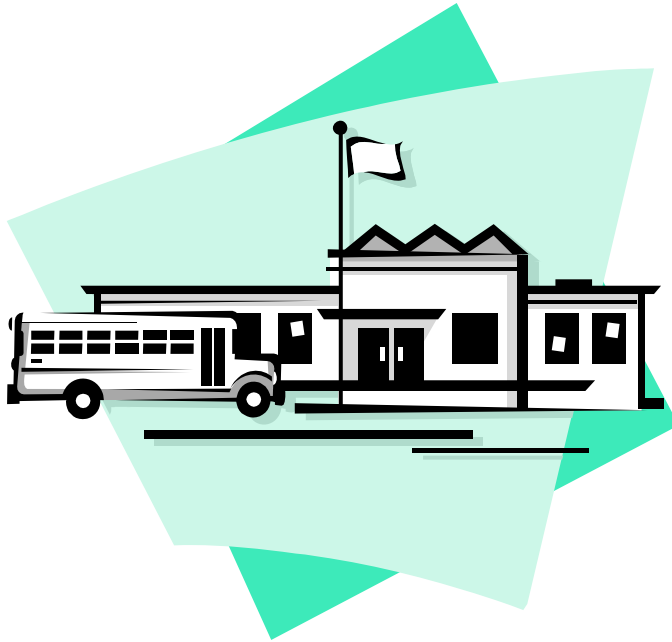


BALTIMORE COUNTY PUBLIC SCHOOLS

# TEMPORARY EMPLOYEE GUIDE



## **Baltimore County Public Schools' Goals**

- World-Class Teaching and Learning;
- Safe and Secure Teaching, Learning and Working Environments;
- Building Community Through Communication;
- Organizational Performance Standards and Accountability.

*- Blueprint 2.0*

**Department of Human Resources  
Office of Temporary Services  
Created: August 2012  
Revised: July 2013**



## Introduction

On behalf of the Board of Education, the Superintendent of Schools, the Department of Human Resources, and the Office of Temporary Services, “thank you” for choosing to be a part of the educational program in the Baltimore County Public Schools (BCPS). BCPS has achieved what all school systems strive for: consistent progress in raising student achievement. To continue our success, it is important that BCPS have the support and dedication of all employees, including temporary employees.

Temporary employees are individuals with an “at-will” employment status assigned to schools and offices on an “as needed basis” to perform various types of duties in support of the school system’s mission. They may be employed for the duration of a specific project, activity, grant award, structured season of activity, or instructional program. If they have not, duties of your specific assignment will be discussed with you and updates to the position’s job description can be found on the Office of Temporary Services’ Web site.

Temporary employees include substitutes, coaches, aides, assistants, contracted hourly employees, and all hourly employees working in a non-benefit eligible position. As is true for all employees, temporary employees are expected to follow BCPS policies, rules, and procedures.

Please take the time to read this *Temporary Employee Guide*. It is designed to assist you in understanding BCPS processes, to provide you with information about your employment, and to pave the way for a successful assignment. Questions about this guide, or other aspects of temporary employment, can be directed to the Office of Temporary Services at (410) 887-8952.

## Mission

The Baltimore County Public Schools' mission is to provide a quality education that develops the content knowledge, skills, and attitudes that will enable all students to reach their maximum potential as responsible, life-long learners, and productive citizens.

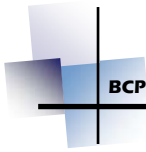
## Quality Policy

The *Blueprint for Progress* establishes clear standards and expectations for the delivery of quality instruction and support services, individual commitment and accountability, and continuous improvement for the Baltimore County Public Schools.

## Benefits

Although temporary employees are not eligible for the medical and health benefits of "regular" part-time and full-time employees, they are eligible for the following:

- Participation in the 403(b) and 457(b) retirement plans. Access [www.bcps.org/offices/payroll/](http://www.bcps.org/offices/payroll/) for additional information.
- Direct deposit of their paychecks.
- Membership in the First Financial Federal Credit Union (FFFCU) and its United Buying Service program. Call (410) 321-6060 for more information.
- Professional development provided by the school system on a space available basis. Access [www.bcps.org/apps/registration/](http://www.bcps.org/apps/registration/).
- Workers' compensation: May apply when an injury or illness is incurred during the course of employment.
- Access to the BCPS intranet network.
- Employee Assistance Program (EAP Internal).



## Payroll

Temporary employees are paid two weeks in arrears (two weeks after the pay period in which their services were provided) every two weeks. Paychecks are mailed to the employee's home address. See BCPS' pay calendars and schedules at [www.bcps.org/offices/payroll/](http://www.bcps.org/offices/payroll/).

## Inclement Weather/Emergency Conditions

During times of inclement weather or emergency conditions, temporary employees are to monitor the various media outlets such as the radio, television, and BCPS Web site at [www.bcps.org](http://www.bcps.org) to determine if school/office assignments have a delayed opening, early dismissal, or closure. Temporary employees are to notify the appropriate administrator by telephone or email if they are unable to report for their assignment due to inclement weather or emergency conditions.

