



W E L C O M E T O

*Montgomery County
Public Schools*



www.montgomeryschoolsmd.org

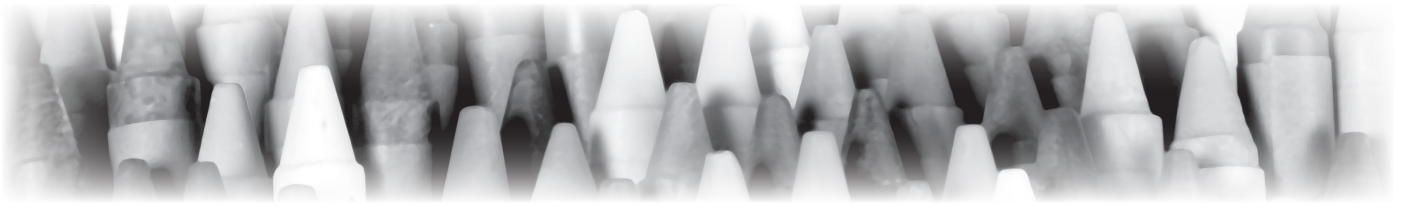


Table of Contents



Superintendent’s Message	1
Culture of Respect	2
Guiding Tenets	6
Child Abuse, Neglect, and Mental Injury	7
Sexual Harassment	9
Emergency/Crisis Plan Procedures	12
School Calendar 2011-2012	14
Fringe Benefits (10-Month and 12-Month Employees)	15
Family and Medical Leave Act (FMLA)	17
Pay Schedule and Notes.....	18
ePaystub	22
Logging into ePaystub.....	23
ePaystub Help/Troubleshooting.....	27
Understanding Your Pay Information	28
Tuition Reimbursement	33
Frequently Requested Information	35



Dear Supporting Services Employee:

On behalf of the Board of Education and the Montgomery County Public Schools staff and students, welcome to one of the most successful school districts in the United States. We are an international school district, with students from 163 different countries who speak 123 different languages. The global dimension is just one of many characteristics of this largest school district in Maryland and one of the fastest growing districts in the United States.

You are an important member of the team that seeks to provide a high-quality, world-class education to all of our students. Everyone benefits from the hard work of the school-based and central office staff members who are needed to support instruction. Education cannot happen, for example, if students are not transported to a safe, clean school; provided with nutritious meals; and given the materials and technological support needed to learn.

In the Montgomery County Public Schools, we believe the following:

- Every child can learn and succeed.
- The pursuit of excellence is fundamental and unending.
- An ethical school system requires fair treatment, honesty, openness, integrity, and respect.
- A high-quality school system strives to be responsive and accountable to the customer.

We want you to join with all of your fellow staff members in upholding these beliefs.

Thank you in advance for your contribution to our important work. I wish you many successful years of employment with the Montgomery County Public Schools.

Respectfully,

Joshua P. Starr, Ed.D.

Superintendent of Schools

A COMPACT BETWEEN

Montgomery County Educational Association (MCEA)
Montgomery County Association of Administrative and Supervisory Personnel (MCAASP)
Service Employees International Union (SEIU) Local 500
Board of Education and the Superintendent of Schools

SEPTEMBER 2005

R.E.S.P.E.C.T.
Make it Real

MCEA □ MCAASP □ SEIU □ MCPS

Organizational Culture of Respect

The Board of Education, the superintendent and the executive staff, and the organizations representing employees recognize and value the role of all employees as contributors to a learning community which sets high standards of performance for staff and students. By working together through continuous improvement, effective communication, and meaningful involvement in the decision-making processes, we provide a high quality education to every student. We are committed to shared responsibility and a collaborative partnership integrated into an organizational culture of respect.

The commitment to foster an organizational culture of respect that is embedded throughout the school system is a priority of the employee organizations, the Board of Education, and the superintendent and executive staff. This culture is built on the belief that all employees, both school-based and nonschool-based, are essential to a successful learning environment. Inherent to this belief is the recognition that there is strength in diversity, which is inclusive of all groups and individuals. We are committed to:

- Trust in each other
- Use of collaborative and interest-based processes
- Recognizing the collective bargaining relationships as opportunities to enhance this culture
- Recognition of every employee's contributions
- High expectations for all staff and students that are reasonable, clear, and transparent
- Open, honest contributions without fear of retribution
- Open and effective communication
- Respect for various points of view
- Civility in all of our interactions
- Team building and working together as teams

There is a commitment to fostering and sustaining a culture of respect through supports and structures. In order to be effective, these supports and structures should be embedded throughout the system, visible and accessible to everyone, and seen as fair and equitable. In order to make certain that this culture is promoted throughout the school system, time is needed for collaboration, training, and professional development and resources are needed to accomplish this.

Examples of supports and structures include, but are not limited to:

- Board of Education policies, such as the Creating A Positive Work Environment in A Self-renewing Organization and Human Relations policies.
- Professional growth systems, which include professional development, employee orientation, mentoring, training, recognition, support for new and under-performing employees, and professional development plans
- Collaborative processes, such as labor/management collaboration committees, Councils on Teaching and Learning, principal leadership groups, cross functional teams, advisory committees, and Study Circles
- Diversity training and development initiatives
- Continuous improvement processes, including the Baldrige-guided school improvement process
- Communication processes, including satisfaction and climate surveys, focus groups, budget forums, and various feedback reports
- Dispute resolution activities

In an organizational culture of respect, individuals are aware and understand the impact of their behavior and decisions on others. We expect that the actions and behaviors of all individuals and groups are consistent with and reflect this organizational culture. The actions listed below represent expected behaviors:

- Model civility in daily interactions
- Use collaborative and interest-based strategies rather than positional or adversarial approaches
- Be clear about the level of involvement in the decision making process
- Seek to solve the problem, not apply blame
- Utilize active listening skills
- Encourage creativity and risk-taking
- Seek and respect the opinion of others
- Respect the time and the time commitments of others
- Seek to resolve issues at the level where they occur
- Seek to understand before making judgments
- Acknowledge the professional judgment of individuals in their roles
- Be aware of non-verbal communication
- Use power and authority appropriately and positively
- Be an active and responsible member of the team
- Be responsible for accepting and giving feedback
- Provide and receive feedback constructively and respectfully
- Communicate openly and respectfully

In order to sustain an organizational culture of respect it is critical that all employees have an awareness, understanding, and tolerance of others' interests, viewpoints, culture, and background. This culture promotes a positive work environment that ensures the success of each employee, high student achievement, and continuous improvement in a self-renewing organization.



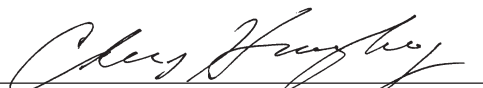
Montgomery County Educational Association



Montgomery County Association of Administrative and Supervisory Personnel



Service Employees International Union Local 500



Montgomery County Board of Education



Superintendent of Schools

Resolving differences
Enhancing collaboration
Supporting our coworkers
Promoting civility
Encouraging creativity
Communicating openly
Team building through trust

This document is available in an alternate format, upon request, under the Americans with Disabilities Act, by contacting the Public Information Office, 850 Hungerford Drive, Room 112, Rockville, MD 20850, 301-279-3391 or 1-800-735-2258 (Maryland Relay).

Individuals who need sign language interpretation or cued speech transliteration in communicating with the Montgomery County Public Schools (MCPS) may contact Interpreting Services in Programs for Deaf and Hard of Hearing at 301-517-5539.

The Montgomery County Public Schools prohibits illegal discrimination on the basis of race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation. Inquiries or complaints regarding discrimination or Title IX issues such as gender equity and sexual harassment should be directed to the MCPS Compliance Officer, Office of the Deputy Superintendent at 301-517-8265, 1-800-735-2258 (Maryland Relay), or write to that office at 850 Hungerford Drive, Room 170, Rockville, MD 20850.

www.montgomeryschoolsmd.org/info/respect



Guiding Tenets



CORE VALUES

MCPS is committed to doing whatever it takes to ensure that every child, regardless of race, ethnicity, gender, socioeconomic status, language proficiency, or disability, learns and succeeds.

- Student outcomes shall not be predictable by race or ethnicity.
- MCPS has high expectations for all students, believing that all children can learn at high levels.
- Every student is a unique learner and MCPS will tailor instruction to meet the learning needs of each student.
- A comprehensive early years' program is critical for students to acquire the knowledge and skills to be successful in reading, writing, and mathematics.
- The pursuit of excellence for all students requires providing our neediest students with the extra support necessary to attain rigorous targets.
- MCPS demonstrates commitment to continuous improvement by reviewing, evaluating and improving our work and monitoring student performance data.
- MCPS is committed to a culture of respect that includes fair treatment, honesty, openness, and integrity.

Revised June 2009

MISSION

To provide a high-quality, world-class education that ensures success for every student through excellence in teaching and learning.

VISION

A high-quality education is the fundamental right of every child. All children will receive the respect, encouragement, and opportunities they need to build the knowledge, skills, and attitudes to be successful, contributing members of a global society.

SYSTEM GOALS

- Ensure success for every student
- Provide an effective instructional program
- Strengthen productive partnerships for education
- Create a positive work environment in a self-renewing organization
- Provide high-quality business services that are essential to the educational success of students

BOARD OF EDUCATION ACADEMIC PRIORITIES

- Organize and optimize resources for improved academic results
- Align rigorous curriculum, delivery of instruction, and assessment for continuous improvement of student achievement
- Develop, expand, and deliver literacy-based initiatives from prekindergarten through Grade 12
- Develop, pilot, and expand improvements in secondary content, instruction, and programs that support students' active engagement in learning
- Use student, staff, school, and system performance data to monitor and improve student achievement
- Foster and sustain systems that support and improve employee effectiveness, in partnership with MCPS employee organizations
- Strengthen family-school relationships and continue to expand civic, business, and community partnerships that support improved student achievement

Revised July 17, 2007

CRITICAL QUESTIONS

- What do students need to know and be able to do?
- How will we know they have learned it?
- What will we do when they haven't?
- What will we do when they already know it?

Child Abuse, Neglect, and Mental Injury...

Know Your Responsibility

Reporting Requirements

The Maryland Child Abuse, Neglect, and Mental Injury Law requires that all persons, including all MCPS employees, be mandated to report as soon as possible when they SUSPECT a child has been or is being maltreated. In Montgomery County reports are made orally and in writing to the Department of Health and Human Services/Child Welfare Services (DHHS/CWS). In cases of child abuse, a report may be made to DHHS/CWS or the Montgomery County Police Department. In cases of child neglect, a report may be made to DHHS/CWS. **IF IT IS AN EMERGENCY, CALL 911.** Any professional who knowingly fails to make a report of maltreatment may be subjected to professional sanctions.

- A. MCPS personnel are MANDATED to make an oral report to a social worker in DHHS/CWS AND notify the school principal/designee or immediate supervisor. Do not delay to make a report and notify the school administrator regarding any suspicion of abuse, neglect, and/or mental injury.
- B. The oral report must be followed by a written report within 48 HOURS to the DHHS/CWS. Use MCPS Form 335-44: Report of Suspected Child Abuse, Neglect, and Mental Injury. Address and distribution procedures are indicated on the form. There are no exceptions to this requirement.
- C. All written reports must be sent in a plain envelope, sealed, addressed, and marked CONFIDENTIAL.
- D. The administrator shall not keep any copies of the report but shall keep a log of all reported cases that include a) name of child, b) date and hour of oral report, c) name/agency reported to, and d) date form was mailed.

