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INFORMATION

Office of the Chief Operating Officer
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

August 18, 2016

MEMORANDUM

To: All Administrators, Supervisors, and Supporting Services Employees

From: Andrew M. Zuckerman, Chief Operating Officer 

Subject: INFORMATION—Procedures for Professional Leave for Support Professionals

The purpose of this memorandum is to clarify procedures for processing support staff requests for professional leave. Professional leave is approved leave to participate in professional activities that benefit Montgomery County Public Schools (MCPS) and the employee's professional growth, either in their current position or in preparation for another position in MCPS. These activities are not part of the employee's regular job duties and occur outside the workplace. In addition, if a substitute is required for an employee to participate in an activity, professional leave must be requested and approved. If professional leave is approved and a substitute is required, the funding source for the substitute must be identified.

Process for Support Professionals

MCPS is committed to investing in the professional growth of its support professionals. Despite current budgetary constraints, every effort should be made to allow support professionals to attend training whenever the program and budget permit. Each request needs to be evaluated on its own merits. The following guidance should clarify the administration of professional leave as it relates to support professionals:

- MCPS provides training for support professionals aligned with the core competencies identified in the Supporting Services Professional Growth System. These professional development opportunities occur during the workday.
- Training opportunities for support professionals are posted on the Professional Development Online (PDO) system and interested support professionals must register for training on PDO.
- Support professionals who wish to attend training must request approval from their supervisors/administrators before attending training by completing MCPS Form 430-94, *Professional Leave (PRO)*. Supervisors should be clear on the type of training (Tier 1, 2, or 3)

because required compensation is based on the tier of the training as it applies to the individual employee (see Article 28 of the agreement between Service Employees International Union Local 500 and the Board of Education).

- If a substitute is required for the support professional to be out of the building, as is the case for special education paraeducators, the individual must work with the administrator to identify the source of funding for the substitute.
- In the event that a new employee orientation or required training session (Tier 1 or Tier 2 trainings) occurs outside of the employee's normal workday, schools and offices are expected to adjust the work schedule so the total hours are not in excess of the employee's regular duty day and overtime will not be required.
- For orientation or training sessions that exceed the number of scheduled hours the employee works per day, authorization for the additional hours should be requested and authorized prior to the training as the employee must be compensated for the hours spent in orientation and/or training.
- If the supervisor/administrator approves leave for a support professional to attend training, this time is noted on the time sheet as professional leave. Employees should work with their timekeeper to ensure proper documentation of the authorization and the hours worked is included with the time sheet.
- If a support professional has registered for a class on PDO and the request for professional leave is denied, the support professional must withdraw from the training in PDO so that another support professional may register.

Questions

- Questions regarding the use of professional leave should be addressed to Mrs. Jackie E. Butt, senior specialist, leave and workers' compensation, Employee and Retiree Service Center, at 301-517-8100 or via e-mail.
- Questions regarding the funding of substitutes and authorization of additional hours for K-12 positions should be addressed to Mrs. Deborah A. Camp, business and finance administrator, at 240-314-4877 or via e-mail, or Mrs. Dyan K. Gomez, supervisor, at 240-314-4718 or via e-mail, in the Department of Strategic Planning and Resource Management.
- Questions regarding funding of special education substitutes should be addressed to Mrs. Julie S. Hall, director, Office of Special Education, at 301-279-3166 or via e-mail.
- Questions regarding the tier of a training should be addressed to Ms. Linda B. Gray, staff development program manager, Office of Human Resources and Development, at 301-217-5121 or via e-mail.

AMZ:sro

Copy to:

Mrs. Butt	Mrs. Hall
Mrs. Camp	Mrs. Cuttitta
Mrs. Gomez	Mr. Koutsos
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