

POLICY

BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries: GEC-RA

Responsible Office: Human Resources and Development

Appointment of Supporting Services Personnel

A. PURPOSE

To provide guidelines for establishing a comprehensive program of screening and/or examinations for appointment to all Montgomery County Public Schools (MCPS) supporting services positions

B. PROCESS AND CONTENT

1. The Montgomery County Board of Education (Board) recognizes the necessity for certain personnel actions that support the principle of career employment. As the superintendent of school's designee, the chief operating officer will make provisions and prescribe procedures for such actions as transfer, promotion, demotion, resignation, retirement, reduction-in-force, suspension, and dismissal.
2. The chief operating officer will establish a comprehensive program of screening and/or examinations for all MCPS supporting services positions and procedures for the implementation of such program. Entrance and promotional examinations will be competitive, free, and open to all eligible persons.
3. The chief operating officer will make provisions for the receipt of applications on a nondiscriminatory basis.
4. The chief operating officer will classify all positions of MCPS and recommend the adoption of the classification to the Board. The chief operating officer will recommend to the Board for adoption new classifications and reassignment of a classification from one pay grade to another. The classification title of a position will be used in all official personnel and budget records and transactions.

C. REVIEW AND REPORTING

This Board policy will be reviewed in accordance with the Board policy review process.

Policy History: Adopted by Resolution No. 429-67, August 8, 1967; reformatted by Resolution No. 333-86, June 12, 1986 and Resolution No. 458-86, August 12, 1986, and accepted and amended by Resolution No. 210-91, February 25, 1991; amended by Resolution No. 221-14, May 13, 2014.