

PERSONNEL: Classified

Employment: Recruitment and Selection, General

Openings for classified personnel above the entrance level shall be listed by classification title and suitably posted. These lists shall be revised as necessary to reflect current status. Any employee may apply to the Department of Personnel in writing through his supervisor for consideration for any posted position or for reclassification to another line of work. Each employee so applying will be considered for the vacancy or future vacancies provided he/she has satisfactory attendance records, has performed satisfactorily in his/her present position, and possesses the required minimum qualifications.

Employees are encouraged to apply and to bring additional training or skills which would enhance their prospects of promotion to the attention of their supervisors and the Department of Personnel.

Employees who are found to be ineligible for promotion and/or reclassification to a specific position shall be notified of the disqualifying factors, so that they may take steps to correct same.

Employees of the Board of Education will take precedence over outside applicants for any vacancy or new position, provided that the qualifications of the employee are equal to those of the outside applicant.

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

Rule
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Superintendent of Schools