\$88,935	\$92,493	\$96,195	\$100,044	\$104,036	\$108,198	\$112,526	\$116,529	\$123,521	\$130,509	\$146,117
11	\$72,336	\$81,053	\$84,270	\$87,666	\$91,158	\$94,805	\$98,600	\$102,545	\$106,637	\$110,903	\$115,339	\$119,442	\$126,609	\$133,772	\$149,770
12	\$74,144	\$83,079	\$86,377	\$89,858	\$93,437	\$97,175	\$101,065	\$105,109	\$109,303	\$113,676	\$118,222	\$122,428	\$129,774	\$137,116	\$155,514
13	\$75,998	\$85,156	\$88,536	\$92,104	\$95,773	\$99,604	\$103,592	\$107,737	\$112,036	\$116,518	\$121,178	\$125,489	\$133,018	\$140,544	\$157,352
14	\$77,898	\$87,285	\$90,749	\$94,407	\$98,167	\$102,094	\$106,182	\$110,430	\$114,837	\$119,431	\$124,207	\$128,626	\$136,343	\$144,058	\$161,286
15	\$79,845	\$89,467	\$93,018	\$96,767	\$100,621	\$104,646	\$108,837	\$113,191	\$117,708	\$122,417	\$127,312	\$131,842	\$139,752	\$147,659	\$165,318
16	\$81,841	\$91,704	\$95,343	\$99,186	\$103,137	\$107,262	\$111,558	\$116,021	\$120,651	\$125,477	\$130,495	\$135,138	\$143,246	\$151,350	\$169,451
17	\$83,887	\$93,997	\$97,727	\$101,666	\$105,715	\$109,944	\$114,347	\$118,922	\$123,667	\$128,614	\$133,757	\$138,516	\$146,827	\$155,134	\$173,687
18	\$85,984	\$96,347	\$100,170	\$104,208	\$108,358	\$112,693	\$117,206	\$121,895	\$126,759	\$131,829	\$137,101	\$141,979	\$150,498	\$159,012	\$178,029
19	\$88,134	\$98,756	\$102,674	\$106,813	\$111,067	\$115,510	\$120,136	\$124,942	\$129,928	\$135,125	\$140,529	\$145,528	\$154,260	\$162,987	\$182,480
20	\$90,337	\$101,225	\$105,241	\$109,483	\$113,944	\$118,398	\$123,139	\$128,066	\$133,176	\$138,503	\$144,042	\$149,166	\$158,117	\$167,062	\$187,042

Effective the January 26, 2018 Pay Date



Category	Positions
1	Professional-I, Technical-I
2	Professional-II, Technical-II
3	Elementary AP-I*, Middle School AP-I*, Professional-III, Technical-III
4	Elementary AP-II*, Middle School AP-II*, Professional-IV, Technical-IV, Coordinator-I
5	High School AP-I*, Coordinator-II, Professional-V, Technical-V
6	Elementary Prin.-I, Coordinator-III, Supervisor-I, Professional-VI, Technical-VI
7	Elementary Prin.-II, Middle School Prin.-I, Supervisor-II, Professional-VII, Technical-VII
8	Elementary Prin.-III, Middle School Prin.-II, High School Prin.-I, Supervisor-III, Director-I
9	High School Prin.-II, Director-II
10	Director-III
11	High School Prin.-III
12	Executive Director-I
13	Executive Director-II
14	Executive Staff-I
15	Executive Staff-II

\* Salary will be adjusted to 10/12 or 11/12 depending on work year if applicable

Titles and categories are subject to change.

This chart was not designed to reflect every job title, but groups similar positions for easy reference.





