

POLICY		BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND
SUPPORT PERSONNEL		Section 320
320.1 Support Employees 320.2 Terms of Employment 320.3 Appointments 320.4 Salary 320.5 Dismissal	320.6 Evaluation 320.7 Insurance 320.8 Terminal Pay 320.9 Workers' Compensation 320.10 Leave from Assignment	Adopted: 1/11/06 <hr/> Reviewed: 12/14/05

320.1 Support Employees

- A. Support employees hold positions designated by the board as supervisory support and nonsupervisory support in accordance with the requirements of The Education Article.
- B. The board may engage unpaid volunteers to function as auxiliary custodians or pool operators. Principals shall identify and approve these persons. They must be members of groups who are authorized to use board facilities after hours and must receive appropriate training designed by the supervisor of operations and safety prior to functioning as auxiliary custodians or pool operators.

320.2 Terms of Employment

- A. A regular full-time, twelve-month assignment is a position which has been created by the board with the anticipation that it will be necessary to maintain the existence of the position on a full-time year-round basis. The work year for a twelve-month position begins July 1 of one year and ends June 30 of the following year.
- B. A regular full-time, ten-month assignment is a position that has been created by the board with the anticipation that it will be necessary to maintain the existence of the position during the time that schools are open.
- C. A regular part-time assignment is a position less than full-time (less than five full working days in a regular workweek). If an employee works 50% or more of the regular workweek of a person in their particular position, such support employee is eligible for all benefits offered to full-time employees.
- D. Temporary assignments are created on an as needed basis and are expected to be of brief duration. These employees are at-will employees and may be terminated at any time without cause and are not entitled to leave benefits, retirement membership, or insurance coverage, which is provided for regular employees.

320.3 Appointments

- A. Support employees are assigned by the Division of Human Resources in cooperation with the respective director, supervisor, or manager.
- B. Support employees of the board are public employees and should dress in a manner, which is appropriate for the work to be done in their assigned positions.
- C. The board shall provide equal employment opportunity on the basis of merit and ability and without discrimination because of race, color, religion, gender, sexual orientation, national origin, age, or disability.
- D. Probationary Period - All new support employees shall be regarded as probationary employees. This initial probationary period shall extend for one (1) year beginning with the first day of employment.
 - 1. Any absence during the probationary year in excess of twenty (20) days will extend probation by a corresponding number of days. Any action taken by the superintendent or designee with respect to such employees during the probationary period shall be final.
 - 2. Probationary employees may be discharged with or without cause during this one (1) year period.
 - 3. Probationary employees may accrue annual leave, sick leave, personal leave, and seniority.
 - 4. Probationary employees shall join the Maryland State Pension System.
 - 5. Probationary employees will be eligible for coverage for health and life insurance, as provided by the board.
 - 6. Probationary employees are not eligible to belong to the sick leave bank.
 - 7. All probationary employees may be evaluated quarterly.

320.4 Salary

Salary shall be paid according to the provisions outlined in the negotiated agreements with the Frederick Association of School Support Employees for supervisory and nonsupervisory support employees.

320.5 Dismissal

- A. A support employee may be dismissed for dishonesty, immorality, misconduct, insubordination, incompetence, or willful neglect of duty. This section may apply to acts committed off school property or outside of the workday if such behavior impacts the employee's ability to serve in their assignment. A criminal prosecution is not required for dismissal. Criminal proceedings, including disposition and admissions and findings of culpability, may be relied upon when assessing wrongdoing.
- B. The superintendent shall establish procedures in accordance with due process regarding the dismissal of employees.

320.6 Evaluation

- A. Support employees shall be evaluated annually, except for probationary employees who may be evaluated quarterly.
- B. Support employees shall be evaluated by the appropriate first-line supervisor. Evaluations shall be based on the support employee's work performance and conduct.
- C. The evaluation form will be signed by the support employee and the evaluator and sent to the Division of Human Resources where it is to be placed in the support employee's personnel file.

320.7 Insurance

The board will provide health, life, and dental insurance in accordance with provisions of the negotiated agreements with the Frederick Association of School Support Employees for supervisory and nonsupervisory support employees.

320.8 Terminal Pay

Support employees working for the board at the time of official retirement, or at time of death while under contract, will receive terminal pay in accordance with provisions of the negotiated agreement with the Frederick Association of School Support Employees for supervisory and nonsupervisory support employees.

320.9 Workers' Compensation

When a support employee is injured on the job and loses time from work, salary and leave shall be determined in accordance with provisions of the negotiated agreement with the Frederick Association of School Support Employees for supervisory and nonsupervisory support employees.

320.10 Leave from Assignment

Support employees are eligible for sick, personal, and annual leave in accordance with provisions of the negotiated agreement with the Frederick Association of School Support Employees for supervisory and nonsupervisory support employees.