- E. For reference, see MCPS Policy—Child Abuse and Neglect (JHC), MCPS Regulation—Child Abuse and Neglect (JHC-RA), and MCPS Exhibit—Child Abuse and Neglect (State Law) (JHC-EA).
- F. The DHHS/CWS ombudsperson is available at 240-777-3516 to assist school personnel in clarifying concerns about child maltreatment cases.
- G. Suspected abuse, neglect, or self-neglect of students 18 years of age or older who are unable to provide for their own needs must be reported to the Department of Health and Human Services, Aging and Disability Services Information and Assistance Unit. Staff is available at 240-777-3352 to assist school personnel in clarifying concerns about these cases.

To Report Child Abuse

240-777-4417 (24 hours) Department of Health and Human Services/Child Welfare Services, OR

240-773-5400 (24 hours) Family Crimes Division, Montgomery County Police Department

To Report Child Neglect and Mental Injury

240-777-4417 (24 hours) Department of Health and Human Services/Child Welfare Services

What are Child Abuse, Neglect, and Mental Injury?

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Physical Abuse

Any nonaccidental injury to a child under 18 by a parent, caretaker, or household or family member under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed.

Physical Indicators

- Bruises in various stages of healing
- Unexplained burns
- Welts, cuts, abrasions, fractures, internal injuries

Behavioral Indicators

- Behavioral extremes (aggressive vs. withdrawn)
- Avoiding physical contact
- Fearful of parents

Sexual Abuse

The molestation or exploitation of a child or adolescent under the age of 18 for the sexual gratification of a parent, caretaker, or household or family member. Included is behavior such as intercourse, sodomy, exhibitionism, fondling, voyeurism, incest, rape, sexual offense in any degree, and the involvement of a child in prostitution or the production of pornography.

Physical Indicators

- Bruises, bleeding, pain, or itching of the genitals, anal, or oral regions
- Sleep disturbances
- Sexually transmitted diseases diagnosed in young children

Behavioral Indicators

- Persistent and inappropriate sexual behavior with peers, toys, or with self
- Overly aggressive or compliant behavior
- Detailed and age-inappropriate understanding of sexual behavior, especially by young children

Neglect:

The leaving of a child unattended or other failure of a parent, caretaker, or household or family member to provide a child under 18 with the basic needs of life such as food, clothing, shelter, medical care, attention to hygiene, protection, and supervision under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed.

Physical Indicators

- Consistent hunger, poor hygiene, inappropriate dress
- Inadequate supervision
- Unattended physical problems or medical needs

Behavioral Indicators

- Constant fatigue
- Assumption of adult responsibility
- Inappropriate seeking of affection

Mental Injury

Any observable, identifiable, and substantial impairment of a child's mental or psychological ability to function that is a direct result of an act or omission by a parent, caretaker, or household or family member under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed.

Child's Behavioral Indicators

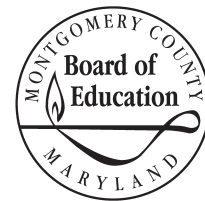
- Difficult family and/or social relationships
- Sleeping and eating disorders
- Need for specific mental health intervention

Parent's Behavioral Indicators

- Frequently threatening to harm or kill the child
- Constantly denigrating the child
- Subjecting the child to extensive emotional or physical isolation or confinement

Sexual Harassment

A Statement of the Policy of the Board of Education of Montgomery County



For all employees and students of Montgomery County Public Schools

The Board of Education of Montgomery County adopted a policy in November 1992 that affirmed its opposition to sexual harassment and established specific guidelines to address sexual harassment among both employees and students of Montgomery County Public Schools (MCPS). The policy initiated actions by the school system to help employees and students recognize, understand, prevent, and take corrective action to address sexual harassment and other inappropriate behavior of a sexual nature in the workplace and in instructional settings.

The Policy in Summary

Based on Board of Education Policy ACF: Sexual Harassment

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. MCPS does not condone or tolerate any form of sexual harassment involving employees or students. The school system is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

MCPS will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school system will also take disciplinary action against employees and students. Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, demotion, suspension or termination. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving MCPS employees and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees to commit acts of sexual harassment. Sexual harassment committed by students of either sex against students or staff of the opposite or same sex constitutes inappropriate behavior and is subject to disciplinary action under the Board of Education discipline policies. The policy also recognizes that employees and students have a right to be free from sexual

harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of every supervisor and principal to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively. The school system prohibits retaliation against an individual who reports an incident or cooperates with an investigation of a reported incident.

What Is Sexual Harassment?

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual harassment; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance; or creating an intimidating, hostile, or offensive work or learning environment.

It is against MCPS policy and unlawful for MCPS employees to commit acts of sexual harassment. Sexual harassment committed by students against students or staff is inappropriate and violates MCPS policies.

Prohibited Conduct

Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature. For example:

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

Such conduct may also constitute sexual harassment. In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred. Dating or sexual relationships between employees/adult volunteers and students is prohibited.

Expectations

The Board of Education expects employees and students to be committed to creating and maintaining an environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

- MCPS policy on sexual harassment will be communicated to all employees and students.
- Education programs, to include all employees and students, will be implemented.
- Employees and students will be informed of procedures to follow for filing complaints of sexual harassment.
- Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with MCPS obligation to investigate and address complaints.
- Retaliation against anyone who files a complaint or cooperates with an investigation about sexual harassment is prohibited.

Other Legal Protection

In addition to the Board of Education policy, there are several other federal and state measures that protect individuals from sexual harassment discrimination and provide specific prohibitions against acts of discrimination or other unlawful conduct.

Federal Law

Title VII of the Civil Rights Act of 1964, as amended in 1972 and 1991, prohibits discrimination on the basis of sex in all terms, conditions, or privileges of employment.

Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex with respect to compensation, terms, conditions, or privileges of employment.

Maryland Law

Civil Code—Article 49B of the Annotated Code of Maryland prohibits discrimination on the basis of sex with respect to compensation, terms, conditions, or privileges of employment.

Criminal Code—Article 27, Section 464C, of the Annotated Code of Maryland prohibits coercive sexual contact against the will and without the consent of the other person.

Actions for Employees

If you believe you are a target of sexual harassment, you should report such incidents. You may report this information verbally or in writing to your immediate supervisor or principal. You may also report it directly to the MCPS human resources compliance specialist at 301-279-3361. When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s)
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other exhibits, if appropriate

Where to Go for Help

Employees may contact any of the following individuals or offices for guidance, information, or resolution of a sexual harassment issue:

- Your supervisor, principal, or director
- Human resources compliance specialist at 301-279-3361
- Office of Human Resources at 301-279-3270
- Employee Assistance Program at 240-314-1040
- Office of the Deputy Superintendent of Schools at 301-279-3126

Actions for Students

If you believe that you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and school authorities. You may report the information verbally or in writing to the principal, a guidance counselor, a teacher, or another staff person.

When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s)
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other exhibits, if appropriate

Students may receive guidance, advice, support and/or advocacy from school staff, including administrators, counselors, teachers, or other staff.

Where to Go for Help

Students may contact any of the following individuals or offices for guidance, information, or resolution of a sexual harassment issue:

- Your school principal, counselor, teacher or other identified staff
- Student Affairs Office at 301-670-1419
- Supervisor of Diversity Initiatives at 301-517-5916

Other Sources of Information

In addition to offices and departments of Montgomery County Public Schools, there are other agencies at local, state, and national levels that can provide information, assistance, and referrals concerning sexual harassment issues.

- **County**
Office of Human Rights at 240-777-8450
(TTY 240-777-8480)
Commission for Women at 240-777-8300
(TTY 301-279-1034)
- **State**
Maryland Commission on Human Relations at
410-767-8600 or 1-800-637-6247
- **Federal**
Federal Equal Employment Opportunity
Commission at 800-669-4000
(TTY 1-800-669-6820)

Emergency/Crisis Plan Procedures

Key Points

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Department of School Safety and Security

CODE RED

This is a term used to describe an emergency/crisis at an MCPS facility. Code Red alerts staff that imminent danger exists inside or outside the building and requires moving to an immediate lockdown mode. It requires that students are accounted for and under supervision. The on-site emergency team (OSET) is not activated during a Code Red.

Persons authorized to call a Code Red

School administrators or their designee will notify staff and students via the PA system when a Code Red is in effect. It is recommended that an age-appropriate announcement of a Code Red include a brief description of the nature and location of the incident. Directions should be given to immediately move to a lockdown mode. Administrators should consider delegating the responsibility of making the announcement and telephone call to 911 and OSP.

Code Red Staff Guidance

- When the administrator/designee announces a Code Red, scan the immediate area outside the classroom for any students and staff. Allow them in the classroom, and immediately lock the classroom door (lockdown).
- If there is no key available to lock the classroom door, make the room look unoccupied by closing the door, and turn off the lights, close/cover windows and blinds, and move away from the doors and windows. Remain silent.
- If staff and students are outside the classroom when a Code Red is called, move students to the nearest safe location.
- Staff must document attendance and report any discrepancies to an administrator/designee when it is safe to do so.
- Staff supervising students outside when an emergency situation occurs inside the building should be notified of the Code Red activation, preferably by two-way radio. Staff and students should move to a pre-determined safe location away from the building and maintain communication with the command post.
- Ignore the fire alarm system and class change bells.
- Wait for further instructions.

Firearms

- Avoid attempts to disarm/subdue an armed subject.
- Notify administrator/designee and school-based security of any firearm incidents immediately, and call 911 with details.
- Determine need to implement Code Red/Code Blue.
- Abandoned/discarded firearms should be covered by appropriate means and never left unattended.
- Never handle the firearm.

CODE BLUE

This is a term used to alert staff that an emergency/crisis exists at or near an MCPS facility. It requires students to be accounted for and under supervision. Administrators may activate the OSET and set up a command post when appropriate.

Persons authorized to call a Code Blue

Administrators or their designee will notify staff and students via the PA system when a Code Blue is in effect. It is recommended that an age-appropriate announcement of a Code Blue include a brief description of the nature and location of the incident.

Code Blue Staff Guidance

- When the administrator announces a Code Blue, students should be accounted for in an instructional area. Wait for further instructions. Classroom instruction may continue.
- Staff must document attendance and report any discrepancies to an administrator/designee when it is safe to do so.
- During a Code Blue, classroom lockdown is not required.
- The OSET may be activated by an administrator during a Code Blue via a PA announcement.
- Depending on the Code Blue situation (the nature of the emergency or potential threat), it may not be safe to change classes. In these situations, class bells should be turned off and students/staff should remain in their classrooms until directed otherwise by the administrator/designee.
- Depending on the Code Blue situation, staff supervising students outside may be requested to move students to a pre-determined location inside.
- Do not ignore the fire alarm system.

Shelter-in-Place is a term used to describe an enhanced level of Code Blue due to an emergency/crisis at or near the building. This could be the result of a suspected chemical, biological, or radiological incident; or a hazardous materials spill. When activating a Code Blue/Shelter-in-Place as a result of a suspected chemical, biological, or radiological incident, take the following steps immediately:

- Announce a Code Blue/Shelter-in-Place.
- Secure/lock exterior doors and windows.
- Initially, keep students in relocatable classrooms until advised by public safety or MCPS officials.
- Bring students into the main building from outdoor activities.
- Hold students in their current locations inside the building until the best course of action can be determined.
- Turn off electrical power to ensure immediate shutdown of HVAC.
- Ignore fire alarm system—only in this enhanced level of Code Blue.

Parent/Child Reunification

Schools have plans in place to reunite students with their parents/guardians in the event of an emergency/crisis at a school. This process will ensure the safe and orderly reuniting of students and parents/guardians. Schools will ensure they use a three-step approach.

- Step 1. Identify parents using a source of identification.
- Step 2. Identify student location in school and sign out student.
- Step 3. Unite student and parent/guardian.



