DATE: January 12, 2010

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF POLICY 4231.1 – PERSONNEL: TRANSFER, CLERICAL

ORIGINATOR: J. Robert Haines, Deputy Superintendent

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 4231.1. This is the third reading of this policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 4231.1
Policy Analysis For
Board of Education Policy 4231.1
Transfer, Clerical

Statement of Issues or Questions Addressed
Board of Education Policy 4231.1 describes the transfer process for clerical employees. Because employee transfers are the province of the Superintendent of Schools, and the procedure is addressed in the Baltimore (County Instructional) Assistants and Clerical Employees (“BACE”) Master Agreement, staff believes that Board Policy 4231.1 is no longer needed and may be deleted.

Cost Analysis and Fiscal Impact on School System:
No fiscal impact is anticipated by the deletion of this policy.

Relationship To Other Board Of Education Policies:
Board of Education Policy 4131, Transfer, General

Legal Requirements
Annotated Code of Maryland, Education Article, §6-201

Similar Policies Adopted By Other School Systems:
1. Anne Arundel County Public Schools, Policy 802.07: Classified Staff Reassignments
2. Baltimore City Public Schools, Policy 402.04: Assignment, Promotion, and Transfer
3. Montgomery County Public Schools, Policy GFC Reassignment of Personnel After 25 Years of Service or Age 50

Draft of Proposed Policy
Attached.

Other Alternatives Considered By Staff:
None

Timeline for Adoption
First reading – November 17, 2009
Public comment -- December 1, 2009
Third reading/vote – January 12, 2010
PERSONNEL:   Classified

Status Change:  Transfer, Clerical

Requests for transfer shall be considered in accordance with the policy, Promotion, Clerical, except that it shall not be necessary to follow the interview procedure. An employee’s request for a transfer shall not be considered during his/her first year in any position unless the employee is the only qualified individual applying for the position. Every effort will be made to comply with an employee’s request for a transfer.

In the event of an involuntary transfer as required by the needs of the school system, the following guidelines will be observed:

a. When an employee who is performing satisfactorily is transferred involuntarily, he/she shall be given preference for any comparable job vacancy for which he/she is qualified.

b. When involuntary transfers are necessary, the Director of Personnel, or his/her designated representative, shall discuss the reason for such transfer with the clerical employee involved prior to the implementation of the transfer.

An employee who is transferred to a position of the same job classification shall be paid at the rate he/she was receiving at the time of transfer.

Policy Adopted: 6/14/73]