

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

Regulations for Supporting Personnel

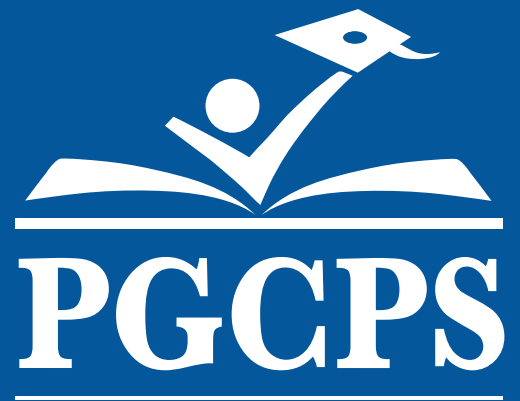


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POLICY

In accordance with Board of Education policy and associated Negotiated Agreements, these regulations apply to all supporting personnel of Prince George's County Public Schools (PGCPS). They reflect the policies, rules, requirements, and benefits of such employment.

MAINTENANCE & UPDATES

The Employee & Labor Relations Office (ELRO) is responsible for the maintenance and updating of the regulations, and questions concerning the regulations should be directed to ELRO at elro.investigation@pgcps.org. These regulations supersede Regulations for Supporting Personnel issued in February 2000 and February 2020.

DEFINITIONS

Supporting Personnel - Personnel (i.e., employees) whose job titles are listed in the Negotiated Agreements of SEIU, Local 400 PG, and ACE-AFSCME Local 2250. Within this group are:

Essential Personnel - Personnel, departments, or divisions, may be mandated as essential personnel by the Superintendent, or designee, to ensure the continuity of organizational effectiveness during, but not limited to, peak times, emergencies, or severe weather.

Emergency Personnel - During emergencies and/or severe weather, personnel, departments, or divisions could be listed as emergency personnel. Please refer to *Administrative Procedure 2565.1 – Employee Attendance During Inclement Weather and Other Emergency Conditions*, as well as the appropriate Negotiated Agreement.

EMPLOYEE ORGANIZATIONS

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

EMPLOYMENT

Announcement of Job Opportunities:

PGCPS is an Equal Opportunity Employer. Care will be taken to ensure that information regarding job opportunities is readily available to all applicants online via iRecruitment, Frontline, or a future applicant tracking system.

DISCRIMINATION & HARASSMENT

Prohibited Discrimination:

Federal, State, and County laws prohibit discrimination based on race, color, sex, age, national origin, religion, family or marital status, sexual orientation, or disability in any educational program that receives Federal financial assistance. It is the policy of PGCPS to maintain a learning and working environment for students, personnel, and volunteers that is free from discrimination and harassment. Please refer to *Administrative Procedure 4170 – Discrimination and Harassment*.

Filing Complaints of Alleged Discrimination, Harassment, Workplace Bullying, and/or Retaliation:

Personnel who have a reason to believe that he/she has been discriminated against or harassed shall follow the procedures as outlined in *Administrative Procedure 4170 – Discrimination and Harassment*. Personnel who have reason to believe that he/she has been bullied or retaliated against shall follow the procedures as outlined in *Administrative Procedure – 4185 Workplace Bullying*.

RECRUITMENT & SELECTION

Policy:

It is the policy of the Board of Education that information relative to employment with PGCPS be readily available. Applications shall be accepted on a non-discriminatory basis. Selections shall be made from among the best-qualified candidates available for the job when a vacancy is filled and will be done in alignment with the requirements of respective Negotiated Agreements.

Regulations:

- A. Employment Requirements – The Chief Human Resources Officer (CHRO) or designee shall establish a process for the screening and/or examination for all positions. Applications will be accepted from all persons during the established posting period. Where required, assessments will be administered. No consideration will be given to political or partisan endorsement for employment with Prince George's County Public Schools.
- B. Open Competition for All Positions – Positions shall be open to the public unless otherwise stated in a respective Negotiated Agreement. Competitive selection procedures may include interviews as well as 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 uniformly. 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 to receive a passing score or to be rated on the remaining parts of the tests.
- D. Notification of Test Results – Upon request, supporting personnel who take an assessment for employment may only be notified of their results.

