

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

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Subject: Personnel Practices Administrative Associates/ School Office Associates	Date Approved: April 16, 1985 October 17, 2006 June 16, 2009 Date Revised: December 20, 1988 June 15, 1999 September 19, 2006 March 17, 2009 Date Effective: July 1, 1999 October 17, 2006 June 16, 2009

1. PURPOSE

To establish procedures for personnel practices regarding the employment, dismissal and position changes of Administrative-Associates/School Office Associates of the Somerset County Public School System.

2. POLICY

A. Position Openings - the following procedures will be used when selecting and appointing persons to position openings:

- (1) Seniority, qualifications and Classified Performance Appraisals will be given first consideration for filling a position opening. (If two equally qualified persons apply for the same position, the individual with the greater seniority will be offered the position).
- (2) Individuals within the system will receive preference for position openings. Announcements of vacancies shall be made available to each school for posting as well as the Association. The announcement shall include a description of the position, duties and responsibilities, salary range, qualifications and procedures for application. If no qualified candidates from within the system apply for the opening, then the vacancy may be announced outside the system.
- (3) The qualifications of each candidate shall be evaluated and assessments made in the following areas:
 - (a) Experience
 - (b) Education
 - (c) Skill Efficiency
 - (d) Evaluations
 - (e) Recommendations

B. Position Changes - the following guidelines will be used when making position changes and

releasing Administrative or School Office Associates from their positions:

- (1) Should an associate level be eliminated due to administrative changes in the system, the salary of the individual responsible for the associate duties of that position shall remain at the current salary level, until the newly assigned position's salary reaches that of the current salary.
- (2) Should the number of individuals occupying a specific level be reduced due to administrative changes the individuals with the greater seniority will remain at their current level and the others shall be reduced to the next highest level of responsibility. Those individuals being reduced to a lower level shall remain at their current salary level for one year.
- (3) Administrative & School Office Associate may be released from the positions they hold based on the following conditions:
 - (a) Unacceptable performance evaluations prepared by the supervisor.
 - (b) Reduction in force (using those guidelines outlined in section six.)
- (4) The transfer of a supervisor/administrator to a higher or lesser position will not affect the associates' positions. The Administrative & School Office currently holding this position will remain there. However, on the recommendation of a supervisor to the Superintendent or his/her designee, an associate may be moved to another position if there is justification for the transfer.
- (5) Should the system necessitate a reduction in force, the following criteria will be used:
 - (a) Seniority
 - (b) Qualifications
 - (c) Evaluations
- (6) In any reduction in personnel as a result of budgetary actions, associates shall be terminated system wide solely on the seniority (date of employment), qualifications and evaluations. Associates will be recalled when vacancies become available in the order of their seniority and qualifications. While a layoff continues no new hiring shall be permitted except when there are no associates on layoff to fill a vacant position or all qualified associates on layoff decline to fill the vacancy.
- (7) Recall rights are retained as stipulated by the negotiated agreement.
- (8) Associates on layoff shall have the option of continuing membership in the group insurance plan for up to 18 months per COBRA regulations.

Reference: Annotated Code of Maryland
4-103, 4-204, 4-205, 5-101