Bomb Threat Assessment

- Factors to consider:
 - Details/specifics included in the threat
 - Number of prior threats to the school
 - Current events surrounding the school
 - Demeanor of the caller
- Based on an assessment of the situation and input from the Department of School Safety and Security and police, administrator will make a decision on evacuation. If these decisions do not agree, this disagreement will be resolved in favor of evacuation. (Refer to MCPS Regulation EKC-RA.)
- Evacuation is warranted if the threat level is high.
- Evacuation may not be warranted if the threat level is low.
- A Code Blue activation and use of sweep/scan teams is recommended when the building is not evacuated.

Bomb Threats Call Trace

- Use *call trace* procedures on the yellow *Telephone Bomb Threat Checklist* card. Follow instructions exactly.
- Allow at least one full ring before answering the phone.
- After hanging up the phone, press *57 on the same line the call came in on.
- Press *47 if you have 279 or 517 exchanges on your school phone number.
- Do not dial “9” before you dial *57 or *47.
- Report the bomb threat to 911 and OSP.
- Inform the 911 operator of *call trace* activation.

Bomb Evacuations

- Administrator/designee will announce the evacuation. If possible, do not use the fire evacuation system.
- Evacuate students/staff to the 300-foot staging area in a quiet and orderly manner.
- Staff must document attendance and report any discrepancies to an administrator/designee when it is safe to do so.
- Wait for further instructions from administrative or public safety personnel.

Bomb Threat Sweep/Scan

- In certain circumstances, staff volunteers may be asked to sweep/scan the facility or grounds for any suspicious items.
- A sweep/scan should be conducted in teams and only by visual means (eyes and ears only).
- If a suspicious item is discovered during a sweep/scan, evacuate to a 300-foot safe zone and notify an administrator immediately.
- If a suspicious item is located, do not use a radio or cell phone in the immediate area within 25 feet in all directions.
- No suspicious item should be handled in any manner by school staff (do not touch it!).

Fire Evacuations

- Instruct students and staff to move at least 50 ft. from the building.
- Follow the school’s fire evacuation plan.

Hazardous Material Spills

These guidelines should be followed in the event of a chemical incident in which there is potential for a significant release of hazardous materials. Spill response procedures will vary depending on whether the spill is **small** (less than 18 inches in diameter), **medium** (exceeds 18 inches, but is less than 6 feet), or **large** (exceeds 6 feet in diameter, and any “running” spill that has not been stopped).

General Spill Control Techniques: Once a spill has occurred, the staff at the spill site must decide whether the spill is small enough to handle without outside assistance. Guidance should be obtained from science resource teachers or staff with a chemistry background; i.e., in science labs, chemistry labs, automotive shop areas. Only staff who are properly trained under OSHA Regulation 1910.120 should attempt to contain or clean up a small spill.

Small Spill Evacuation: Evacuate the immediate area and surrounding areas whenever the air is or could become untenable; i.e., experiencing difficulty breathing, watery eyes, upper respiratory congestion or tightness in chest, coughing, runny nose, etc.). Also, evacuate the immediate area or building if material is emitting vapors or fumes.

If a medium or large hazardous chemical/material spill occurs inside your school building—

- An administrator/designee should call 911 and OSP immediately with detailed information (obtain the chemical MSDS, if available at time of spill incident).
- Evacuate the building immediately.
- Notify building security and building service staff.
- Secure the area around the spill area.
- Turn off class-change bells, if appropriate.
- Follow instructions from fire and rescue service personnel.
- Activate Code Blue, if appropriate.

If a medium or large hazardous chemical/material spill occurs immediately outside your school building—

- An administrator/designee should call 911 and OSP immediately with detailed information.
- Shut windows and doors and turn off ventilation systems.
- Notify building security and building services staff.
- Turn off class-change bells, if appropriate.
- Follow instructions from fire and rescue service personnel.
- Activate Code Blue, if appropriate.

Contacting 911 and OSP in an Emergency

- Immediately notify administrator/designee of any 911 emergency calls.
- School staff must dial 9-911 (Centrex phone lines) to report an emergency/crisis situation.
- If calling from a cell phone or learning cottage cell phone, dial 911 to report an emergency/crisis.
- Daycare centers (joint-occupancy users) that have their own phone lines (non-MCPS number) must dial 911 to report an emergency/crisis.
- Remain calm and give the following information to the public safety operator:
 - Caller’s name (your name)
 - Name and address of the school
 - Name of principal
 - Details of the incident
 - Description
 - Time of incident
 - Persons involved
- Number of injured and nature of injuries, if any.
- Area where public safety personnel should report (main office, front parking lot, etc.).
- Name of school-based contact person to meet upon arrival.
- School administrators/designees must notify the Office of School Performance of any Code Red/Code Blue activations, evacuations, bomb threats, firearm incidents, hazardous materials incidents, or any other serious incidents.

For additional information, contact the staff of the Department of School Safety and Security at 301-279-3066.

(rev. 5-18-05)

School Year Calendar 2011-2012

2011		
Mon, July 4	Holiday—Independence Day	Offices & schools closed.
Mon, August 22	Professional day for teachers.	No school for students.
Tue, August 23	Professional day for teachers.	No school for students.
Wed, August 24	Professional day for teachers.	No school for students.
Thu, August 25	Professional day for teachers.	No school for students.
Fri, August 26	Professional day for teachers.	No school for students.
Mon, August 29	First day of school for students.	
Mon, September 5	Holiday—Labor Day	Offices & schools closed.
Wed, September 28	Early release day K-12. Planning and grades.	Students dismissed after lunch.
Thu, September 29	Rosh Hashanah	No school for students and teachers.
Fri, October 21	MSTA Convention—MCAAP Fall Conference	No school for students and teachers.
Fri, October 28	1 st marking period ends.	
Mon, October 31	Professional day for teachers.	No school for students. Some 10-month employees work.
Thu, November 10	Early release day K-8. Parent conferences. Report cards distributed.	Students dismissed after lunch.
Fri, November 11	Early release day K-8. Parent conferences.	Students dismissed after lunch.
Wed, November 23	Early release day prior to Thanksgiving, K-12.	Students dismissed after lunch.
Thu, November 24	Holiday—Thanksgiving	Offices & schools closed.
Fri, November 25	Holiday—Thanksgiving	Offices & schools closed.
Mon, December 26	Holiday—Christmas	Offices & schools closed.
Tue, December 27	Winter break	No school for students and teachers.
Wed, December 28	Winter break	No school for students and teachers.
Thu, December 29	Winter break	No school for students and teachers.
Fri, December 30	Winter break	No school for students and teachers.
2012		
Mon, January 2	Holiday—New Year's Day	Offices & schools closed.
Mon, January 16	Holiday—Martin L. King, Jr. Day	Offices & schools closed.
Fri, January 20	2 nd marking period ends.	
Mon, January 23	Professional day for teachers.	No school for students. Some 10-month employees work.
Wed, February 1	Report cards distributed.	
Mon, February 20	Holiday—Presidents' Day	Offices & schools closed.
Fri, March 2	Early release day K-12. Planning and grades.	Students dismissed after lunch.
Thu, March 29	3 rd marking period ends.	
Fri, March 30	Professional day for teachers.	No school for students.
Mon, April 2	Spring break	No school for students and teachers.
Tue, April 3	Holiday—Primary Election	Offices & schools closed.
Wed, April 4	Spring break	No school for students and teachers.
Thu, April 5	Spring break	No school for students and teachers.
Fri, April 6	Holiday—Easter	Offices & schools closed.
Mon, April 9	Holiday—Easter	Offices & schools closed.
Thu, April 12	Report cards distributed.	
Mon, May 28	Holiday—Memorial Day	Offices & schools closed.
Tue, June 12	Last day of school for students.	
Wed, June 13	Professional day for teachers.	
Thu, June 21	Report cards mailed.	

School Contingency Calendar	
If the school year should be disrupted by emergencies and schools are closed, the school year will be extended.	
If schools are closed...	The school year will be extended by...
5 days	one day to June 13, 2012
6 days	two days to June 13 and 14, 2012
7 days	three days to June 13, 14, and 15, 2012
8 days	four days to June 13, 14, 15, and 18, 2012
9 days	five days to June 13, 14, 15, 18, and 19, 2012

Fringe Benefits

10 - MONTH EMPLOYEES

Insurance

(Employed 20 or more hours weekly)

- Medical, dental, vision, prescription drug, and life
- Currently, 90% or more of premium paid by MCPS
- Choice of several different plans
- Ability to chose components needed

Paid Sick Leave

- Accumulated at a rate of approximately one work day per month
- Advanced from date of hire
- Unlimited accumulation
- May be used for illness in immediate family
- Sick leave bank for major illness or injury (available through SEIU Local 500)

Paid Personal Leave

- Advance up to four (4) days per school year
- Carry over up to two (2) days earned from prior school year

Other Paid Leaves

- Emergency closing for inclement weather
- Civil
- Military
- Academic
- Bereavement

Paid Holidays

- Average 10-12 days per school yea

Retirement

- Mandatory County and/or State (contributory; minimum of 500 regular hours worked in a fiscal year)
- 403(b) and 457(b) retirement savings plans (contributory)
- Social Security (contributory)

Partial Tuition Reimbursement

(Permanent status employees who are employed 20 or more hours weekly)

- 50% reimbursement (up to nine (9) college credits per year)
- Courses must be related to current position or any other MCPS position
- May also apply to noncredit or adult education courses
- May also be eligible for time off (release-time) during working hours to attend classes

In-service Courses

- No cost
- Advertised in The Bulletin

Uniforms

- For certain job classifications

Credit Union Membership

Fringe Benefits

12-MONTH EMPLOYEES

Insurance

(Employed 20 or more hours weekly)

- Medical, dental, vision, prescription drug, and life
- Currently, 90% or more of premium paid by MCPS
- Choice of several different plans
- Ability to chose components needed

Paid Sick Leave

- Accumulated at a rate of approximately one work day per month
- Advanced from date of hire
- Unlimited accumulation
- May be used for illness in immediate family
- Sick leave bank for major illness or injury (available through SEIU Local 500)

Paid Personal Leave

- Advance up to four (4) days per school year
- Carry over up to two (2) days earned from prior school year

Paid Annual (Vacation) Leave

- Up to three (3) weeks (15 days) per year; advanced from date of hire
- Up to four (4) weeks (20 days) per year after completion of three (3) years of service
- Up to five (5) weeks (25 days) per year after completion of 15 years of service

Other Paid Leaves

- Emergency closing for inclement weather
- Civil
- Military
- Academic
- Bereavement

Paid Holidays

- Average 10-12 days per school year

Retirement

- Mandatory County and/or State (contributory; minimum of 500 regular hours worked in a fiscal year)
- 403(b) and 457(b) retirement savings plans (contributory)
- Social Security (contributory)

Partial Tuition Reimbursement

(Permanent status employees who are employed 20 or more hours weekly)

- 50% reimbursement (up to nine (9) college credits per year)
- Courses must be related to current position or any other MCPS position
- May also apply to noncredit or adult education courses
- May also be eligible for time off (release-time) during working hours to attend classes

In-service Courses

- No cost
- Advertised in *The Bulletin*

Uniforms

- For certain job classifications

Credit Union Membership

Employee Rights and Responsibilities under the Family and Medical Leave Act of 1993

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



Department of Financial Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

SCHEDULE OF PAY PERIODS AND PAYDAYS FOR **ALL** PERMANENT, TEMPORARY, SHORT-TERM AND
LONG-TERM SUBSTITUTE TEACHERS, EXTRACURRICULAR ACTIVITIES, WORKSHOPS, AND
CLASS COVERAGE