REINSTATEMENT/RE-EMPLOYMENT

Definitions:

- *Reinstatement* – Reinstatement is at the discretion of the Board of Education, Superintendent, CHRO, and/or through the results of the appeal or arbitration process. This occurs when someone is hired back into the

system with full restoration of compensation, seniority, and benefits; the break in service is removed from the personnel record unless otherwise noted in a settlement agreement, arbitration decision and award, or similar.

- *Re-employment/Rehire* – Occurs when there is a break in service, which is part of the personnel record and the person is rehired in the same, like, or a new position. This action remains at the discretion of the CHRO, or designee, and is not a right. There is no back pay or compensation. The reemployed/rehired supporting personnel is eligible for benefits, monetary compensation, and/or seniority in accordance with the respective contract.

Federal Programs:

Personnel employed in federal programs (e.g., grant-based positions) 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/MEDICAL CERTIFICATION

Procedure:

When deemed necessary, personnel may be required to be examined by a medical provider at Prince George's County Public Schools' expense to determine their fitness for continued employment. Personnel may have the option to use their own medical or licensed clinician for this physical exam. In such instances, a timeline of receipt of such information will be communicated. However, when necessary the Administration can require personnel to see a certified medical professional. If personnel is determined to be unfit for duty, they may be referred to the Equity Assurance Office to explore reasonable accommodations *per Administrative Procedure 4172 – Processing Requests for Reasonable Accommodation, or as appropriate to the Individualized Assessment Process - Permanent Restrictions, per Administrative Procedure 4184.*

REASSIGNMENT/TRANSFER

Definitions:

- *Administrative Transfer* - An administrative transfer by CHRO or designee, is a change from one position to another to promote efficient operations and meet the needs of the school system. These transfers may result in demotion.
- *Reassignment* - A reassignment is a change from one position to another without promotion or demotion, in the similar or like position classification.
- *Temporary Placements During an ELRO Investigation* - Temporary placements are at the discretion of ELRO during an investigation of an allegation. Temporary placements to a lower position (e.g., Bus Driver to Transportation Attendant) during an investigation that results in termination of employment, end at the time of termination. Any future employment must be through the competitive selection process. There is no impact to an employees payrate while temporarily placed.
- *Voluntary/Involuntary Transfer* - A transfer is a change from one department to another, from one school or office to another. See the respective Negotiated Agreement for additional language.
- *Voluntary Demotion* - Occurs when personnel desires to seek a position in a lower position or job classification. Personnel who are voluntarily demoted to a lower grade through the competitive selection process shall be paid at the rate of the lower graded or classified position.
- *Work Location* - School or work site to which personnel are assigned.

Filling Positions for Approved Extended Leave of Absence:

When personnel have been absent for more than ninety (90) days, other personnel may be assigned or hired, with prior approval from the Position Control Review Committee, to the position to help ensure the continuation of essential job responsibilities. When a position has been deemed

essential by the Superintendent, or designee, the position may be filled immediately.

Upon the employee's return, an administrative or involuntary transfer will occur and every effort will be made to place the employee in a similar or like position. In the event the employee is placed in a lower classified position the salary will be continued/retained (i.e., Frozen) in accordance with applicable Negotiated Agreement. Every attempt will be made to provide as much notice to affected personnel.

Personnel whose salary is continued/retained (i.e., frozen) due to a staffing reduction or involuntary transfer are not eligible for a step or Cost of Living (COLA) increase while in the frozen status. Once personnel are no longer "frozen" they will be eligible to receive any merit/step increases as outlined in the Negotiated Agreement, if applicable.

