

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**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]

Board of Education of Baltimore County