FY 2011–2012

Saturday Through Friday Pay Period Dates	Online Attendance Must Be Posted and Released By 4:00 p.m.	Payday Dates	Pay Period Footnotes** and Numbers
June 4–June 17, 2011	Friday, June 17, 2011	Friday, July 1, 2011	PP01
June 18–July 1, 2011	Friday, July 1, 2011	Friday, July 15, 2011	PP02
July 2–July 15, 2011	Monday, July 18, 2011	Friday, July 29, 2011	PP03
July 16–July 29, 2011	Monday, August 1, 2011	Friday, August 12, 2011	PP04
July 30–August 12, 2011	Monday, August 15, 2011	Friday, August 26, 2011	PP05
August 13–August 26, 2011	Monday, August 29, 2011	Friday, September 9, 2011	PP06
August 27–September 9, 2011	Friday, September 9, 2011	*Friday, September 16, 2011	PP07
September 10–September 23, 2011	Monday, September 26, 2011	*Friday, October 7, 2011	PP08
September 24–October 7, 2011	Monday, October 10, 2011	*Friday, October 21, 2011	PP09
October 8–October 21, 2011	Monday, October 24, 2011	*Friday, November 4, 2011	PP10
October 22–November 4, 2011	Monday, November 7, 2011	*Friday, November 18, 2011	PP11
November 5–November 18, 2011	Friday, November 18, 2011	*Friday, December 2, 2011	PP12
November 19–December 2, 2011	Monday, December 5, 2011	*Friday, December 16, 2011	PP13
December 3–December 16, 2011	Monday, December 19, 2011	*Friday, December 30, 2011	PP14
December 17–December 30, 2011	Tuesday, January 3, 2012	*Friday, January 13, 2012	PP15
December 31, 2011–January 13, 2012	Tuesday, January 17, 2012	*Friday, January 27, 2012	PP16
January 14–January 27, 2012	Monday, January 30, 2012	*Friday, February 10, 2012	PP17
January 28–February 10, 2012	Monday, February 13, 2012	*Friday, February 24, 2012	PP18
February 11–February 24, 2012	Monday, February 27, 2012	*Friday, March 9, 2012	PP19
February 25–March 09, 2012	Monday, March 12, 2012	*Friday, March 23, 2012	PP20
March 10–March 23, 2012	Monday, March 26, 2012	*Thursday, April 5, 2012	PP21
March 24–April 6, 2012	Tuesday, April 10, 2012	*Friday, April 20, 2012	PP22
April 7–April 20, 2012	Monday, April 23, 2012	*Friday, May 4, 2012	PP23
April 21–May 4, 2012	Monday, May 7, 2012	*Friday, May 18, 2012	PP24
May 5–May 18, 2012	Monday, May 21, 2012	*Friday, June 1, 2012	PP25
May 19–June 1, 2012	Monday, June 4, 2012	*Friday, June 15, 2012	PP26
June 2–June 15, 2012	Friday, June 15, 2012	Friday, June 29, 2012	PP27
June 16–June 29, 2012	Friday, June 29, 2012	Friday, July 13, 2012	PP28

* Pay period that has 10-month miscellaneous deductions withheld

** See attachment for footnotes keyed to the pay period number

GENERAL INFORMATION

1. A 10-month teacher's annual salary, divided by 213 results in the current gross daily rate of pay. For permanent teachers, the hourly rate of pay is computed by dividing the gross daily rate of 8 hours per day. The hourly rate is then multiplied by number of hours scheduled biweekly to determine the biweekly gross pay before adjustments. Except for the first and last check, each paycheck will equal 10 times the gross daily rate of pay.
2. All staff including temporary part time, short-term, and long-term substitutes' paychecks will available for viewing via ePaystub on the Tuesday prior to payday.
3. For those 9-month employees who receive a paper paycheck, the check will be mailed home for paydays **June 3 and June 17, 2011**. Viewing of ePaystub will be available on the Tuesday prior to payday.
4. Paper paychecks for 10- and 11-month employees who do not use direct deposit will be mailed home for paydays **June 17 and July 1, 2011**. Viewing of ePaystub will be available on the Tuesday prior to payday.
5. Please address inquiries to the Employee and Retiree Service Center at 301-517-8100.

NOTES TO THE SCHEDULE OF PAY PERIODS AND PAYDAYS FOR **ALL** PERMANENT, TEMPORARY, SHORT-TERM
AND LONG-TERM SUBSTITUTE TEACHERS, EXTRACURRICULAR, WORKSHOPS, AND CLASS COVERAGE
FY 2011–2012

Pay Period Number and Pay Period Dates	Footnotes and Comments
PP01 June 4–June 17, 2011	Attendance must be posted and released by 4:00 p.m. on Friday, June 17, 2011. Payday is Friday, July 1, 2011.
PP02 June 18–July 1, 2011	Attendance must be posted and released by 4:00 p.m. on Friday, July 1, 2011.
PP03 July 2–July 15, 2011	HOLIDAY—July 4, 2011, for ALL 12-month staff.
PP04 July 16–July 29, 2011	
PP05 July 30–August 12, 2011	
PP06 August 13–August 26, 2011	<p>1st duty day for 10-month teachers August 22, 2011</p> <p>1st duty days for:</p> <ul style="list-style-type: none"> 10-month School Secretaries August 17, 2011 Media Assistants August 17, 2011 Cafeteria Managers V-CPF August 19, 2011 10-month Office Assistants III & IV-CPF August 22, 2011 10-month Cafeteria Workers I-CPF August 22, 2011 10-month Cafeteria Workers II-CPF August 19, 2011 Food Service Sanitation Workers I-CPF August 22, 2011 Head Start Paraeducators August 23, 2011 Social Services Assistants August 23, 2011 Security Team Leaders August 24, 2011 Cafeteria Managers August 24, 2011 Quality Control Assistants August 24, 2011 Field Managers August 24, 2011 Bus Operators & Attendants August 25, 2011 Special Education Paraeducators August 25, 2011 Paraeducators August 25, 2011 Student Monitors August 25, 2011 Security Assistants August 25, 2011 English Composition Assistants August 25, 2011 Interpreters for Hearing Impaired August 25, 2011 Food Service Satellite Managers August 25, 2011 Permanent Cafeteria Substitutes August 25, 2011 10-month Cafeteria Workers I August 25, 2011 10-month Supply Service Workers I & II August 25, 2011 Instructional Data Assistants August 25, 2011
	<p>SCHEDULED NO-WORK, NO-PAY DAY (NPS)—August 26, 2011, for Bus Operators and Attendants</p> <p>1st duty day for:</p> <ul style="list-style-type: none"> 9-month Cafeteria Workers August 25, 2011 Permanent Lunch Hour Aides August 29, 2011
PP07 August 27–September 9, 2011	<p>HOLIDAY—September 5, 2011, (9-, 10-month SEIU & all 12-month staff)</p> <p>COMPENSABLE NON-DUTY DAY—September 5, 2011 (10-month MCEA & 11-month MCAAP staff)</p> <p>Attendance must be posted and released by 4:00 p.m. on Friday, September 9, 2011. Payday is September 16, 2011.</p>
PP08 September 10–September 23, 2011	
PP09 September 24–October 7, 2011	<p>COMPENSABLE NON-DUTY DAY—September 29, 2011 (10-month MCEA & 11-month MCAAP staff)</p> <p>SCHEDULED NO WORK, NO-PAY DAY (NPS)—September 29, 2011, for all 9- & 10-month SEIU staff except CPF Office Asst. III & IV.</p>

NOTES TO THE SCHEDULE OF PAY PERIODS AND PAYDAYS FOR **ALL** PERMANENT, PART TIME, SHORT-TERM AND
LONG-TERM SUBSTITUTE TEACHERS, EXTRACURRICULAR, WORKSHOPS, AND CLASS COVERAGE
FY 2011–2012

<p>PI0 October 08–October 21, 2011</p>	<p>SCHEDULED NO-WORK, NO-PAY DAY (NPS)—October 21, 2011, for the following SEIU staff: 10 mo. School Sec., Media Asst., All Paraeducators, Interp. Hearing Impaired, Phys. Therapist Asst, Occup. Therapist Asst., Speech Path Asst., Security Asst., Student Monitor, Parent Coord, Instr. Data Asst., Outdoor Ed. Coord., Perm Lunch Hr. Aide, Social Serv. Asst., English Comp. Asst., 10- mo. Security Team Leader COMPENSABLE NON-DUTY DAY—October 21, 2011, (10-mo. MCEA & 11-month MCAAP staff)</p>
<p>PP11 October 22–November 4, 2011</p>	<p>SCHEDULED NO-WORK, NO-PAY DAY (NPS)—October 31, 2011, for the following SEIU staff: 9-mo. Cafeteria Wkrs. I, 10-mo. Cafeteria Field Manager, Cafeteria Manager and Quality Asst., Perm Cafeteria Subs, Food Service Satellite Managers, 10-mo. Cafeteria Wkrs. II (CPF), 10-mo. Cafeteria Managers V (CPF) and 10-mo. Office Asst III & IV (CPF), 10-mo. Cafeteria Wkrs. I, Supply Serv. Wkrs. I & II, 10-mo. Cafeteria Wkrs. I (CPF), Food Serv. Sanitation Wkrs. (CPF), Bus Oper. and Attend.</p>
<p>PP12 November 5–November 18, 2011</p>	<p>Attendance must be posted and released by 4:00 p.m. on Friday, November 18, 2011.</p>
<p>PP13 November 19–December 2, 2011</p>	<p>HOLIDAYS—November 24 & 25, 2011, (9-, 10-month SEIU & ALL 12-month staff) COMPENSABLE NON-DUTY DAYS—November 24 & 25, 2011 (10-month MCEA & 11-month MCAAP staff)</p>
<p>PP14 December 3–December 16, 2011</p>	<p>All paper checks will be mailed home for payday December 30, 2011.</p>
<p>PP15 December 17–December 30, 2011</p>	<p>HOLIDAY—December 26, 2011 (9-, 10-month SEIU & ALL 12-month staff) COMPENSABLE NON-DUTY DAYS—December 26, 27, 28, 29, 30, 2011 (10-month MCEA & 11-month MCAAP staff) SCHEDULED NO-WORK, NO-PAY DAYS (NPS)—December 27, 28, 29, and 30, 2011 (9 & 10-month SEIU) Attendance must be posted and released by 4:00 p.m. on Tuesday, January 3, 2012.</p>
<p>PP16 December 31–January 13, 2012</p>	<p>HOLIDAY—January 2, 2012 (9-, 10-month SEIU & All 12-month staff) COMPENSABLE NON-DUTY DAY—January 2, 2012 (10-month MCEA & 11-month MCAAP staff) SCHEDULED NO-WORK, NO PAY DAY (NPS)—January 13, 2012 (9-mo. Cafeteria Worker I) Attendance must be posted and released by 4:00 p.m. on Tuesday, January 3, 2012.</p>
<p>PP17 January 14–January 27, 2012</p>	<p>HOLIDAY— January 16, 2012, (9-, 10-month SEIU & ALL 12-month staff) COMPENSABLE NON-DUTY DAY—January 16, 2012 (10-month MCEA & 11-month MCAAP staff) SCHEDULED NO-WORK, NO-PAY DAYS (NPS)—January 17, 18, 19, 20, and 23, 2012 (9-month Cafeteria Workers I) SCHEDULED NO-WORK, NO-PAY DAY (NPS)—January 23, 2012, for the following SEIU staff: 10-mo. Cafeteria Wkrs. I, Supply Serv. Wkrs I&II, 10-mo. Cafeteria Wkrs. I (CPF), Food Serv. Sanitation Wkrs. (CPF), Perm Lunch Hour Aide, Cafeteria Manager, Quality Asst., Perm. Cafeteria Subs, Food Service Satellite Managers, Cafeteria Wks II (CPF), Cafeteria Manager V (CPF), Office Asst III&IV (CPF), Cafeteria Manager. Attendance must be posted and released by 4:00 p.m. on Tuesday, January 17, 2012.</p>
<p>PP18 January 28–February 10, 2012</p>	
<p>PP19 February 11–February 24, 2012</p>	<p>HOLIDAYS—February 20, 2012 (9-, 10-month SEIU & All 12-month staff) COMPENSABLE NON-DUTY DAYS—February 20, 2012 (10-month MCEA & 11-month MCAAP staff)</p>
<p>PP20 February 25–March 09, 2012</p>	
<p>PP21 March 10–March 23, 2012</p>	
<p>P22 March 24–April 06, 2012</p>	<p>HOLIDAY—April 3 & April 6, 2012 (9-, 10-month SEIU & ALL 12-month staff) COMPENSABLE NON-DUTY DAYS—April 2, 4, 5 and 6, 2012 (10-month MCEA and 11-month MCAAP staff) SCHEDULED NO-WORK, NO-PAY DAYS (NPS)—April 2, 3, 4, and 5, 2012 (All 9- & 10-month SEIU staff) SCHEDULED NO-WORK, NO-PAY DAY (NPS)—March 30, 2012, for the following 10-month SEIU staff: 9 mo. Cafeteria Wks, 10 mo. School Sec., Media Asst., All Paraeducators, Interp. Hearing Impaired, Phys. Therapist Asst, Occup. Therapist Asst., Speech Path Asst., Security Asst., Student Monitor, Parent Coord, Instr. Data Asst., Outdoor Ed. Coord., Perm Lunch Hr. Aide, Social Serv. Asst., English Comp. Asst., 10- mo. Security Team Leader, Bus Operators and Attend., Cafeteria Wks I, Supply Wks. I & II, Cafeteria Wk. I (CPF), Food Serv., Sanitation Wks (CPF) Pay day is Thursday, April 5, 2012, and all paper checks will be mailed to the address on file.</p>