PROBATION

Probationary Status:

- Each new hire appointed to a position shall be designated as probationary personnel. The probationary period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the personnel's work, for securing their position, and for disqualifying any personnel whose performance or conduct is ineffective. Probationary personnel should be counseled and made aware of any deficiencies in their performance by their supervisor so that they may have a fair opportunity to achieve permanent status.
- Personnel shall be eligible for consideration of permanent status upon completion of the probationary period and certification by their administrator/supervisor for such status.
- Probationary personnel may be subject to necessary personnel action (i.e. transfer, lay-off, dismissal, and other personnel action) without prior notice . The probationary period consists of time worked and does not include time off for the closing of schools, non-duty days or time lost for any other reason.

Duration of Probationary Period:

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

Dismissal and Demotion During Probationary Period:

- At any time during the probationary period, personnel may be terminated for failure to perform effectively when their conduct is ineffective or when other conditions require such action. During the probationary period, personnel have “at-will” status.
- Probationary personnel who are found to have been appointed through fraud shall be terminated.
- When it is desired to terminate probationary personnel, the request will be submitted to the appropriate Human Resources representative by the administrator, department head, or other appropriate authority setting forth the reasons for such action. The Director of Human Resources Operations and Staffing (HROS), or designee, will take the necessary action to affect the separation from service.

Probationary Period Reports:

Within the first six months (6) of service, if there are concerns regarding continued employment or a need to extend the probationary period, the administrator/supervisor will complete a Probationary Evaluation for Probationary Support Personnel provided by Office of Employee Performance (OEP) and forward a copy to the Director of HROS recommending whether the personnel should be retained, terminated or have the probationary period extended. See the *Support Employee Evaluation Handbook* for additional details. Personnel must be notified of the action taken by the administrator/supervisor.

PERFORMANCE EVALUATION

Objective:

Personnel performance evaluation procedures are established for all Supporting Personnel. The objective of such performance evaluation is to promote open and evidence-based, two-way communication between personnel and their work supervisor to promote professional growth and development.

The evaluation system is designed to ensure performance will be appraised in a fair manner based on the personnel’s work requirements. The personnel-supervisor relationship will be strengthened by the development of a work environment that provides for recognition of individual growth through well-constructed feedback.

The Evaluation Process:

The heart of every performance appraisal system is the day-to-day communication between personnel and their direct work supervisor. It is this day-to-day relationship that keeps personnel informed on how they are performing in relation to the evaluation standards; helps personnel improve their performance; and builds morale and teamwork. Be reminded, the continual performance feedback of personnel by their supervisor is different from the overall evaluation performance rating.

The performance rating can occur at the probationary period, mid-year, and at the end-of-year evaluation period. The Interim Evaluation performance rating is only for personnel with performance concerns as outlined in the Support Employee Evaluation Handbook. All personnel will receive an overall evaluation performance rating at the end-of-year evaluation period. Performance feedback is made on a continual basis during the evaluation period. The supervisor will provide performance feedback for the continued appraisal of personnel’s performance through the day-to-day communication process. The overall evaluation performance rating will align to the performance feedback and should come as no surprise to personnel.

Evaluation Performance:

- Permanent supporting personnel will be evaluated annually. Evaluations shall be conducted by supervisory personnel as designated by the department head or school administrator. The appropriate supervisor may participate in the required conference.
- If personnel transfer to a different work location or change position, contact the Director of OEP at oep@pgcps.org.
- Please refer to the Negotiated Agreement and Support Employee Evaluation Handbook for additional detailed information regarding personnel evaluations, including timelines for completion.

Supervisory Notification:

- Please refer to the Negotiated Agreement and Support Employee Evaluation Handbook for additional detailed information regarding personnel evaluations, including timelines for completion.

Step (Merit) Increase:

- Please refer to the Negotiated Agreement and Support Employee Evaluation Handbook for additional detailed information regarding personnel evaluations, including timelines for completion.

