

**Administrative Procedures for Policy #6035 (Personnel) of the Board of Education
Regarding the Rehiring of Retired Teachers and Principals**

I. Process

- A. Calvert County Public Schools shall be responsible for overseeing the rehiring of retired teachers and principals.

II. Guidelines

A. Eligibility

1. A retired teacher who is rehired as a classroom teacher must meet the following conditions:
 - a. Is or has been certified to teach in the state,
 - b. Has verification of satisfactory or better performance in the last assignment prior to retirement,
 - c. Has been appointed in accordance with §4-103 of the Education Article, and
 - d. Retired with normal service retirement or retired with an early service retirement and has been retired at least 12 months.
2. Is employed as a classroom teacher, substitute classroom teacher or teacher mentor in a public school that:
 - a. Is not making adequate yearly progress or is a school in need of improvement as defined under the federal Every Student Succeeds Act (ESSA) of 2015, or
 - b. Is receiving funds under Title 1 of Every Student Succeeds Act (ESSA) of 2015, or
 - c. Has more than 50% of the students attending that school who are eligible for free and reduced-price meals, or
 - d. Provides an alternative education program for adjudicated youths or students who have been expelled, suspended, or identified for suspension or expulsion from public school
 - e. Shall teach in an area of critical shortage, or a special education class for students with special needs, or a class for students with limited English proficiency, or
3. Was employed as a principal within 5 years of retirement or was employed as a principal not more than 10 years before retirement and was employed in a position, supervising principals in the retiree's last

assignment prior to retirement.

- a. Has verification of satisfactory performance in each year as a principal and, if applicable, in a position supervising principals prior to retirement
 - b. Based on the retirees' qualifications, has been hired as a principal; and
 - c. Receives verification of satisfactory performance each year the retiree is rehired as a principal
4. Employed as a principal in a public school that:
- a. Is a school in need of improvement as defined under the federal Elementary and Secondary Education Act and as implemented by the State Department of Education
 - b. Is receiving funds under Title 1
 - c. Has more than 50% of the students attending the school who are eligible for free and reduced-price meals established by the US Department of Agriculture; or
 - d. Provides an alternative education program for adjudicated youths or students who have been expelled, suspended or identified for suspension or expulsion from a public school.
5. Exemption to the above eligibility: Each superintendent may rehire a maximum of five retirees from either the Teachers' Pension System and/or the Teachers' Retirement System in any position in the superintendent's local school system.

B. Length of Contract

1. Employment contracts for retired teachers and principals who are rehired as classroom teachers or school principals are valid for a maximum of one (1) year, not to extend beyond the end of any given school year. Contract renewals are on an as needed basis and not guaranteed.

C. Salary Placement

1. Retired teachers who are rehired as classroom teachers will be placed on the maximum entry step of the Master's salary scale allowed pursuant to the Agreement between the Calvert Education Association and the Board of Education of Calvert County.
2. Retired teachers that are rehired for subsequent years will be eligible for a step increase as determined by the current Agreement between the Board of Education of Calvert County and The Calvert Education Association.
3. Retired principals who are rehired as school principals will be placed on the salary scale and step in accordance with the Agreement between the Calvert Association of Administrators and Supervisors and the Board of Education of Calvert County.

4. Retired principals that are rehired for subsequent years will be eligible for a step increase as determined by the current Agreement between the Calvert Association of Administrators and Supervisors and the Board of Education of Calvert County.

D. Leave

1. Retired teachers who are rehired as classroom teachers will be credited with the same leave benefits as a teachers based on the Agreement between the Board of Education of Calvert County and The Calvert Education Association.
2. Retired principals who are rehired as school principals will be credited with the same leave benefits as principals based on the Agreement between the Calvert Association of Administrators and Supervisors and the Board of Education of Calvert County.

E. Evaluation

1. Retired teachers who are rehired as classroom teachers will be observed and evaluated annually, following the tenured teacher observation and evaluation process.
2. Retired principals who are rehired as school principals will be evaluated annually, following the principal observation and evaluation process.

F. Benefits

1. Retired teachers and principals who are rehired as classroom teachers or school principals are eligible for the same benefits that are provided to current, non-retired teachers or principals, with the exception of membership in the Maryland State Retirement Agency.

G. Reporting Requirements

1. Calvert County Public Schools must notify the Maryland State Retirement Agency (MSRA) and the Maryland State Department of Education (MSDE) within thirty (30) days of rehiring a retired teacher or principal.
2. Retired teachers and principals who are rehired as classroom teachers or school principals must notify the MSRA Board of Trustees in writing of their intent to accept reemployment and the amount of anticipated compensation.

H. Earnings Limitations

1. Calvert County Public Schools is not responsible for any penalties incurred by rehired retirees for exceeding their retirement earnings limitations as determined by the Maryland State Retirement Agency (MSRA).