NOTES TO THE SCHEDULE OF PAY PERIODS AND PAYDAYS FOR **ALL** PERMANENT, PART TIME, SHORT-TERM AND LONG-TERM SUBSTITUTE TEACHERS, EXTRACURRICULAR, WORKSHOPS, AND CLASS COVERAGE
FY 2011–2012

<p>PP23 April 07–April 20, 2012</p>	<p>Attendance must be posted and released by 4:00 p.m. on Tuesday, April 10, 2012.</p> <p>HOLIDAY—April 9, 2012 (9-, 10-month SEIU and ALL 12-month staff) COMPENSABLE NON-DUTY DAY—April 9, 2012 (10-month MCEA & 11-month MCAAP staff)</p>																																																				
<p>PP24 April 21–May 04, 2012</p>																																																					
<p>PP25 May 05–May 18, 2012</p>																																																					
<p>PP26 May 19–June 01, 2012</p>	<p>Last duty day for 9-month Cafeteria Workers—May 30, 2012 HOLIDAY—May 28, 2012 (9-, 10-month SEIU and ALL 12-month staff) COMPENSABLE NON-DUTY DAY—May 28, 2012 (10-month MCEA & 11-month MCAAP staff)</p>																																																				
<p>PP27 June 02–June 15, 2012</p>	<p>Attendance must be posted and released by 4:00 p.m. on Friday, June 15, 2012.</p> <p>Payday is Friday, June 29, 2012. 9-, 10-, and 11-month employees who receive a paper paycheck will have them mailed to their home address of record.</p> <p>Last duty day for 10-month teachers June 13, 2012</p> <p>Last duty day for:</p> <table data-bbox="511 724 1521 1438"> <tr><td>10-month School Secretaries</td><td>June 18, 2012</td></tr> <tr><td>Media Assistants</td><td>June 18, 2012</td></tr> <tr><td>Cafeteria Managers V-CPF</td><td>June 08, 2012</td></tr> <tr><td>10-month Office Assistants III & IV-CPF</td><td>June 20, 2012</td></tr> <tr><td>10-month Cafeteria Workers I-CPF</td><td>June 07, 2012</td></tr> <tr><td>10-month Cafeteria Workers II-CPF</td><td>June 06, 2012</td></tr> <tr><td>Food Service Sanitation Workers I-CPF</td><td>June 07, 2012</td></tr> <tr><td>Head Start Paraeducators</td><td>June 12, 2012</td></tr> <tr><td>Social Services Assistants</td><td>June 12, 2012</td></tr> <tr><td>Security Team Leaders</td><td>June 12, 2012</td></tr> <tr><td>Cafeteria Managers</td><td>June 12, 2012</td></tr> <tr><td>Quality Control Assistants</td><td>June 13, 2012</td></tr> <tr><td>Field Managers</td><td>June 13, 2012</td></tr> <tr><td>Bus Operators & Attendants</td><td>June 12, 2012</td></tr> <tr><td>Special Education Paraeducators</td><td>June 12, 2012</td></tr> <tr><td>Paraeducators</td><td>June 12, 2012</td></tr> <tr><td>Student Monitors</td><td>June 12, 2012</td></tr> <tr><td>Security Assistants</td><td>June 12, 2012</td></tr> <tr><td>English Composition Assistants</td><td>June 12, 2012</td></tr> <tr><td>Interpreters for Hearing Impaired</td><td>June 12, 2012</td></tr> <tr><td>Food Service Satellite Managers</td><td>June 12, 2012</td></tr> <tr><td>Permanent Cafeteria Substitutes</td><td>June 12, 2012</td></tr> <tr><td>10-month Cafeteria Workers I</td><td>June 12, 2012</td></tr> <tr><td>10-month Supply Service Workers I & II</td><td>June 12, 2012</td></tr> <tr><td>Permanent Lunch Hour Aides</td><td>June 12, 2012</td></tr> <tr><td>Instructional Data Assistants</td><td>June 15, 2012</td></tr> </table>	10-month School Secretaries	June 18, 2012	Media Assistants	June 18, 2012	Cafeteria Managers V-CPF	June 08, 2012	10-month Office Assistants III & IV-CPF	June 20, 2012	10-month Cafeteria Workers I-CPF	June 07, 2012	10-month Cafeteria Workers II-CPF	June 06, 2012	Food Service Sanitation Workers I-CPF	June 07, 2012	Head Start Paraeducators	June 12, 2012	Social Services Assistants	June 12, 2012	Security Team Leaders	June 12, 2012	Cafeteria Managers	June 12, 2012	Quality Control Assistants	June 13, 2012	Field Managers	June 13, 2012	Bus Operators & Attendants	June 12, 2012	Special Education Paraeducators	June 12, 2012	Paraeducators	June 12, 2012	Student Monitors	June 12, 2012	Security Assistants	June 12, 2012	English Composition Assistants	June 12, 2012	Interpreters for Hearing Impaired	June 12, 2012	Food Service Satellite Managers	June 12, 2012	Permanent Cafeteria Substitutes	June 12, 2012	10-month Cafeteria Workers I	June 12, 2012	10-month Supply Service Workers I & II	June 12, 2012	Permanent Lunch Hour Aides	June 12, 2012	Instructional Data Assistants	June 15, 2012
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<p>PP28 June 16–June 29, 2012</p>	<p>Attendance must be posted and released by 4:00 p.m. on Friday, June 29, 2012.</p>																																																				



Where is your pay stub? Find it online.

Employees who participate in direct deposit will find their pay stub online.

ePaystub

All employees with an Outlook user ID, password, and employee ID can access and view their pay stubs from the convenience of any computer with Internet access.

You can

- View your pay stub prior to payday—typically 3 days earlier.
- Review leave balances.
- See reported hours for workshops, training, extracurricular activities, and overtime.
- Verify time reported and paid by day and assignment.
- Review information from three years prior to the current pay date.
- Print your ePaystub at any time.
- Access and view your pay stub from the convenience of any MCPS or home computer (with the proper Internet browser and Adobe software—from www.adobe.com).

ePaystub

requires you to utilize your unique Outlook user ID and password. Please do not share your MCPS login information.

Where do you begin?

ePaystub links are available under the main staff tab of the MCPS website (under Most Requested) or from the Employee and Retiree Service Centre (ERSC) website. A tutorial and frequently asked questions also are available on the ERSC website.

Need Help?

Employees having trouble accessing ePaystub or needing to retain or recover their user ID or password should contact the Help Desk at 301-517-5800. Employees with additional questions about ePaystub may contact ERSC at 301-517-8100 or via e-mail at ERSC@mcpsmd.org

If you do not have a home computer or a regularly assigned PC—

you should ask your supervisor and/or director to help you locate an available PC. Additionally, several computers are available for employees in the lobby of the Employee and Retiree Service Center (ERSC) from 7:30 a.m. to 5:00 p.m., Monday through Friday.

Your ePaystub information has been secured at three levels.

1. Data are maintained on a secure server and all ePaystub data transmissions are encrypted.
2. Access to your ePaystub requires your unique Outlook User ID and a secure password.
3. Before the electronic pay stub document can be opened, you will be asked to enter the electronic pay stub document password (your employee ID number).

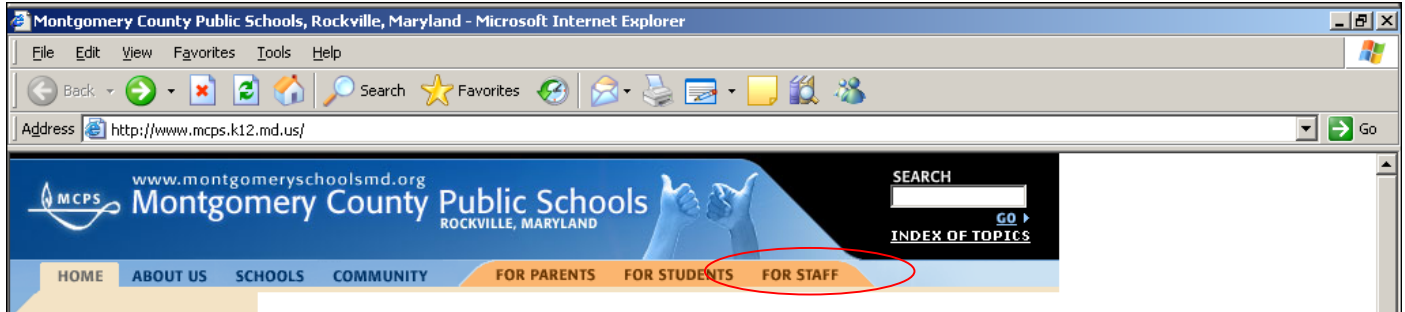
What do I need to do to access ePaystub?

- Know your Outlook ID, password, and employee ID.
- Visit www.montgomeryschoolsmd.org/departments/ersc/e_paystub.shtm.
- Take the tutorial and review the Frequently Asked Questions document located on the ePaystub welcome page.
- Have a current version of Adobe Acrobat Reader installed on your home or work computer to access ePaystub.
- Enjoy unlimited access to your payroll information!

