

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy GCA, GC-RAA, GC-RAB, GC-RAC, GC-RAD, GC-RAE, GC-RAG, GC-RAH, GC-RAI, GC-RAJ, GC-RAK, GC-RAL, GC-RAM, GC-RAM, GC-RAO

Responsible Office: DIVISION OF HUMAN RESOURCES

NONCERTIFICATED SUPPORT STAFF

A. PURPOSE

To provide procedures to address noncertificated support staff and issues related to their employment.

B. BACKGROUND

Employment matters arise regarding noncertificated support staff. These matters include but are not limited to qualifications, vacancies, promotions, allocation, time schedules, reassignments, conferences, temporary assignments, suspension, termination, resignation and other related topics pertaining to noncertificated support staff.

C. DEFINITIONS

Noncertificated support staff – Employees in bargaining units III and IV including but not limited to administrative, technical, custodial, transportation, food service, teaching assistants, and maintenance personnel.

Compensatory time – Supervisor approved paid time off given to an employee in lieu of pay for working extra hours.

D. PROCEDURES

1. This regulation shall be implemented in compliance with the provisions of the applicable negotiated agreements, the provisions of which shall supersede any language that may be inconsistent.
2. Qualifications for noncertificated support staff positions shall be contained in the job description for the position.
3. Employees interested in transferring to a different position shall utilize the Human Resources electronic job posting system.
4. Noncertificated support staff positions are allocated on the basis of need, subject to availability of funds in the approved budget.

5. All appointments to noncertificated support staff positions shall be for a probationary period in compliance with the provisions of the applicable Negotiated Agreement.
6. Noncertificated support staff daily work schedules shall be determined by their supervisors in compliance with the provisions of the applicable Negotiated Agreement.
7. When overtime or compensatory time is approved by an employee's supervisor the time shall be paid and granted, respectively, in compliance with the applicable Negotiated Agreement.
8. Noncertificated support staff may be assigned, temporarily reassigned, or transferred to another position as required by the needs of the school system.
9. Noncertificated support staff shall earn annual and personal business leave according to the applicable Negotiated Agreement.
 - a. Noncertificated support staff who separate from employment with AACPS shall be reimbursed for accumulated annual leave in accordance with their salary at the time of their separation. The value of any used but unearned sick leave shall be deducted from any compensation due.
 - b. Noncertificated support staff whose work year is reduced from 12 months to 10 months shall be paid for accumulated annual leave at the hourly rate which was being paid at the end of the period of 12-month employment.
10. Noncertificated support staff may be separated from employment because of the abolition of a position, lack of work, or lack of funds. The employee shall be given at least 2-weeks written notice of layoff, reduction in force, or elimination of his/her position.
11. Noncertificated support staff shall give at least 2 weeks written notice to his/her supervisor prior to resigning from their position.
12. Noncertificated support staff who are absent from work for three consecutive work days without notifying their supervisor as to the reason for the absence shall be considered as having abandoned their position. The Division of Human Resources shall give the employee immediate written notification regarding the impact that would result from abandonment of the employee's position. Specifically, the employee may be terminated from employment with AACPS for abandoning his/her position. The Executive Director of Human Resources or his/her designee has the authority to reinstate such an employee if the circumstances prove that it was impossible for the employee to notify his/her supervisor.
13. Probationary noncertificated support staff may be dismissed at any time during their probationary period. Where practicable, the employee shall be given two weeks' notice of his/her dismissal.
14. Any disciplinary action shall conform to the standards established for employees by laws, policies, and regulations of AACPS.

15. The following shall occur if a permanent noncertificated support staff employee has completed the probationary period and has subsequently failed to maintain acceptable standards:
 - a. The support staff employee shall be notified of his/her performance related issues and be provided an opportunity to improve his/her performance.
 - b. If, after notification of performance issues, the support staff employee's performance does not improve, he/she may be terminated.
16. Support staff who receive discipline up to and including termination may appeal to the Superintendent within 3 work days of receipt of their discipline if they are claiming the action was arbitrary, unreasonable, or illegal.
17. If the employee is not satisfied with the Superintendent's decision, subject to the appeal process as outlined in Section 4-205 of the Education Article, the complainant may appeal the matter to the Board of Education. There must be a final decision of the Superintendent or his/her designee prior to any appeal pursuant to Section 4-205 of the Education Article to the Board of Education of Anne Arundel County. The appeal must be made in writing within thirty (30) calendar days of the date of the Superintendent or designee's decision and addressed the President of the Board of Education of Anne Arundel County, 2644 Riva Road, Annapolis, Maryland 21401.

Regulation History: *Developed by Superintendent 08/19/15.*
 Reviewed by Board of Education 08/19/15.
 Issued 08/19/15.

Note previous regulation history: *Rescinds: AR802.03 issued 09/03/75 and revised 01/20/93; AR 802.04 issued 09/03/75 and revised 11/07/90; AR802.05 issued 09/03/75 and revised 11/07/90; AR802.06 issued 10/16/58 and revised 11/07/90, 10/02/96; AR802.11 issued 09/03/75 and revised 11/07/90; AR802.13 issued 09/03/75 and revised 11/07/90; AR802.14 issued 09/03/75 and revised 11/07/90; and AR802.15 issued 09/03/75 and revised 11/07/90 .*