Review of Evaluations:

- Please refer to the Negotiated Agreement and Support Employee Evaluation Handbook for additional detailed information regarding personnel evaluations, including timelines for completion. SEIU-Local 400 Negotiated Agreement or ACE-AFSCME-Local 2250.

Departmental Appraisal Form:

- Performance feedback and observation tools are designed to provide continual feedback to personnel for enhancing their professional growth and development.
- Please refer to the Negotiated Agreement and Support Employee Evaluation Handbook for additional detailed information regarding personnel evaluations, including timelines

for completion. SEIU-Local 400 Negotiated Agreement (or ACE-AFSCME-Local 2250.

RESIGNATIONS/JOB ABANDONMENT**Resignations:**

To resign in good standing, personnel shall give their 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 personnel resign and give the required fourteen (14) calendar days, prior notice, their service record shall be noted, "Resigned." Personnel shall complete the voluntary resignation process using Oracle Self-Service. If personnel are unable to complete the resignation process using Oracle Self-Service, then a written, signed and dated resignation notification will suffice. This written notice should be provided directly to their supervisor and HROS staff assigned to the position and/or location.

When personnel fail to give the required fourteen (14) calendar days prior notice and do not provide an acceptable reason, their service record shall be noted, "Resigned with prejudice," or similar. See Negotiated Agreements for additional guidance.

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

Personnel who resign/retire during an open investigation may be ineligible for future employment with PGCPs.

Job Abandonment:

Personnel who fail to report to work for three (3) consecutive work days without authorized leave are considered as abandoning their job, "Job Abandonment." Such personnel will be referred to ELRO for separation of employment. *See Administrative Procedure 4153 - Time and Attendance.*

RETIREMENT

Membership Requirements:

All personnel are 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. Information relative to the pension systems is provided at the time of employment. Questions pertaining to retirement should be directed to the Benefits Services Office.

DEATH

Payment of Wages:

Upon death of personnel, the estate of the deceased shall be paid all wages earned plus payment of any leave as denoted in the appropriate Negotiated Agreement.

TRAINING AND PERSONNEL WELFARE

Training:

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

Personnel Welfare:

It is the policy of the Board of Education to promote, to the maximum extent feasible, the morale and welfare of its personnel. It shall be the responsibility of the Superintendent 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' personnel.

Personnel experiencing problems that may hinder their ability to meet work expectations should advise their supervisor immediately. Also, such personnel 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 personnel'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.inova.org/eap (enter the username PGCPs and the password PRINCE).

POSITION RECLASSIFICATION

Information regarding position reclassification can be found in *Administrative Procedure 4101 – Request for Reclassification of an Existing Position*. Note that only a supervisor can request that a position be reclassified.

Work Performed Outside of Classification:

Information regarding the process to request approval for personnel to serve in an "acting," or "working out of classification" role can be found in *Administrative Procedure 4109 - Acting and Working Out of Class Payments*. Also see *appropriate Negotiated Agreement, where applicable*.

COMPENSATION

Current pay tables can be accessed on the ELRO webpage (www.pgcp.org/employee-and-labor-relations).

Compensation for New Hires:

New personnel shall be paid at the first step of the position grade, except that payment above the minimum may be authorized where personnel have successful full time, permanent related experience or educational attainment above the minimum requirement, where applicable, unless otherwise dictated in an appropriate Negotiated Agreement.

Part-time or temporary experience is not counted.

Reassignment and Transfer:

Personnel who are 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.

Compensation for More than One Job:

No personnel may hold two Prince George's County Public Schools' supporting jobs without prior approval of the CHRO.

In certain circumstances, and with the approval of the Compensation and Classification Office, the Budget and Management Services Office and/or the Grants Financial Management Office, it may be

necessary to request employees to work additional hours on a pre-approved "Second Assignment."

Only ten (10) and eleven (11) month employees are eligible for a second assignment. Twelve (12) month employees are not eligible for second assignments. For additional details, see *Administrative Procedure 4107 - Use of Employee Second Assignments*

PROMOTION

A promotion is a change from a lower level position to a higher level position based on the position classification and the pay table assignment. 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, current personnel in supporting positions will be given preference over outside applicants of equal qualifications. For further clarification, please refer to the respective Negotiated Agreement for promotions.