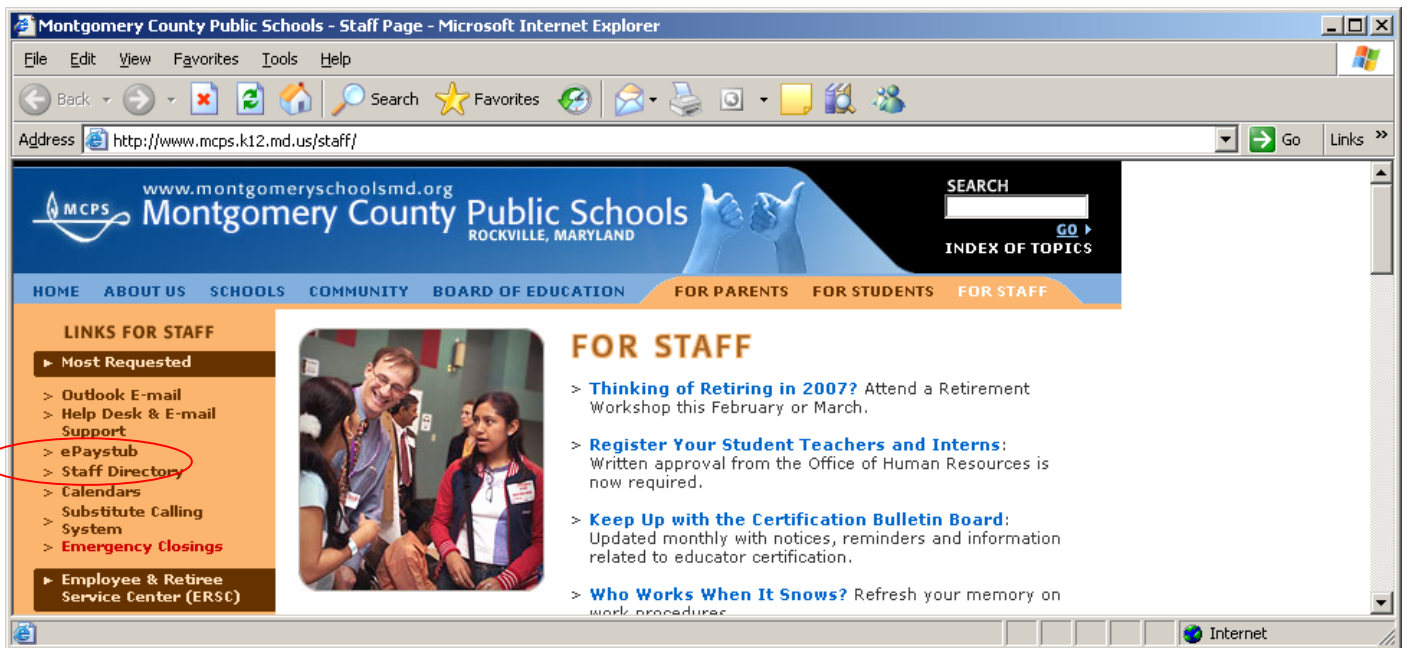
All data transmissions between your computer and the MCPS server are encrypted and secure.

Logging into ePaystub

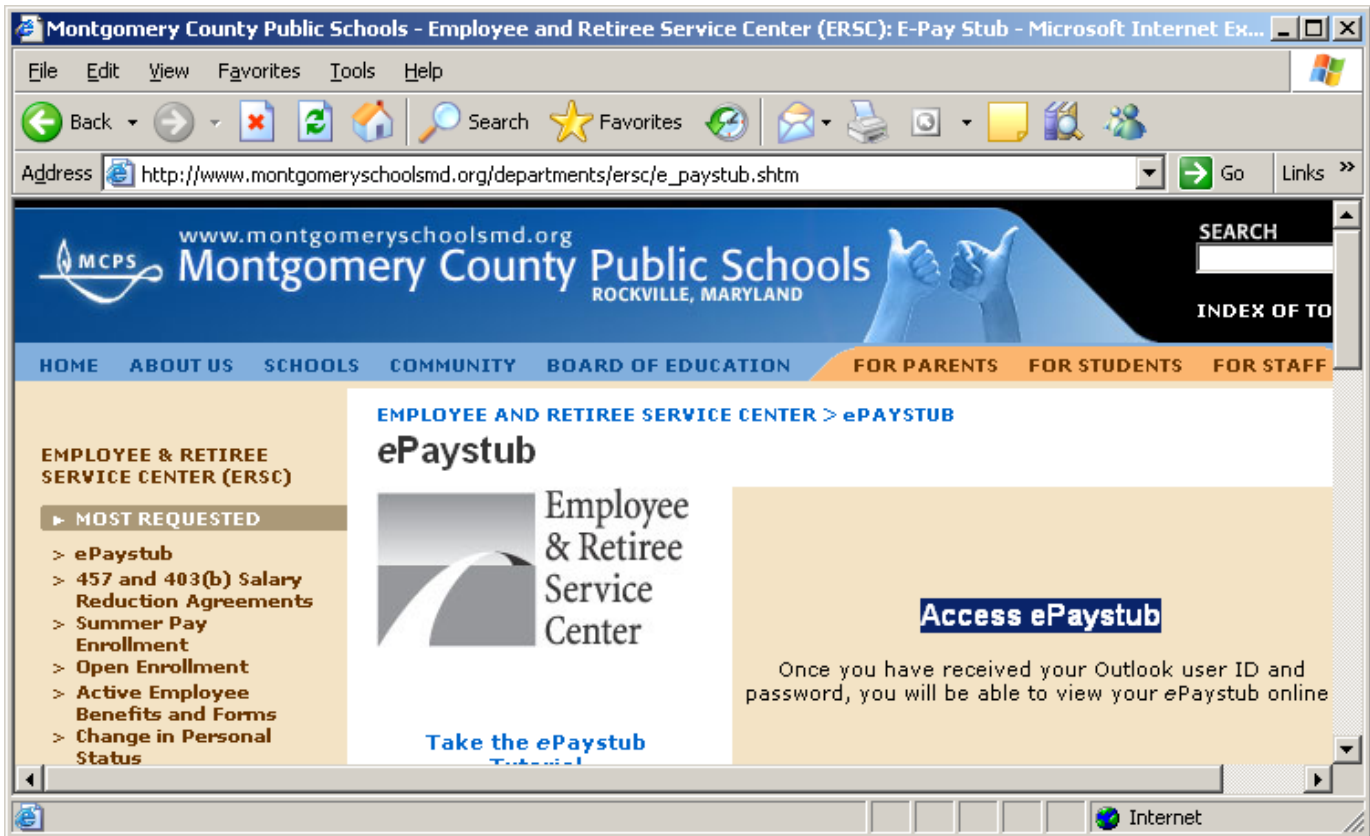
- 1) Go to <http://www.mcps.k12.md.us/>
- 2) Click on “For Staff” in the upper right hand corner of the page



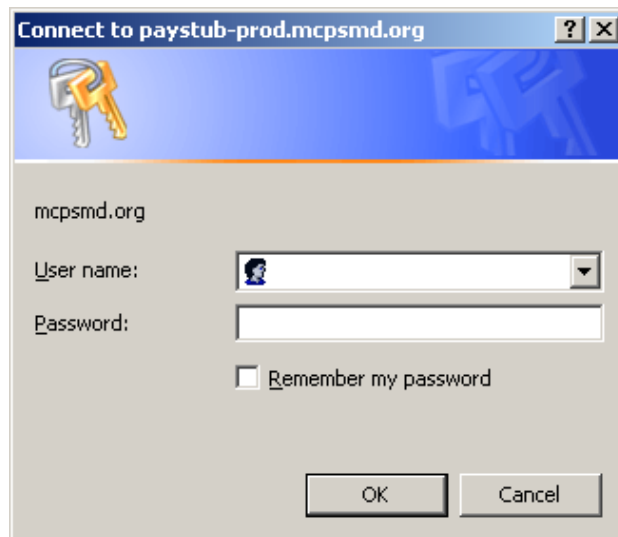
- 3) Click on “ePaystub” in the column on the left side



4) Click on **Access ePaystub**



5) Type in your user name and then your password. It is no longer necessary to type in your domain in front of your username.



6) After you have logged in, you will see a table with pay dates. Click on a date to see the pay stub for that date.

Employee and Retiree Service Center (ERSC) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://paystub-prod.mcpsmd.org/PaybaseResults.asp> Go Links

www.montgomeryschoolsmd.org
Montgomery County Public Schools
 ROCKVILLE, MARYLAND

Employee & Retiree Service Center

ePaystub Details Page
 Click on a payment date to view your ePaystub

Reminder: The password to open your ePaystub is your employee ID

Number of matches: 19
 Current Page: 1 of 2
[\[NEXT\]](#)

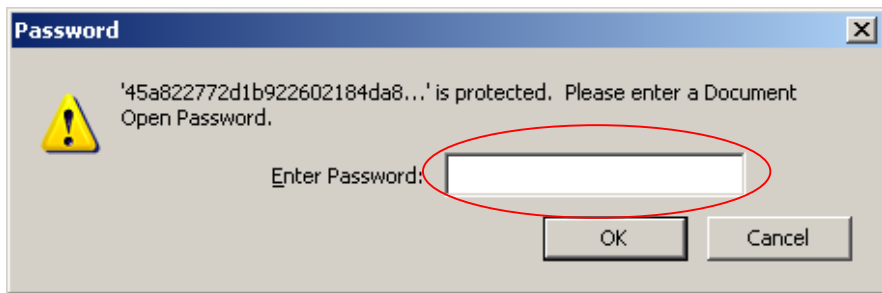
Payment Number	Payment Date	Payment Type	Voided Payments
3883890	1/19/2007	A	
3860689	1/5/2007	A	
3836947	12/22/2006	A	
3813202	12/8/2006	A	
3789532	11/22/2006	A	
3766077	11/10/2006	A	
3742621	10/27/2006	A	
3719266	10/13/2006	A	
3696070	9/29/2006	A	
3673574	9/8/2006	A	

[\[NEXT\]](#)

Log Off Click Log off to end your session. Close the browser when prompted.

Done Internet

7) When you click on the pay date, another window will pop up, asking for a second password. This is your employee number, with no zeros in front.



ePaystub Help/Troubleshooting

Visit the myID website if:

- You can't remember your MCPS password
 - You need to change your MCPS password
-

Call the MCPS Help Desk (301-517-5800) or contact via e-mail at help_desk@fc.mcps.k12.md.us if:

- You can't access ePaystub
 - You need assistance printing your ePaystub
 - You want to save your ePaystub but don't know how
 - You don't remember your MCPS username
-

Contact your timekeeper about:

- Hours worked were not reported by a location
 - Hours worked were reported incorrectly by a location
 - Hours worked were reported against an incorrect position
-

Contact the ERSC (301-517-8100) or via e-mail at ERSC@mcpsmd.org if:

- You are missing a pay stub
- You would like to make arrangements to pick up a manual check
- You would like to know when funds viewable on ePaystub will be in your account
- You need a further explanation of the pay codes or the attendance codes on ePaystub
- You would like to change personal information displayed on ePaystub
- You would like the Employee and Retiree Service Center to prepare an official employment verification for you

Understanding Your Pay Information

**THIS
BROCHURE
CONTAINS
IMPORTANT
INFORMATION!**

Each payday, all employees receive one of the following:

- Pay statement for those who receive paper paychecks
- Access to ePaystub is available on the Montgomery County Public Schools (MCPS) website for those employees who participate in direct deposit.

MCPS no longer produces paper pay advices for those employees who participate in direct deposit. ePaystub contains important information about your compensation, tax withholdings, and contributions for the many benefits provided to you as an eligible employee. In the explanation that follows, the pay statement will refer to both the pay statement and ePaystub advice, unless a difference is specifically noted.

This document is intended to help you understand the data contained on your pay statement and make personal financial decisions. The address listed on the pay statement is used for your W-2 (tax reporting) at calendar year end, as well as for important mailings from MCPS. It is important to provide updated address and other changes in personal information to the Employee and Retiree Service Center (ERSC) as soon as possible after changes are made.

Direct deposit is mandatory for all employees hired on or after February 1, 2001. All temporary part time (TPT) and substitute teachers must participate in direct deposit, regardless of their hire date.

Direct deposit ensures that your pay will be in your bank or credit union account on the morning of the pay date.