## Important Numbers and Web sites

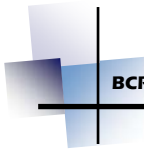
- Office of Temporary Services ..... 410-887-8952 or  
8954
- Fax ..... 410-296-1451
- Email ..... [oftempservices@bcps.org](mailto:oftempservices@bcps.org)
- Web site - [www.bcps.org/offices/personnel/temporary\\_services/](http://www.bcps.org/offices/personnel/temporary_services/)
  
- Office of Payroll ..... 410-887-4240
- Fax ..... 410-887-7610
- Web site - [www.bcps.org/offices/payroll/](http://www.bcps.org/offices/payroll/)
  
- Work Site Phone Number .....
  
- Work Site Contact .....



## Day-to-Day Expectations

Temporary employees are expected to:

- Notify the appropriate administrator in advance if they are unable to complete a scheduled day or time.
- Arrive promptly when reporting to work.
- Sign in at the beginning of the day and notify the appropriate administrator prior to leaving the work site.
- Dress professionally. The principal/supervisor has the discretion to determine appropriate attire.
- Refrain from bringing visitors, children, siblings, or others in your care to the school/work site.
- Follow procedures established by the administrative staff/regular teacher when your assignment involves supervision of students. Supervision of students during activities includes but is not limited to the following: instruction in the classroom and during small group activities, on playgrounds, in hallways, in cafeteria, in school office, in health suite, in library, in assemblies, on field trips, and during before and after school-sponsored activities/events.
- Notify an administrator immediately when you are uncertain of the whereabouts of assigned student(s).
- Avoid deliberate physical contact with a student unless he/she is a danger to him/herself or others.
- Do not attempt to discipline any student at any time, unless instructed to do so as part of your assignment.
- Report any concerns to a school administrator or teacher in a timely manner.
- Use telecommunication technologies and access electronic networks for educational purposes, or to summon assistance in an emergency situation, in accordance with the BCPS Telecommunications Policy 4104. Temporary employees are not to use BCPS telecommunication devices for personal use.
- Promote the worth and dignity of all individuals by displaying an attitude of cooperation, friendliness, and acceptance.
- Maintain open communication with school/office staff, other temporary employees, volunteers, and administrators.
- Demonstrate a commitment to education for all students.



## Health Issues and Emergencies

Temporary employees will be oriented to, and directed by the school/work site staff in the following universal emergency response procedures: school evacuations; security alert and lock down; shelter in place; severe weather safe area; drop, cover, and hold emergencies.

Temporary employees should inform the appropriate administrator of any reasonable accommodation needed in the event of an emergency. Temporary employees can refer to the *Emergency Guidelines* flipchart available in the office of every school/work site and review the *Critical Response and School Emergency Safety Management Guide* available at [www.bcps.org/offices/sss/crsesm\\_guide](http://www.bcps.org/offices/sss/crsesm_guide).

Temporary employees should not render first aid to students or clean up blood or other bodily fluids without the guidance of the school nurse. If a temporary employee is exposed to blood or other bodily fluids, he/she must report to the school nurse or appropriate administrator for assessment and/or intervention.

## Policies and Rules of the Baltimore County Public Schools

As an employer, Baltimore County Public Schools maintains a number of policies and rules that you as an employee are required to follow. Statements regarding several of these policies and rules follow. The full text of these and other policies and rules can be accessed at [www.bcps.org/systems/policies\\_rules/](http://www.bcps.org/systems/policies_rules/).

## Professional Relationships

The interactions among temporary employees, students, staff, and volunteers should remain clearly within the confines of professional relationships. A temporary employee who has reason to believe that a relationship between an employee/volunteer



and a student is inappropriate, or has a complaint of sexual harassment should bring the matter to the attention of the appropriate administrator.

BCPS Policy/Rule 4100 provides additional guidance. Below are some examples of behaviors which will not be tolerated:

- Failing to report or engaging in child abuse, including sexual abuse, neglect, and mental injury.
- Dating and sexual relations with students.
- Participating in or condoning sexual harassment or unwelcome physical or verbal behavior of a sexual nature. Behavior constituting sexual harassment includes any deliberate and/or repeated unwelcome behavior of a sexual nature, whether it is verbal, non-verbal, or physical.
- Engaging in personal or intimate references to self or others.
- Communicating with students about items of a personal nature or outside the scope of the employee's responsibility and assignment. These include, but are not limited to, telephone calls, letters, cards, gifts, emails, text messages and social media.
- Meeting students for non-professional reasons.
- Condoning or participating with students committing illegal acts or acts in violation of school policies and rules.
- Initiating, encouraging, or engaging in obscene or pornographic discussions or displays.

Below and on the following pages are specific policies regarding "Professional Relations." Please be aware that retaliation against an employee for making a complaint or for participating in an investigation is illegal and will not be tolerated.

