

**Administrative Procedures for Policy #6030 (Personnel) of the Board of Education
Regarding Hiring**

I. Process

- A. The Department of Human Resources shall be responsible for coordinating the hiring of all Calvert County Public Schools (CCPS) personnel.

II. Guidelines

A. Position Vacancy

1. In the case of a vacancy created by promotion, transfer, resignation, leave of absence (LOA), or retirement, the Director of Human Resources or designee will:
 - a. Verify the action that created the vacancy; and
 - b. Verify the continuation of the funding source, including grant-funded positions, by contacting the Superintendent's designee responsible for the area in which the vacancy exists and the Department of Finance.
2. In the case of a vacancy created by the addition of new position, the Director of Human Resources or designee will:
 - a. Verify the approval of the position by Superintendent or designee; and
 - b. Verify the funding source of the new position by contacting the Superintendent's designee responsible for the area in which the vacancy exists and the Department of Finance.

B. Vacancy Posting

1. The Department of Human Resources will post all vacant positions.
2. In the case of non-certificated staff vacancies:
 - a. Vacancies are posted for 8 calendar days.
 - b. Postings are specific to each vacancy.
3. In the case of certificated vacancies:
 - a. Vacancies are posted for 10 calendar days.
 - b. Usually, a general posting for anticipated vacancies is completed, unless there is a specific need.

C. Application Process

1. Applicants for a position with the Calvert County Public Schools must complete an electronic application with the Department of Human Resources. Upon a written or oral request, candidates will be provided assistance in

completing the electronic application process. Requests should be made to the Department of Human Resources. A completed application becomes a part of the employee's permanent personnel record. No one will be considered to have made application unless the required electronic forms are completed and are on file with the Department of Human Resources.

2. The electronic application must be completed by the applicant in detail, omitting no sections.
3. Reference forms will be available to each applicant through the electronic application process. It will be the responsibility of the applicant to select a minimum of three people of their choice to complete and submit the reference forms to the Department of Human Resources. Those should be the same references that are listed on the application. At least one of the references should include a Supervisor, and the applicant should include his/her last employer if he/she has previous experience.
4. Administrative applicants must submit a minimum of three (3) references as indicated above.
5. An applicant who does not receive an immediate appointment is responsible for keeping his/her application up-to-date. Unless the applicant applies for an additional position, applications are moved to inactive status after positions are filled.
6. Processing of the application by the Department of Human Resources
 - a. The completed electronic application is submitted.
 - b. The submitted application is reviewed by Human Resources and/or the hiring administrator to determine if the candidate holds the minimum qualifications for the position.
 - c. References are reviewed by Human Resources and/or the hiring administrator.
 - d. House Bill 486 forms are sent to former employers as required.

D. Screening Process

1. Applicant files are reviewed by the appropriate Director, Supervisor, Principal, Vice Principal and/or Coordinator.
2. Selected applicants must meet minimum job requirements, including certification and licensure. The Human Resources Department, in conjunction with the direct supervisor, will ensure that applicants meet all requirements specified in the job posting.
3. Current CCPS non-certificated employees are guaranteed an opportunity to interview for transfer to another position provided they:
 - a. meet the minimum job requirements; and
 - b. are eligible to apply for the position based on the non-promotional vacancy agreements from the current Negotiated Agreement.

E. Interview Process

1. All interviews are scheduled by the Department of Human Resources, unless an administrator has completed the interview scheduling training process provided by the Department of Human Resources.
2. A minimum of two administrators serving as interviewers is required for all interviews. All candidates for a specified vacancy must be interviewed by the same administrators.
3. Non-administrative employees attending the interviews must be approved by the Director of Human Resources and may not rate candidates.
4. The interview is based on a prepared set of questions asked of all candidates. Follow-up questions for the purpose of clarification and elaboration may be asked.
5. Interviewers shall refrain from giving candidates any indication about their relative strength or performance as compared to other candidates.
6. Interviews for administrative positions will be conducted by members of the Executive Team and the Director or Supervisor of Human Resources. These interviews may include a writing assignment, performance, and/or a prepared presentation in addition to the interview questions.
 - a. Following preliminary interviews for administrative positions; the interview panel will forward a ranking of candidates to the Superintendent. The Superintendent may conduct additional interviews with the top candidates and will submit a final recommendation for appointment to the Board of Education. The direct supervisor will be given the opportunity to confer with the Superintendent prior to the Superintendent making a final recommendation to the Board of Education.

F. Hiring Process

1. Interviewers enter all interview ratings into the electronic application system after interviews have been completed.
2. The administrator will recommend the highest rated candidate using the electronic system.
3. Prior to offering employment, the Department of Human Resources will:
 - a. Review the submitted interview scores to ensure that the highest rated candidate is selected for the position.
 - b. Utilize the Maryland Judiciary Case Search and the National Sex Offender Registry on the selected candidate to determine initial employment eligibility.
4. All offers of employment are made by the Human Resources Director or designee.
5. The Department of Human Resources notifies selected administrators once a candidate has accepted or declined the job offer.

6. In the case of certificated vacancies, the Superintendent nominates applicants for appointment by the Board of Education.
7. In the case of non-certificated vacancies, the Superintendent appoints new hires.
8. New hires must successfully complete intake prior to beginning employment.
9. The Human Resources Department issues a photo ID badge to be worn by employees when on duty.
10. New employee Personnel Action Forms (PAFs) are created by the Department of Human Resources and distributed to the employee, appropriate administrators and the Department of Finance.

G. Non-Discrimination

1. In accordance with Policy 1118 Regarding Discrimination, the Calvert County Public School System does not discriminate in matters affecting employment.
2. Any complaint or allegation of discrimination in the hiring process should be reported pursuant to Policy #1118 (Administration) of the Board of Education Regarding Discrimination in Calvert County Public Schools and its associated procedures.