

POLICY	BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND
ADMINISTRATIVE, MANAGEMENT AND TECHNICAL (AMT) GROUP	SECTION 319

319.1 AMT Personnel – The positions listed on the [FCPS Web site](#) comprise a class of employees known as the Administrative, Management and Technical (AMT) Group.

319.2 Benefits

- A. Except as provided in section B, members of the AMT group will receive equivalent benefits and leave as provided to administrative and supervisory employees in the Frederick County Administrative and Supervisory Association (FCASA) negotiated agreement and may be invited to join the FCASA sick leave bank at the discretion of the FCASA sick leave board.
- B. AMT positions of paralegal, executive assistant and senior executive secretary may be invited to join the Frederick Association of School Support Employees (FASSE) sick leave bank at the discretion of the FASSE sick leave board and are eligible to take leave in one-hour increments. Support employees in the FCASA sick leave bank as of June 30, 2013 may remain until they elect to withdraw or separate from employment.

Tuition Reimbursement

1. Reimbursement for Associate’s or Bachelor’s Program

AMT employees are eligible to receive tuition reimbursement up to nine (9) credits per fiscal year if working toward an associate’s or bachelor’s degree in a pre-approved program of study.

The maximum amount the Board shall provide for tuition reimbursement shall be an indexed rate based on the average tuition at annually identified institutes of higher education.

2. Reimbursement for Master’s Program

The Board shall reimburse AMT employees for tuition costs incurred in coursework in a pre-approved program of study leading to a master’s degree. This reimbursement shall be a flat rate of up to \$7,500 per fiscal year per individual with a lifetime maximum of \$15,000.

3. Reimbursement for Doctoral Program

The Board shall reimburse AMT employees for tuition costs incurred in coursework in a pre-approved program of study leading to a doctoral degree. This reimbursement shall be a flat rate of up to \$10,000 per fiscal year per individual with a lifetime maximum of \$25,000.

Legal Reference	§6-501(c), Education Article, <i>Annotated Code of Maryland</i>		
	§6-501(e), Education Article, <i>Annotated Code of Maryland</i>		
	§6-505, Education Article, <i>Annotated Code of Maryland</i>		
Policy History	Reviewed: 2016	Adopted: 10/19/92	Revised: 9/7/16

Courses and programs must be approved by the Human Resources Office thirty (30) days prior to registration for employees to receive reimbursement. Reimbursement shall be made to the employee within thirty (30) workdays after the Board has received all materials of verification and satisfactory completion.

Coursework and related fees associated with competency exams or professional certificate renewal may also be considered for reimbursement upon pre-approval by the immediate supervisor and the executive director of Human Resources.

AMT employees must be actively employed at the time of the request, while coursework is being completed, and when reimbursement is requested. The employee shall file the completed request for tuition reimbursement with the Board by the dates listed below:

Filing Deadlines for Reimbursement:

October 15	Summer Courses (Courses ending by August 31)
March 1	Fall Courses (Courses ending by December 31)
June 30	Spring Courses (Courses ending by June 1)

Repayment Obligation

With the exception of AMT positions of paralegal, executive assistant and senior executive secretary, AMT employees who receive tuition reimbursement and leave employment within two (2) years of receiving reimbursement shall be required to repay the monies received. The employee may pay monies owed directly or they may have the amount deducted from their last paycheck. The entire obligation must be satisfied within six (6) months of the employee leaving FCPS.

AMT employees who voluntarily leave employment with FCPS within three (3) years of receiving a doctoral degree must repay any tuition reimbursed to the employee.

319.3 Employment

A. Guidelines

Positions assigned to the AMT group are those which are exempt from the existing bargaining units due to the nature and function of the required responsibilities assigned to the position. Responsibilities include such things as:

1. Employment responsibilities which require knowledge of the Board of Education's posture in the collective negotiation process and may include representing the employer in collective bargaining.
2. Responsibilities which lie mainly in executive and managerial functions.
3. Authority to develop and implement policy.
4. Exercising significant independent judgment and discretion on behalf of the school system.
5. Developing, monitoring budget accounts and providing budget recommendations or making budget decisions.
6. Responsibilities which require advanced technical or specialized knowledge.

B. Conditions

1. Members of the AMT group will receive salary increases as budgeted annually by the Board and determined by the Superintendent.
2. Members will be evaluated annually.
3. The Superintendent may assign, transfer or reduce in rank or compensation a member of the AMT group.
4. A member of the AMT group has tenure only as that person has earned tenure as a certificated professional with Frederick County Public Schools.
5. AMT employees subject to discipline shall be notified in writing of the action being taken and the reason for such action. The employee may appeal the discipline pursuant to §4-205(c) of the Education Article of the *Annotated Code of Maryland* and Board of Education Policy 105.
6. Except where required by the federal Fair Labor Standards Act, members of the AMT group are not eligible for overtime pay or compensatory time for time worked beyond the normal working day.
7. Members resigning from service must submit a letter of resignation to their immediate supervisor with a copy to the Department of Human Resources. At least four weeks' notice shall be provided and completion of priority assignments is required. Exceptions must be approved by the Superintendent.
8. The work calendar for members of the AMT group will be as designated by the Board.

319.4 Complaint Process

Step 1

An AMT employee with a complaint regarding an alleged violation of policy or regulation shall first discuss it with the immediate supervisor directly, the objective being an informal resolution of the matter within five (5) working days of the alleged violation. The immediate supervisor shall schedule an informal meeting with the employee within ten (10) working days of the request. The immediate supervisor shall respond to the employee within ten (10) working days of the meeting.

Step 2

If the employee is not satisfied, the employee may obtain further review by appealing the matter to the Superintendent, who may elect to appoint a designee. This appeal must be in writing and received within five (5) working days of the immediate supervisor's response. The Superintendent shall hold a hearing within ten (10) working days of receipt of the appeal and render a written decision within thirty (30) working days of the hearing. The matter may be further appealed in accordance with §4-205(c) of the Education Article of the *Annotated Code of Maryland* and Board of Education Policy 105.

319.5 Collective Bargaining Team

Employees in the AMT group serve as members of the Board's collective bargaining resource team.