### **Suspected Child Abuse, Neglect and/or Inappropriate Behavior**

Child abuse and child neglect is against the law. Educators, health care workers, police officers, and others are required by law to report suspected abuse or neglect to the appropriate authorities.



If any employee suspects child abuse, neglect and/or inappropriate behavior, he/she is to notify an administrator for guidance with the reporting procedures outlined in BCPS Policy/Rule 4103 and 5440.

A temporary employee suspected of child abuse, neglect, and/or inappropriate behavior will be immediately removed from his/her current assignment and unavailable for any other assignment pending the results of external and internal review. Once completed, a temporary employee may be reactivated if it is deemed appropriate.

### **Dating/Sexual Relations Between Staff And Students**

Engaging in sexual misconduct including, but not limited to, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when this conduct implicitly or explicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment is prohibited.

Sexual relations may include, but is not necessarily limited to, sexual contact or conduct. Example behaviors may include inappropriate touching or fondling, phone calls, letters, photographs and tapes of a sexual nature, and accepting or giving gifts of a sexual/intimate nature.

Should a staff member have reason to believe that dating or sexual relations has occurred between an employee and a student, the Department of Social Services should be contacted immediately. Procedures outlined in BCPS Policy/Rule 4103 shall be followed.





## **Sexual Harassment and Discrimination**

Sexual harassment and discrimination based on age, color, disability, gender, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status is prohibited and an unlawful employment practice. Employees and supervisors are required to report allegations of discrimination, sexual harassment or retaliation. Complaints will be investigated and appropriate action(s) taken. See BCPS Policy/Rule 4001, 4100, and 4102 for additional information.

## **Maintaining Student and Staff Confidentiality**

Confidentiality is extremely important. Temporary employees may not share any confidential information they learn from their time spent employed at a school/work site. If a temporary employee becomes aware of information that he/she feels needs to be shared with a third party, or feels that confidentiality has been violated, these concerns should be directed to an appropriate administrator.

Do not discuss any information regarding students or staff obtained in the course of your assignment with anyone other than as directed by the school administrator or office head.

Family Educational Rights and Privacy Act, a federal law more commonly known as FERPA, as well as state regulations and BCPS Policy/Rule 5230, protect the privacy of student information. Therefore, BCPS' students' records are confidential and must be treated in accordance with this law.

Employees may be dismissed if they improperly distribute/disclose confidential or sensitive information.



## **Drug-Free Workplace**

Consistent with the federal Drug-Free Workplace Act of 1988, BCPS Policy/Rule 4101 prohibits the unlawful manufacture, distribution, possession, or use of controlled substance, or alcohol in the workplace.

## **Tobacco-Free Environment**

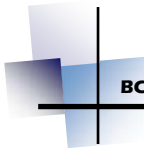
BCPS is committed to providing a tobacco-free work environment for its students, employees, volunteers, and community members. BCPS Policy/Rule 2372 prohibits the sale, use, and possession of any form of tobacco in school system owned or leased buildings, grounds, and vehicles, or at school related activities, at all times regardless of whether or not students are present.

## **Weapons**

BCPS Policy/Rule 5550 prohibits the possession of any weapons, look-alike weapons, firearms, or look-alike firearms on school property, on school buses, or at any school-related/sponsored event. Examples of prohibited weapons include, but are not limited to knives, pocket knives, mace, and guns. Temporary employees are expected to report any suspicious looking weapons, look-alike weapons, and firearms to the appropriate administrator immediately.

## **Maintaining Employment**

Temporary employees' employment with BCPS is "at-will." This means that either the employer or the employee has the right to terminate the employment relationship at any time and for any reason, immediately and without prior notice. No one has the authority to change this "at will" employment arrangement, except the superintendent or his designee.



All employees, including temporary employees of BCPS, are expected to conduct themselves in accordance with applicable laws and standards of behavior that support the mission and goals of the system.

### **Assignment Ended**

Should your immediate supervisor or principal notify you that your assignment has ended or is no longer funded for reasons other than performance, it is your responsibility to contact the Office of Temporary Services at (410) 887-8952 for future assignment possibilities.

### **In Summary**

The Office of Temporary Services' personnel officer, personnel analyst, and office professionals can be of assistance if you have any questions after reading this guide. This guide is a summary of the terms and conditions of employment with BCPS and is not meant to replace policies, rules and procedures. The Office of Temporary Services reserves the right to change the contents of this guide at any time. This *Temporary Employment Guide* does not constitute a contract of employment.

As a temporary employee with BCPS, you are expected to uphold your responsibilities: exhibiting professionalism, excellence, and teamwork wherever you are assigned.

Accept our best wishes for success in this and all future assignments with BCPS. Once again, welcome to the Baltimore County Public Schools.



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Personnel Services/Department of  
Human Resources

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E-mail: [oftempservices@bcps.org](mailto:oftempservices@bcps.org)

*BCPS does not discriminate on the basis of age, color, disability, gender, marital status, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other characteristic in its educational programs, services, or employment as provided in federal and state law.*