

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 21, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4232.1 – PROMOTION, CLERICAL**

ORIGINATOR: Joe A. Hairston, Superintendent

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

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 4232.1.
This is the first reading.

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Attachment I – Policy Analysis
Attachment II – Policy 4232.1

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 4232.1
PROMOTION, CLERICAL**

Statement of Issues or Questions Addressed

Board of Education Policy 4232.1 has not been revised since its adoption in 1973. Policy 4232.1 outlines procedures for the promotion of clerical employees and the placement on the salary scale as the result of the promotion. The Department of Human Resources, Office of Personnel, is recommending deletion of the policy, because wages must be negotiated under Maryland law and the Board's Master Agreement with Education Support Professionals of Baltimore County ("ESPBC"), formerly, BACE, contains language for the advancement of employees to a higher pay grade as the result of being promoted.

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

1. Board of Education Policy 4232, *Promotion, General*

Legal Requirements

1. *Annotated Code of Maryland*, Education Article § 6-408, *Negotiations*

Similar Policies Adopted by Other Local School Systems

None

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timeline

First reading – December 21, 2010

Public comment – January 11, 2011

Third reading/vote – February 8, 2011

PERSONNEL: Classified

Status Change: Promotion, Clerical

All job openings, except those of a temporary nature, created because of a vacancy or establishment of new positions for clerical personnel shall be listed by classification (job) title and pay grade. Within two (2) workdays of the time that the Board of Education determines that a vacancy exists or that a new position has been created, such notice shall be distributed to all offices and shall be posted immediately. A vacancy shall not be filled for at least one (1) week after notice has been distributed to all offices.

Any employee who possesses the qualifications listed under the appropriate job description may apply, in writing, for consideration for promotion to any job which is vacant. No job opening shall be filled by the board of Education, its agents, representatives or employees until all Board of Education employees who apply have had an opportunity to be interviewed and considered for the vacancy or position, providing each such applicant possesses the qualifications required for the job opening. Employees of the Board of Education shall be considered first and take precedence over outside applicants for any vacancy or new position, if the employee possesses the qualifications equal to those possessed by the outside applicant.

The personnel file of the employee applying will be made available by the Department of Personnel to the administrator responsible for the interviewing and hiring for the particular job opening.

Where all other factors are considered equal, the individual having the greatest length of service with the Baltimore County Public Schools shall be selected for promotion.

The Department of Personnel shall advise all applicants who are employees of the Board of the name of the person who was selected to fill the vacancy or new position.

Promotions from one pay grade to the next consecutive pay grade shall be made in such a manner that the employee promoted shall move to the lowest step in the new pay grade necessary to give him a pay increase equal to or greater than one (1) step in the former pay grade.

Where a promotion results in an advancement of more than one (1) pay grade, the employee shall be assured an increase equivalent to two (2) steps in the employee's former pay grade.

Policy
Adopted: 6/14/73]

Board of Education of Baltimore County