

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
AND  
MONTGOMERY COUNTY ASSOCIATION OF ADMINISTRATORS AND PRINCIPALS  
AND  
MONTGOMERY COUNTY BUSINESS AND OPERATIONS ADMINISTRATORS**

**Regarding: Bilateral Workload Negotiations for School Year 2021-2022**

This Memorandum of Understanding is made by and between the Montgomery County Public Schools (MCPS) and Montgomery County Association of Administrators and Principals and Montgomery County Business and Operations Administrators (MCAAP/MCBOA) (collectively, the "Parties").

Whereas, MCPS and MCAAP/MCBOA have engaged in negotiations over the impacts to bargaining unit members resulting from the COVID-19 pandemic as it relates to employee workload; and

Whereas, the parties have an ongoing commitment to prioritizing the health and well-being of MCPS employees and to placing the students they serve as the first priority.

Accordingly, the Parties agree as follows:

1. **Duration.** This MOU shall be effective on the date all Parties have signed the agreement, unless otherwise indicated, and shall expire on June 30, 2022.
2. **Additional Workload Compensation.**
  - a. For Fiscal Year 2022, Article 20(F)(3)(d) of the negotiated Agreement shall be amended as follows:

Unit members with at least five (5) years of experience with MCPS and who have accumulated at least 120 hours of annual leave will be permitted to receive a cash payout for up to five days of earned annual leave or deposit the monetary value of up to five days of earned annual leave into their 403(b) or 457 plan. Unit members who do not already have a qualifying 403(b) or 457 plan must enroll in at least one such qualifying provision to exercise that option and the contribution of the monetary value of the earned annual leave days to a retirement plan is subject to federal contribution limits.
  - b. Twelve-month MCAAP/MCBOA Unit members who are not eligible to participate in the leave cash out program will receive an additional two (2) days of annual leave.
3. **Work-Life Balance.** Pursuant to the Board of Education's December 2021 resolution, 12-month unit members received additional winter break and spring paid holidays. Eleven-month unit members did not receive this benefit due to the nature of their position. Accordingly, 11-month MCAAP/MCBOA unit members will receive five (5) days of personal leave. The use of the additional days of personal leave is subject to Article 20(R) of the negotiated Agreement, except as to the number of days that may be used during the 2022 fiscal year.

**4. Meetings.**

- a. May 18, 2022 shall be meeting free for Central Services staff after 12:30 PM. The Parties shall jointly identify one day in March and June and two days in April to be designated as meeting-free afternoons. The Parties shall announce the identified meeting-free afternoons by March 11, 2022.
  - b. Non-school based administrative meetings that last at least 90 minutes are encouraged, but not required, to include a minimum 5-minute break in the agenda. The meeting participants may choose to continue the meeting through the scheduled break and all meeting participants may self-break as needed.
  - c. MCPS and MCAAP/MCBOA will work through the Joint Collaboration Committee (JCC) to discuss and develop a 'best practices' guide for non-school based administrative meetings.
- 5. Grade Submission.** In the event MCPS allows for students to submit late work, for the submission of quarterly grades, administrators will be provided until 5:00 P.M. on Tuesday following the scheduled grade submission deadline to complete their review of the grades submitted by the teachers.
- 6. Action Requests.** When Central Services members are given unplanned assignments or work requests, the assigning supervisor will make any necessary adjustments to and prioritization of the member's regular workload, as is reasonable under the circumstances, to allow the member to respond to the unanticipated action request without shifting work to other employees. Appropriate adjustments may include extending deliverable deadlines.

**THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**


IN WITNESS WHEREOF, the Parties hereto have caused their names to be subscribed by their duly authorized officers and representatives as of the dates indicated below.

For Montgomery County Public Schools:

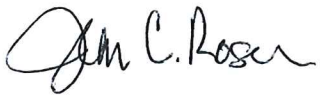
  
\_\_\_\_\_  
Monifa B. McKnight  
Interim Superintendent of schools

Date: 3.8.2022

For MCAAP/MCBOA:

  
\_\_\_\_\_  
Christine C. Handy  
President

Date: 03/03/2022

  
\_\_\_\_\_  
Jean Rosen  
Executive Director

Date: 03/03/2022