	Hiring, Appointment, Promotion, Assignment, Reassignment, and Reclassification of Employees	Administrative Regulation #	GCP
		Implemented	7/12/2017
		Reviewed/Updated	Every 3 years
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Administrative Regulation

1. Purpose

To establish guidelines to implement Board Policy GCP – Hiring, Appointment, Promotion, Assignment, Reassignment, and Reclassification of Employees.

2. Scope

To establish a recruitment, selection, promotion and appointment process for Board of Education employees designed to attract a diverse pool of qualified candidates in compliance with all federal, state and local employment laws. To set a process for the assignment, reassignment or reclassification of Board of Education employees approved by the Superintendent of schools.

In accordance with Section 6-201 of the Education Article, Annotated Code of Maryland, the Superintendent shall recommend to the Board of Education, in Open Session, the approval of all promotions and appointments of professional employees. The Superintendent has the authority to assign, reassign, or reclassify employees. The Superintendent shall notify the Board of Education of all reassignments and reclassifications.

The Superintendent of schools has the authority to appoint, promote, reassign and reclassify classified employees. The Superintendent shall notify the Board of Education of these transactions.

3. Prerequisites

Not Applicable


4. Responsibilities

The Department of Human Resources is responsible for implementing these hiring regulations and procedures.

5. Procedure

Recruitment Process

Vacancies for all administrative and supervisory and professional positions will be publicized by the Department of Human Resources through the Carroll County Public Schools (CCPS) website in accordance with provisions of any applicable collective bargaining agreement. The Department of Human Resources reserves the right to participate in other recruitment venues when deemed necessary.

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Application Process

Applications for administrative/supervisory openings will be accepted only when a vacancy has been announced. Applications received after the posted deadline has passed will not be accepted for consideration. An application must be submitted for each vacancy.

Selection Process

When the deadline for application submission has passed, Human Resources staff will review all applications. Those applicants who do not meet the posted qualifications are eliminated from further consideration. A complete listing of both qualified and unqualified applicants is sent to the Superintendent. A screening and interview committee will be appointed by the Superintendent for each administrative opening and the Superintendent will designate a chairperson of each committee. The chairperson will provide training for the committee members to assure compliance with all employment laws throughout the hiring process. Each committee member will review the qualified applications and list those recommended for interviews.

An organizational meeting is held for the committee to determine the following:

- A mutually agreed upon list of candidates to be interviewed;
- Sample questions to be asked of all applicants; (the chairperson determines the final list of questions to be asked.)
- A time line for interviewing and submission of finalists to the Superintendent is developed;

Upon completion of all interviews, the committee determines up to three candidates to be referred to the Superintendent for interview. The Superintendent recommends the final selection to the Board of Education in Open Session.

6. Reports

In October each year, the Department of Human Resources prepares and presents to the Board of Education the Hiring and Departure Analysis, a report which includes hiring information about all positions filled over the previous year.

7. Expiration/Review

This policy and regulation will be reviewed every three (3) years at a minimum.