Please read this information carefully and then review your pay statement/ePaystub. Here are the important items to check:

Are you having the proper amount of federal and state income taxes withheld?

Depending on your personal financial circumstances, you may want to have less or more taxes withheld. To change the amount withheld, please complete a W4-MW-507 (W-4) form (available on the MCPS website) and remit to ERSC, 7361 Calhoun Place, Suite 190.

Are you having state tax withheld for the proper jurisdiction?

MCPS withholds tax for Maryland, Virginia, the District of Columbia, West Virginia, and Pennsylvania residents. If you have recently relocated, please confirm that taxes are being withheld and remitted to the proper authority.

Are the deductions for your share of benefits being deducted as you expect?

Your benefits are an important part of your compensation as an MCPS employee. In most cases, you may change your selections annually during Open Enrollment. The pay statement details your employee contributions for each benefit plan in which you are enrolled. Plans include medical, prescription drug, dental, vision, life insurance, dependent life insurance, pension, long-term care insurance programs, and retirement savings accounts.

In each sample, the circled numbers correspond to explanations that appear on the preceding pages.

Supplemental Explanations and a Glossary of Terms, on pages 3 and 7, provide additional information or definitions for pay statement items.

ePaystub is only available online and can be printed from any MCPS or personal computer

Have we answered all your questions? If you have questions about the MCPS Earnings and Deductions Statement, please call ERSC at 301-517-8100, or send an e-mail to ERSC@mcpsmd.org.

Employee ID Number		Montgomery County Public Schools Employee Name				Social Security Number	Distribution Location	Sick Bank Member	Payment Number
11000							03247	MCEA	00632726
Pay Period Dates		Payment Date	Marital Status	Federal Allowances	Additional Federal Tax	State Allowances	Additional State Tax	1990 Advance Owed to MCPS Upon Termination / Retirement	
Start	End		Married	00		00			
10/14/06	10/27/06	11/10/06							
Earnings / Adjustments					Taxes And Other Deductions				
Description	Hours	Rate	Amount	CYTD	Description	Current	CYTD		
Regular	72.00		3,081.87	56,836.86	Fed Tax		6,179.13		
Sick	8.00		847.92	847.92	FICA Med	255.08	919.41		
Exs Life			342.43	78.86	FICA OAS	48.39	206.92		
SSE Pay			4.27	5,096.52	MD Tax	206.92	3,931.27		
Personal Workshop					Fred Co	106.59	2,433.37		
ECA 1				1,042.34	Carr Co	66.43	1,089.86		
TPT				510.00	UHCStd		458.71		
IF				210.00	Base Pen	44.03	748.51		
Class Cov				200.00	Supl Pen	121.76	1,348.42		
				77.77	FSA Med	12.18	91.75		
				56.00	Legg Mas	25.00	425.00		
					Vision	1,000.00	9,000.00		
					Caremark	0.14	2.38		
					PPO Den	16.67	283.39		
					MCEA	5.26	89.42		
					Life	28.52	473.79		
						1.17	17.03		

ePaystub Information

Explanation of MCPS Earnings and Deductions Statement for ePaystub

1. Employee Identification Number:

A unique employee ID number is used by the system to connect all of the information related to each employee. Employees should learn their ID, as it is used on forms. Your employee ID is also used by ERSC to identify employees, and is the password required to access individual ePaystubs online.

2. Employee Name:

An employee's legal name must be used on his/her pay statement. This is the name reported to federal and state agencies, as well as insurance plans.

3. Distribution Location:

The employee's pay check distribution location number.

4. Sick Leave Bank Membership:

If you are a member of a sick leave bank, the association name of that sick leave bank is included in this space. The word "Excluded" means you are a member of the excluded sick leave bank. If you are not a member, "Non-member" will be displayed.

5. Payment [check] No.:

System-generated payment number for checks and direct deposit statements.

6. Federal, State, and County Tax Withholding Information: Income tax withholding information that is based on an employee's W-4 (Withholding Allowance Certificate).

The number of allowances (dependents) declared is displayed. Supplemental withholding of taxes will show in the Additional Federal Tax and Additional State Tax boxes. This amount is part of the Federal and State Tax and is included in the Taxes and Other Deductions section of your statement.

7. 1990 Advance Owed to MCPS Upon Termination/Retirement:

If you are in this group of employees, a dollar amount will be displayed in this location. The amount shown in this section will be deducted from your final paycheck upon termination or retirement from MCPS.

8. Description:

The types of earnings include, but are not limited to, hours worked (regular), absences, overtime, adjustments, and noncash income, such as excess life insurance. IRS regulations require that the value of employer-paid life insurance above \$50,000 be added to taxable income. This amount listed on the Exs Life line is added to your taxable income.

Note: Overtime (Prem OT), Extracurricular Activities (ECA), and Summer Employment (SSE) are displayed in this box. Prem OT refers to those hours paid at a higher rate than regular pay for those employees eligible for overtime pay.

9. Hours:

The hours to be paid as reported by the timekeeper. If you believe there is an error in the number of hours, please consult your timekeeper. If you have multiple positions, you can visit ePaystub and view the time reported for multiple assignments and positions. If the hours on your time sheet do not match the hours on your pay statement, or if the hours on your time sheet match the hours on your pay statement but the information is not correct, please have your timekeeper complete and forward the PACS correction form (MCPS Form 280-7) to ERSC.

10. Rate:

Rate for hourly paid employees (SEIU Local 500). For salaried employees (MCEA, MCBOA, and MCAAP), the section will be blank.

11. Amount:

The amount of pay for each specific type of earning in the current pay period.

12. Calendar Year-to-Date [CYTD]:

This column lists total earnings for the calendar year.

13. Federal Taxable: Current and calendar year-to-date federal taxable income totals. The

calendar year-to-date [CYTD] federal taxable total is the amount that will be reported to the IRS on your W-2 at the end of the year. Federal taxable total is the amount on which your federal withholding tax is based. It is your total earnings minus your pretax deductions.

14. State/County Taxes:

See page 3 for a detailed explanation.

15. Pension/Retirement Contributions:

Generally, all employees are members of a core base retirement plan and a supplemental pension plan. The contributions you make are shown separately for each plan. See page 3 for further explanation of the codes.

16. Health Carriers:

All your medical, vision, dental, and prescription carriers are listed individually in this column with your costs associated with each plan. These pretax deductions are based on your plan enrollment as of the pay period end date. The pretax deductions reduce your income for federal, state, Social Security, and Medicare taxes.

17. Association Dues:

Deduction for association (SEIU Local 500, MCBOA, MCAAP, or MCEA) dues or fees are displayed here.

18. Pretax Accounts:

Any amount you set aside in a Flexible Spending Account (FSA) or into a 403(b) or 457(b) plan. Each of your plans is listed on a separate line. The pretax deductions reduce your income for federal and state income tax.

19. Wage Garnishment:

A legal procedure whereby a percentage of "disposable earnings" —the amount of earnings left after legally required deductions (e.g., federal, state, and local taxes; Social Security; unemployment insurance; and state employee retirement systems)—are withheld by an employer by court order for payment of debts such as child support or alimony.

20. Life Insurance:

If you are enrolled in life insurance, your premium deduction is listed here. While most of your employee benefit contributions are made on a pretax basis, federal law does not permit life insurance to be deducted on a pretax basis.

21. Gross Pay: These figures represent the gross to net reconciliation of the current payment. This is the gross pay you earn minus pretax deductions, taxes, and other deductions to arrive at the net amount of your check or direct deposit.

22a. Available Leave: These figures represent available leave hours for use by you during the year. See box below for a detailed description.

22b. Earned Leave: These figures represent hours you have earned as of the pay period shown. See box below for a detailed description.

23. Message: Important messages to all employees will be posted here.

24. Banking/Credit Union Deposit: This is the amount deposited directly into your account. Deposits to any bank or credit union are listed here.

Glossary of Terms

Exs Life (Excess Life Insurance): This item applies only to employees who are enrolled in the life insurance program and whose salary is above \$25,000. IRS regulations require that the value of employer-paid life insurance above \$50,000 be added to taxable income. The amount of this additional noncash income (listed on the Excess Life line) is added to your taxable income.

Pretax deductions: A pretax deduction is a deduction that reduces the amount of earnings subject to income, Social Security, and Medicare taxes. Flexible spending accounts, retirement savings accounts, certain pension contributions, and health care (medical, dental, vision, and prescription premiums) are considered pretax deductions. While deductions reduce the amount of income subject to these taxes, they also may reduce future benefits, such as Social Security, that are calculated based on income. This does not affect your MCPS or state pension benefits.

Supplemental Explanations

■ 1990 Advance Owed to MCPS Upon Termination/Retirement

[No. 7]: This only applies to 12-month employees hired prior to January 1990. MCPS changed from a one-week to a two-week processing period and advanced one-week's pay. If you are in this group of employees, a dollar amount will be displayed in this location. The amount shown in this section will be deducted from your final paycheck upon termination or retirement from MCPS.

■ **State and County Taxes [No. 14]:** Residents of Maryland, Virginia, the District of Columbia, West Virginia, and Pennsylvania are taxed according to their individual state tax rate. State of Maryland county taxes are listed separately.

■ **Retirement/Pension Contributions [No. 15]:** On the MCPS Earnings and Deductions statement, employees eligible for retirement or pension coverage will see the following codes displayed on their pay statement:

- Base Ret = Retirement System, ("old plan") Base Benefit Plan
- Supl Ret = Retirement System, ("old plan") Supplemental Benefit Plan
- Base Pen = Pension System, ("new plan") Base Benefit Plan
- Supl Pen = Pension System, ("new plan") Supplemental Benefit Plan

■ **Available Leave [No. 22a]:** These figures are the combination of leave that was carried over from prior fiscal years, plus the new fiscal year (July 1 to June 30) advance given to all eligible employees, minus any leave that has been used during the year. The amount of leave shown is available for use during the year.

■ **Earned Leave: [No. 22b]:** These figures are the combination of leave that was carried over from prior years, plus leave actually earned so far this year, minus leave used during the year. If this balance is a negative, the employee has used more leave than he/she has earned and will owe MCPS the dollar value of those hours upon termination or retirement from MCPS. A negative balance could adjust to a positive balance over subsequent pay periods as the employee earns additional leave hours. If the balance is positive and the employee is eligible for a leave payoff, this balance is the starting point for the calculation.

Resources

Consult Your Timekeeper: Employees should check ePaystub and review reported hours relating to the type of pay or hours reported on their time sheet. If you have a question, please check with the timekeeper at your work site. You can view the reported attendance from each work location online.

Note: Timekeepers are not expected to respond to questions about deductions, calculations, or other pay issues. Questions can be directed to ERSC at 301-517-8100 or via e-mail at ERSC@mcpsmd.org.

