MONTGOMERY COUNTY PUBLIC SCHOOLS

Non-Teaching Long-Term Substitute Assignment for School Positions Other Than Classroom Teachers

Office of Finance MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS) Rockville, Maryland 20850

School Name	School Number
GENERAL INSTRUCTIONS: This form must be completed an date for the request. Prior to filling in this form, please reac Authorization of Substitutes for School-based Positions," to review	d approved by the Associate Superintendent of Finance/Designee prior to the start It the Associate Superintendent of Finance's memorandum, "Guidelines for the Request and the guidelines for the non-teaching position substitute process.
one copy for the school. Once signed approval has been rece authorizing office a copy of the approved request form with the MCPS Form 445-17, Long-Term Substitute Assignment req MCPS Form 460-2, Request for Temporary Employment sho	uest form should be forwarded to Employee & Retiree Service Center (ERSC) buld be forwarded to the School and Financial Operations Team fiscal assistant.
EXTENSIONS—To initiate an extension of an approved non-teal Part IV completed and signed by the principal via email to SFOT	ching long-term substitute assignment, resubmit a copy of the approved request form with 「@mcpsmd.org or Pony to the School and Financial Operations Team, CESC, Room 170.
PART I: POSITION INFORMATION (To Be Completed B	y School)
Type of Position ☐ School-Based Teacher Level (MCEA) ☐	School-Based Supporting Services (SEIU) School-Based MCBOA (other than building services or food services)
Position Title	Position Grade
☐ Full-Time Position, or ☐ Part-Time Posit	ion: If part-time, provide FTE Biweekly hours/pay period
PART II: DETAILS OF EMPLOYEE ABSENCE OR VACA Note: Other than extenuating circumstances, subs for position	NCY (To Be Completed By School) ons are only approved for periods greater than 2 weeks
☐ Unfilled Position/Vacancy	☐ Long-Term Absence
Employee leaving position:	Employee absent from position:
Name	Name Employee ID
Employee ID	Reason for Absence (select one):
Reason for Vacancy	☐ LEAVE Type of leave
Date position was vacated/	Start Date:/ End Date:/
Is position currently advertised: ☐ No ☐ Yes (Closing date/)	Long-Term Leave Forms (430-1 & 440-35) sent to ERSC (Date)//
Expected Fill Date/	HLA Position:
	HLA Start Date:/ HLA End Date:/
Please provide a rationale for this long-term substitute rec	quest:
I understand that my electronic submission of this form and my e	lectronic signature are intended to be, constitute, and are equivalent to my personal signature.
Signature,	
PART III: AUTHORIZED USE ONLY	
П	APPROVED DENIED
	Date/ for student instructional days only.
Type of Substitute Approved: Substitute Teacher @ substitute teacher pay rate (•
Charge to Account Number:	
Organization: Location:	Project: Function:
Account:	Fund: Category:
	endent of Finance/Designee Date

School Name	School Number
INFORMATION:	
Supporting Services (SEIU)	Substitute Pay Rate Guidelines
 Non-MCPS, retiree (non-single position being filled 	milar positions), or current MCPS employee (non-similar position)—step 1 longevity 0 on the grade of the
Retiree from similar position	n—up to step 5 longevity 0 on the grade of the position being filled, no greater than the rate of pay at retirement
 MCPS permanent employe the employee's current rat 	ee from similar position—up to step 10 longevity 0 on the grade of the position being filled, no greater than e of pay (total permanent position hours + substitute hours may not exceed 8 hrs/day or 40 hrs/week)
MCBOA Substitute Pay Rate	e Guidelines
 Retired MCBOA administration position being filled, no gr 	ator substituting for a similar SEIU position in the business/finance field—up to step 5 on the grade of the eater than the rate of pay at retirement
 Retired MCBOA administration than the rate at time of ret 	ator substituting for a non-similar SEIU position—step 1 on the grade of the position being filled, no greater irement.
 Retired SEIU staff substitut retirement. 	ing for MCBOA position—step 1 on the scale of the position being filled no greater than the rate at time of
NOTE: Unlike long-term teacher same substitute assignm	substitutes, supporting services and MCBOA substitutes do not receive a pay rate differential when working in the ent beyond 10 days.
PART IV: REQUEST FOR EXT	ENSION OF SUBSTITUTE ASSIGNMENT (To Be Completed By School)
Revised/Extended End Date of A	Signature, Principal Date
	Extended Long-Term Leave Forms (430-1 & 440-35) sent to ERSC (Date)//
Revised/Extended End Date of A	Assignment/
Revised/Extended End Date of A	Signature, Principal Date
	Extended Long-Term Leave Forms (430-1 & 440-35) sent to ERSC (Date)//
PART V: AUTHORIZED USE (DNLY
☐ EXTENSION APPROVED☐ EXTENSION DENIED	Substitute Assignment Revised/Extended End Date:/
	Signature, Associate Superintendent of Finance/Designee Date
☐ EXTENSION APPROVED ☐ EXTENSION DENIED	Substitute Assignment Revised/Extended End Date:/
	Signature, Associate Superintendent of Finance/Designee Date
☐ EXTENSION APPROVED☐ EXTENSION DENIED	Substitute Assignment Revised/Extended End Date:/
	Signature, Associate Superintendent of Finance/Designee Date