MERIT INCREASES

Please refer to the Negotiated Agreement and Support Employee Evaluation Handbook for additional detailed information regarding personnel evaluations, including timelines for completion.

ANNIVERSARY DATE

Personnel contained within a negotiating unit should refer to the appropriate Negotiated Agreement.

PAYROLL DEDUCTIONS

Required Deductions:

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

- A. Federal Withholding Tax;
- B. State Income 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.

Voluntary Deductions:

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

HOURS OF WORK & ATTENDANCE

Hours of Work:

Work hours for permanent personnel shall be as prescribed by the Superintendent or their designee in accordance with approved pay tables. Work performed in excess of the normal work schedule must be approved in advance by proper authority.

Attendance:

Each department head/school administrator shall be responsible for maintaining proper attendance records for all personnel under their supervision.

LEAVE BENEFITS

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

CORRECTIVE & DISCIPLINARY ACTION

Policy:

Please refer to the PGCPs Employee Code of Conduct.

Reasons for Corrective Action and Discipline:

Corrective and disciplinary action may be the result of violation of Board of Education Policy, Administrative Procedures, departmental rules (i.e., school handbook, department handbook, department/office memos), the 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. The list is not exhaustive. Reasons for corrective include, but are not limited to:

- Incompetence, negligence, misconduct in office, willful neglect of duty, insubordination, immorality or other similar unsatisfactory performance.
- Being identified as an alleged abuser or neglecter or following completion of a Child Protective Services (CPS) investigation with a finding of “indicated” for child abuse or neglect.
- Being convicted of a crime involving moral turpitude or in violation of *Administrative Procedure 4215 – Criminal History Checks, Employee Self-Reporting or Arrests, Criminal Charges, CPS Investigations and Findings and Incarceration*.
- Failure to report an arrest or criminal charge(s) as indicated in *Administrative Procedure 4215 – Criminal History Checks, Employee Self-Reporting or Arrests, Criminal Charges, CPS Investigations and Findings and Incarceration*.
- Possession of a weapon, including tasers, on PGCPs property.
- Unauthorized absence or failure to return from approved leave of absence.
- Time and attendance violations (e.g., no call/no show, abuse of leave, and tardiness).
- Abuse or theft of Prince George’s County Public Schools’ property, and/or fraud or mismanagement of PGCPs resources.
- Knowingly giving false statements to supervisors, the public, or during the course of an investigation.
- Being under the influence of alcoholic beverages or a controlled dangerous substance during the work day.
- 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.
- Any conduct which reflects unfavorably on Prince George’s County Public Schools as an employer.
- Membership in any organization which advocates the overthrow of the Government of the United States by force or violence.
- Acceptance of gratuities.
- Refusal to be examined by an authorized physician when so directed.
- Traffic violation(s) and vehicle accident(s).
- Loss of job requirements, such as loss of a necessary license, that prevents personnel from doing their job adequately.
- Bullying, harassing, intimidating, discriminating, or retaliating against PGCPs’ students, personnel or other adults.
- Violence or threats of violence in the workplace.
- Behavior or conduct that disrupts the efficiency of the workplace.
- Failure to report suspected child abuse, neglect, or sexual assault.
- Falsification of time records, financial records, or other official documentation.
- Violation of the parameters of an ELRO placement letter, school system no-trespass letter, or similar notice.
- Incarceration or home confinement due to a legal matter.

Relief from Duty:

When the situation indicates it to be necessary, personnel may be relieved from their duties by a proper authority, pending further action. All such instances will be reported immediately to the appropriate department head and ELRO. *See Administrative Procedure 4156 - Granting of Administrative Leave, Limited Alternative Placement or Temporary Placement of Employees.*

Reductions in Pay or Grade (Demotion):

Personnel 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 Employee and Labor Relations. The recommendation should include the following:

- Reasons for reduction in pay and/or grade.
- Recommended date for proposed action.
- Statement as to whether personnel has previously received corrective action.
- Statement as to whether the personnel has been advised of the recommended disciplinary action.

