

**MEMORANDUM OF AGREEMENT  
BETWEEN  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
AND  
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 500**

**Regarding: SEIU Special Education Incentives for the 2022-2023 and 2023-2024 School Years**

This Memorandum of Agreement (MOA) is made by and between the Montgomery County Public Schools (MCPS) and the Service Employees International Union, Local 500 (SEIU) (collectively, the "Parties").

Whereas, the Parties acknowledge an urgent need to address staffing challenges related to special education paraeducators.

Accordingly, the Parties agree as follows:

1. **Duration.** This MOA shall be effective as of the date it is fully executed and shall expire on June 30, 2024.
2. **Hiring Incentive.**
  - a. External candidates hired for the 2022-2023 school year into the Paraeducator, Special Education job classification (Job Code 6550) in a Title I, Focus, or Community school program shall receive a one thousand five hundred-dollar (\$1,500.00) incentive, pro-rated by the FTE position they occupy.
  - b. For the purposes of this MOA, "external candidates" is defined as "individuals who are not permanent MCPS employees at the time they are hired."
  - c. The incentive will be retroactive to individuals hired beginning on July 1, 2022 and will be included in payroll no later than three (3) pay periods after the execution of this MOA.
3. **Internal Transfer Incentive.**
  - a. Current unit members in a Paraeducator job classification (Job Code 6600) in a one-hundred percent (100%) general education position in a school not designated as a Title I, Focus, or Community school who transfer during the 2022-2023 or the 2023-2024 school year to a Paraeducator, Special Education job classification (Job Code 6550) in a discrete program as defined below shall receive a two thousand-dollar (\$2,000.00) incentive, pro-rated by the FTE position they occupy.
  - b. The incentive will be retroactive to individuals who transferred into the Paraeducator, Special Education position as of July 1, 2022 and will be paid in accordance with the schedule indicated below.
  - c. The employee will retain their current step and grade when transferring and must remain in the position for the remainder of that school year.

Discrete Programs	
Learning Centers	Bridge
LFI	SCB
Autism	Extensions
All Pre-K (includes PEP)	Autism Resource Services
Asperger's (name change forthcoming)	SESES
Special Schools	

Internal Transfer Date	Payment Date
On or before February 10, 2023	March 24, 2023
Between February 11, 2023 and March 31, 2023	May 19, 2023
April 1, 2023 and the end of the school year	June 30, 2023

4. Referral Incentives.

- a. Paraeducator Referral. Any current unit member will receive a five hundred-dollar (\$500.00) referral incentive for referring an external candidate (as defined in paragraph 2[b] above) who fills a permanent paraeducator position in a discrete program identified in paragraph 3 above during the 2022-2023 or 2023-2024 school year. The paraeducator referral incentive will be payable once the new employee completes the onboarding process and is not retroactive. OHRD will ask the new employee to identify any current MCPS employees who referred or encouraged them to apply to MCPS; if more than one eligible employee is identified, the incentive will be split evenly between the employees.
  
- b. Special Education Teacher Referral. Any current unit member will receive a five hundred-dollar (\$500.00) referral incentive for referring an external candidate (as defined in paragraph 2[b] above) who fills a special education teacher position in any of the classifications identified below during the 2022-2023 or 2023-2024 school year. The incentive shall be paid as a stipend in two (2) equal installments on or before December 15, 2023, and May 17, 2024. If the newly hired special education teacher leaves their assigned position prior to the payment date the incentive payment will not be made. OHRD will ask the new employee to identify any current MCPS employees who referred or encouraged them to apply to MCPS; if more than one eligible employee is identified, the incentive will be split evenly between the employees.

Special Education Teacher Job Titles (Job Code)	
Teacher, PEP AD (1016)	Teacher, Auditory (1048)
Tchr, Physical Disabilities (1029)	Teacher, Adptd Physical Ed (1050)
Teacher, Special Education AD (includes LFI, Autism, SCB, and Extensions) (1034)	Teacher, Special Ed Resource (1060)
Teacher, Sp Ed Resource Room AD (1046)	Teacher Visually Impaired (1030)

5. **Paraeducator Reclassification.** The parties agree to resume the work related to the Paraeducator reclassification study begun in 2019 as part of the reopening discussions and negotiations for a successor agreement between SEIU and MCPS to support hiring and retention of paraeducators.

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, Ed.D.  
Superintendent of Schools

Date: 3.2.2023

For SEIU:



Pia Morrison  
President

Date: Feb 23, 2023