Other Important Personal Financial Reminders:

You should review your personal deductions on a regular basis to be sure the choices you made reflect your current needs with respect to—

- federal tax withholding,
- state and county tax withholdings,
- contributions to 403(b) and 457(b) plans.

ePaystub sample • part 1

1	Employee ID Number 0000111	2 Montgomery County Public Schools Employee Name Name	6 Social Security Number	3 Distribution Location 02774	4 Sick Bank Member MCEA	5 Payment Number 03895440			
	Pay Period Start 01/06/07	End 01/19/07	Payment Date 02/02/07	Marital Status Married	Federal Allowances 00	Additional Federal Tax	State Allowances 00	Additional State Tax	7 1990 Advance Owed to MCPS Upon Termination / Retirement
Earnings / Adjustments					Taxes And Other Deductions				
8	Description	Hours	Rate	Amount	CYTD	Description	Current	CYTD	
	Regular	80.00		3,145.70	9,319.14	Fed Tax	409.24	1,228.28	
	ECA 1	3.00		42.00	126.00	FICA Med	45.66	136.96	
	Exs Life			8.38	25.14	FICA OAS	195.20	585.61	
	Personal				117.96	MD Tax	145.01	435.04	
						Mont Co	97.69	293.08	
						OptChoic	25.03	75.09	
						Base Pen	102.46	305.36	
						Supl Pen	10.25	30.55	
						Vision	0.14	0.42	
						Caremark	17.06	51.18	
						PPO Den	5.41	16.23	
						403 b	75.00	225.00	
						MCEA	28.52	85.56	
						FedLevy	1,748.22	5,246.31	
						Life	0.98	2.94	
	TOTAL EARNINGS			3,196.08	9,588.24	TOTAL DEDUCTIONS		2,905.87	8,717.61
	FEDERAL TAXABLE			3,035.73	9,109.41				

21	Gross Pay:	\$3,187.70
	Less Pretax Deductions:	160.35
	Less Taxes:	892.80
	Less Deductions:	1,852.72
	NET PAY	\$281.83

22a	Available Leave (in hours)	
	Description	Available
	ANNUAL	
	SICK	107.57
	PERSONAL	26.36

22b	Earned Leave (in hours)	
	Description	Earned
	ANNUAL	
	SICK	68.43
	PERSONAL	26.36

23 Message
To all 9- and 10-month employees, unless you have notified us that you will not be returning in the fall, we anticipate that you will return to your permanent position(s) for the 2009-2010 school year. Have a nice summer.

Montgomery County Public Schools
Rockville, Maryland 20855-2787
PAYROLL ADVICE

24 Deposit(s) effective 02/02/07: The amount of \$281.83 was deposited to account XXXXXX8504

Name
Address
Rockville, MD



**THIS IS NOT A CHECK
NON-NEGOTIABLE**

After 5 days return to:
Employee & Retiree Service Ctr.
Montgomery County Public Schools
7361 Calhoun Place, Ste. 190
Rockville, Maryland 20855-2787

02774-000073567-A

Name
Address
Rockville, MD

EMPLOYEE NUMBER	EMPLOYEE NAME	PAYMENT NUMBER
0000111	Name	03895440

ePaystub sample • part 2

Reported Attendance:

Position	Pay Code	Date	Hours / Amount	Position	Pay Code	Date	Hours / Amount
E1X401	EC1	01/10/07	1.50				
ELO Extended Day Program		01/17/07	1.50				
Highland Elementary School							
0277100101	HOL	01/15/07	8.00				
Teacher	REG	01/08/07	8.00				
Highland Elementary School		01/09/07	8.00				
		01/10/07	8.00				
		01/11/07	8.00				
		01/12/07	8.00				
		01/16/07	8.00				
		01/17/07	8.00				
		01/18/07	8.00				
		01/19/07	8.00				

EMPLOYEE NUMBER	EMPLOYEE NAME	PAYMENT NUMBER
0000111	Name	03895440

ePaystub sample parts 2 and 3 provide high-level information about payment features available for viewing.

ePaystub • Part 2

sample, above, may list the following:

- class coverage
- overtime
- workshops
- summer employment
- training

ePaystub • Part 3

sample, below, may list the following:

- garnishments
- tax levies
- association dues or fees

Please note:

Hours are reported by the school. They do not reflect any payroll adjustments made by ERSC staff.

ePaystub sample • part 3

Association Dues/Fees and Garnishment Deduction Detail

Deduction Code	Description 1	Description 2	Amount
2MCE	MCEA Dues		\$15.67
2MST	MSTA Dues		\$12.85
3FTP	Federal Tax Levy - % Disposabl	IRS Federal Tax Levy	\$1,748.22

EMPLOYEE NUMBER	EMPLOYEE NAME	PAYMENT NUMBER
0000111	Name	03895440

Tuition Reimbursement

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Requests for Tuition Reimbursement are made through Professional Development Online (PDO). Supporting Services staff can submit reimbursement requests and track the progress by clicking on the Tuition Reimbursement tab. Please forward any tuition reimbursement paperwork to the following address:

**Office of Human Resources and Development
Support Services Tuition Reimbursement
7361 Calhoun Place, Suite 401
Rockville, Maryland 20855**

PROCEDURES FOR TUITION REIMBURSEMENT

1. REIMBURSEMENT CRITERIA:

- a. Eligible unit members are defined as SEIU unit members on permanent status by the time the class ends. Unit members on long-term leave are not eligible for tuition reimbursement.
- b. A maximum of nine (9) credits will be reimbursed per fiscal year (July 1 through June 30). Any courses ending after July 1 and before June 30 count toward the new fiscal year's tuition reimbursement allotment. The nine (9) credits may be taken together in one semester or in any semester within the fiscal year.
- c. Reimbursement will not exceed one-half the current cost of in-state tuition for the University of Maryland at College Park. Reimbursement will be based on graduate or undergraduate tuition rates, depending upon the level of the course or program being reimbursed.
- d. The 9-credit-hour limitation may be waived for a specific year or years under the following conditions:
 - i. Completion of the requirements of an approved program requires enrollment in more than nine (9) credits during one or more years of the program, or Montgomery County Public Schools (MCPS) approves enrollment in more than nine (9) credits in order to meet a specific school system need.
 - ii. No reimbursement for additional credits outside the approved program will be approved until the total reimbursement from the first year of excess credits is less than the average of nine (9) credits per year.
 - iii. If the employee retires or resigns prior to the time the average reduces to nine (9) credits per year, the employee will be required to repay MCPS for any excess reimbursement beyond the average of nine (9) credits per year from the first year of excess reimbursement.
 - iv. In no event may the employee be reimbursed for more than 45 credits in the five-year period, beginning with the first year of excess reimbursement.
- e. Non-college training will be reimbursed by converting clock hours to credits, 15 clock hours equals one (1) credit. Prior approval for these classes is available and encouraged, if there is a question about whether the class is reimbursable or not.
- f. Employees will not be reimbursed for outside courses or training if such courses are also offered by MCPS and are available in the same semester to the employees in that unit. Exceptions will be made for credits that are needed as part of a degree, certificate, or professional development program in which the employee is enrolled if the MCPS course would not be counted and the credits would otherwise be reimbursable. Exceptions may also be made if MCPS courses are full and unavailable.
- g. Requests for tuition reimbursement must be submitted to the Office of Human Resources and Development (OHRD) within 60 days of course completion.
- h. Reimbursement will not be made for books or materials, but will cover course fees.
- i. Reimbursement shall be for courses that will either improve skills used at your present job or prepare you for another job within MCPS.
- j. Tuition reimbursement should be requested at the end of the course and upon receipt of the course grades and confirmation of tuition paid. Reimbursement would be charged to the program in which unit the person was working at the beginning of the course. For purposes of fiscal year limits on reimbursement, a course is counted in the fiscal year in which the coursework is completed.
- k. Courses receiving a "Pass" taken on a "Pass/Fail" basis will now receive tuition reimbursement.
- l. Reimbursement to 10-month employees for classes/courses taken during the summer is made in the fall, contingent upon return to permanent-status employment in MCPS.

2. SUBMISSION PROCEDURES:

- a. Log onto PDO at <http://pdo.mcpsmd.org>.
- b. Click on the Tuition Reimbursement tab.
- c. Click on the New Request button.
- d. Select Support staff using the pull down menu.
- e. Complete the form with your course information (complete a new form for each course).
- f. Submit the form by selecting the Save and Submit button.
- g. Print the form and Pony to OHRD with the receipt of payment, university/college account summary, and documentation of your grade.

NOTE: No requests will be processed without proof of payment, university/college account summary, and documentation of grade.

- h. You can monitor your request status from the Tuition Reimbursement tab in PDO.
- i. All documentation for payment must be submitted to the OHRD within 60 days of course completion. In the event there is a problem receiving the grade, the unit member must contact OHRD promptly.
- j. Documentation for payment includes:
 - i. Photocopy of official grade slip or transcript. A print-out from the school website showing your name, course, and grade is also acceptable.
 - ii. Proof of payment showing the full amount of tuition paid. All of the following must be submitted:
 - A printout from your online university or college account showing your name and payments, or a stamped and/or signed official university receipt.
 - University/college account summary showing breakdown of fees and tuition.
 - Credit card statement showing your name.

3. PROCESSING REQUESTS:

- a. Tuition reimbursement requests will be date stamped by OHRD on the day of receipt.
- b. A record of requests will be maintained by OHRD to assure unit members meet the eligibility and time requirements as set forth above.
- c. OHRD shall complete the approval process and update the request status in PDO.
- d. OHRD shall generate a pay memo and submit it to the MCPS Controller for processing.

4. QUESTIONS:

- a. Questions regarding tuition reimbursement should be directed to a Support Services Tuition Reimbursement Specialist at 301-315-7390.

ACCELERATED TUITION REIMBURSEMENT PROGRAMS

Accelerated Reimbursement (AR) programs are undergraduate/graduate programs that require completion of more than nine (9) credits per fiscal year (July 1—June 30). The credits used for the accelerated tuition reimbursement will count toward your future reimbursement. Reimbursements shall not exceed 45 credits in five years. After the completion of the program, you will not be eligible for any additional reimbursement until you make up the number of credits that you were reimbursed in of nine (9) credits per fiscal year. For example, if you are reimbursed for 18 credits in excess of the 9 credits per fiscal year that is normally allowed, you will not be eligible for tuition reimbursement for the next two years after completing the program.

The Accelerated Tuition Reimbursement Program Verification Form is interactive document and can be found on the MCPS website. Please type the requested applicant information in the boxes before printing the form. **Completed forms must be accompanied by a copy of your Program of Studies to be considered for approval.** For questions, please contact Ms. Janice Mitchell, Office of Human Resources and Development, at 301-315-7390.

Effective October 1, 2011, the Office of Human Resources and Development has a new address:

**Office of Human Resources and Development
Support Services Tuition Reimbursement
45 West Gude Drive, Suite 2300
Rockville, Maryland 20850-1159**

Frequently Requested Information

Office of Human Resources and Development

301-279-3204

7361 Calhoun Place, Suite 401
Rockville, Maryland 20855

Relocation effective October 1, 2011

45 West Gude Drive, Suite 1100
Rockville, Maryland 20850

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Department of Certification and Continuing Education

301-315-7390

•

Department of Performance Evaluation and Compliance

301-279-3361

•

Department of Professional Growth Systems

301-353-8556

•

Department of Recruitment and Staffing

301-279-3940

Employee Assistance Program

240-314-1040

2096 Gaither Road, Suite 205
Rockville, Maryland 20850

Employee and Retiree Service Center

301-517-8100

7361 Calhoun Place, Suite 190
Rockville, Maryland 20855

Relocation effective October 1, 2011

45 West Gude Drive, Suite 1203
Rockville, Maryland 20850

SEIU Local 500

301-740-7100 901

Russell Avenue, Suite 300
Gaithersburg, Maryland 20879

MONTGOMERY COUNTY PUBLIC SCHOOLS

ROCKVILLE, MARYLAND

Vision

A high-quality education is the fundamental right of every child. All children will receive the respect, encouragement, and opportunities they need to build the knowledge, skills, and attitudes to be successful, contributing members of a global society.

Great Students

- More than 144,000
 - From 164 countries
 - Speaking 134 languages
- 23.2% African American
15.6% Asian American
22.7% Hispanic
38.1% White
11.2% Special Education
12.5% ESOL

Great Staff

22,026 employees
11,503 teachers

Great Schools

200 schools
13 million meals served
29.2% FARMS (free and reduced-price meals)
1,272 bus fleet
\$2.2 billion operating budget

Great System!

Largest in Maryland,
16th largest in United States



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