The Director of Employee and Labor Relations will review the recommendation for the reduction in pay and/or grade, and if such action appears warranted, will advise personnel of the intended action and give them an opportunity to participate in a *Loudermill* (due process) meeting before any disciplinary action is taken. If personnel 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 Superintendent or designee.

Reprimands and Suspensions:

Reprimands may be issued by the appropriate department, division head, administrator, or supervisor. A copy of each reprimand will be provided to the Employee Records and Verification Office for inclusion in the personnel file.

If after receiving two reprimands for the same/similar behavior, personnel does not take immediate action to remedy their deficiencies and improve their performance, they may be referred to ELRO in consideration of further disciplinary action up to and including termination. A prior reprimand is not required when circumstances indicate that immediate referral to ELRO is appropriate (e.g., CPS case, egregious action or omission that may require Superintendent action such as suspension or termination).

Prior to a suspension, personnel will be provided the opportunity to attend a *Loudermill* (due process) meeting. An individual may be suspended

for such time as is considered appropriate for any one offense. If it is determined that a suspension is warranted, personnel will be notified via certified mail, first class mail and/or email of the reasons for the suspension. Suspended personnel may not utilize leave in lieu of suspension. Failure to correct behavior and/or performance following a suspension may result in further disciplinary action up to and including termination.

Separation/Termination:

A separation/termination is the discharge for cause of permanent personnel who has successfully completed the probationary period. It is the most severe of penalties and is based on commission of egregious or repeated offenses.

When an administrator, director, department head or other appropriate authority deems it necessary to terminate personnel for disciplinary reasons, a recommendation for termination should be submitted to ELRO via the Employee Incident Tracking System (EITS). Recommendations for termination should include the following:

- A. Detailed explanation of the reason(s) for the recommendation for termination.
- B. Copies of previously received corrective action(s).
- C. Statement as to whether personnel has been advised of proposed termination.
- D. Evidence

The Director of Employee and Labor Relations or designee will assign the matter to an ELRO Advisor for review, and to schedule a *Loudermill* (due process), with few exceptions. Following the *Loudermill* meeting, a determination as to whether personnel should be terminated or whether other action should be taken will be made. If ELRO recommends that personnel is to be reprimanded, suspended, or terminated, a disposition letter will be prepared and forwarded to the appropriate signatory, for review and approval.

Appeals:

Permanent and probationary (at-will) personnel employment action as described above, may within ten (10) business days of notice of such action,

appeal the decision to the superintendent. The appeal shall be reviewed and a determination shall be issued in accordance with the procedures established by the superintendent. The superintendent/superintendent's designee will either uphold, modify, remand or reverse the adverse employment decision issued. If unsatisfied with the decision, permanent and probationary (at-will) personnel who are disciplined as provided above, under Section 4-205(c) of the Code of Maryland, may appeal no later than thirty (30) calendar days. Please submit your appeal request via registered mail or email, to board.appeals@pgcps.org.

At any time during the probationary period, personnel may be terminated for failure to perform effectively, as a result of their conduct, or when other conditions require such action.

COMPLAINTS/GRIEVANCES

Definitions:

A grievance is considered to be a complaint which involves matters that are alleged to be in violation of a Negotiated Agreement. Such a complaint should be filed within the designated time frame per the appropriate Negotiated Agreement and forwarded it to the appropriate entity therein.

Complaints by personnel that they have been treated unfairly by an act or condition which is contrary to established policy or practice of Prince George's County Public Schools, which do not allege a violation of a Negotiated Agreement, may be pursued through administrative channels.

PERSONAL GROOMING & ATTIRE

PGCPS requires all personnel to present themselves in a professional manner, with respect to clothing, personal hygiene and appearance, and dress in a manner that is appropriate for their position description and duties.

Where personnel are provided or reimbursed for uniforms, they are required to wear them each duty day. Additional expectations are outlined in the Employee Code of Conduct.

Personnel that require an accommodation should follow the procedures set forth in *Administrative Procedure 4172 – Reasonable Accommodation*.

SAFETY

Personnel Responsibility:

Personnel 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 to have the hazardous condition corrected.

IDENTIFICATION CARDS/KEYS/LOGIN

Identification cards are provided to certain categories of supporting personnel at no initial cost to the individual. If the original identification is misplaced or damaged, personnel will incur the cost of a replacement card. The identification card must be displayed as specified by the appropriate authority. Identification cards shall not be used by someone other than the person to which the ID card is specified. Upon separation of employment, all identification cards must be turned in to the supervisor. Personnel that are provided keys to access PGCPS property (e.g., buildings, vehicles, cabinets, etc.) shall not allow other personnel to utilize their PGCPS keys. Upon separation of employment all keys must be turned in to the supervisor. Employees must secure and not share their PGCPS login information with others.

EMPLOYMENT OF RELATIVES

Personnel shall not be assigned to a position where they shall work under the direct supervision of a member of their 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, or domestic partner. Nor shall personnel work under the supervision of any individual who is a member of their household. In the case of promotions or exceptional circumstances, exception to the foregoing may be made by the CHRO. For further

clarification, please refer to *Administrative Procedure 4160 – Employee Conflict of Interest*.

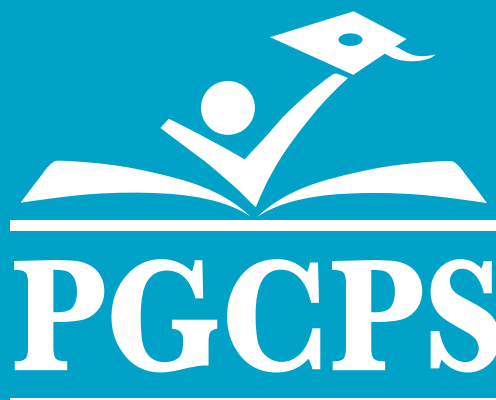
EMPLOYEE CODE OF CONDUCT AND ADMINISTRATIVE PROCEDURES

Personnel shall familiarize themselves with the Employee Code of Conduct. The Employee Code of Conduct offers a summary of the expectations and standards of conduct that PGCPs expects of employees. In addition, this Code of Conduct provides the disciplinary steps that PGCPs utilizes to address employees' inappropriate behavior or failure to meet the expectations or standards of conduct. Lack of knowledge of the Employee Code of Conduct or applicable policies and procedures is not a defense to a charge of misconduct.

Below is a listing of administrative procedures to be aware of. This list is not exhaustive.

- AP 2200 Financial Impropriety, Improper Conduct and Whistleblower Protection
- AP 3050 Confidential Data and Personally Identifiable Information (PII)
- AP 3420 School Accounting Manual
- AP 4110 Alcohol and Controlled Substance Testing for School Vehicle Drivers and Employees Performing Safety Sensitive Functions
- AP 4153 Time and Attendance
- AP 4170 Discrimination and Harassment
- AP 4172 Processing Requests for Reasonable Accommodation
- AP 4185 Workplace Bullying
- AP 4215 Criminal History Checks, Employee Self-Reporting of Arrests, Criminal Charges, CPS Investigations and Findings and Incarceration
- AP 4218 Dating and Sexual Relationships Among Students and Employees, Independent Contractors, and Volunteers
- AP 4219 Inappropriate Interactions Among Students and Employees, Independent Contractors, and Volunteers
- AP 5145 Reporting Suspected Child Abuse and Neglect

The full listing of Administrative Procedures and the Employee Code of Conduct are available on the PGCPs Staff Portal.



Prince George's County Public Schools
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