

The Policy Committee approved changes in blue at its public work sessions on 4/11/24 and 5/9/24.

File: GCDA  
Cf: \_\_\_\_\_ AC

## STAFF EMPLOYMENT, TRANSFER, AND SEPARATION FROM SERVICE AND NON-DISCRIMINATION STATEMENT

### I. Purpose

Policy GCDA states the procedures for employee hiring, transferring, and separating from service.

### II. Background

The Board of Education believes in a consistent approach, as stated in this policy, to staff employment, assignments, transfers, and separations from service as the needs of the school system and schools require.

### III. Definitions

Within the context of this policy, the following definition applies:

Licensed Personnel: An individual with an educator credential issued by the Maryland State Department of Education, which allows the holder to practice the area(s) of licensure noted.

### IV. Policy Statement/Procedures

#### A. Staff Employment

##### 1. Support Personnel

The Superintendent shall appoint all educational support personnel in accordance with Education Article §6-201 of the *Annotated Code of Maryland*.

##### 2. ~~Principals, Teachers, and Other Certified~~ Licensed Personnel

The Superintendent shall nominate, for appointment by the Board of Education, all principals, teachers, and other ~~certified~~ licensed personnel. The Superintendent shall ~~assign and transfer employees as the needs of the schools require~~, recommend employees for promotion, ~~suspend them~~ suspension for cause, and ~~recommend them for dismissal~~ in accordance with the provisions of Education Article §6-202 of the *Annotated Code of Maryland*.

##### 3. Non-Licensed Administrators and Supervisors

Nominations for non-licensed administrative and supervisory personnel appointments shall be submitted by the Superintendent to the Board of Education for approval. The Superintendent, prior to the business meeting when a nomination is made for an non-licensed administrative or supervisory position, shall make available to the Board of Education a complete listing and the resumes of the finalists for the position. Prior to making an non-licensed administrative or supervisory nomination in public session, there shall be ample opportunity for the Board of Education to discuss the merits of the nomination in closed session. If the Board of Education rejects a nomination, it is the responsibility of the Superintendent to submit another nomination.

4. Temporary, Part-Time, or Non-Certificated Licensed Personnel

The Superintendent shall appoint all temporary, part-time, or non-certificated licensed personnel not represented by Washington County Education Support Personnel, Inc.

B. Transfer

1. ~~Employees are to be~~ The transferred of employees will be conducted in accordance with Maryland law, and the applicable negotiated agreements, and the or Personnel Policies and Procedures for Administrators and Supervisors.
2. The Superintendent is authorized under Maryland law to assign and to transfer staff as the needs of the schools require.

C. Separation from Service

1. All employees are required to follow Maryland law and regulations in the event of a voluntary separation from service.
2. ~~Employees are to be separated from service~~ An employee's involuntary separation of service shall be carried out in accordance with Maryland law and the applicable negotiated agreements or Personnel Policies and Procedures for Administrators and Supervisors.
3. Support personnel are required to submit a letter of resignation to the Human Resources Department two (2) weeks prior to the final workday in the event of a voluntary separation from service.
4. Licensed and non-licensed administrators and supervisors are required to follow the procedures stated in the Personnel Policies and Procedures for Administrators and Supervisors in the event of a voluntary separation from service.

D. Nondiscrimination Statement

There shall be no discrimination in favor of or against any applicant for employment on account of any class protected by Federal or State law or Board of Education policy. There shall be no discrimination in favor of an applicant because he or she is related to or a friend of any individual who is now or formerly has been employed by the Board of Education or of any elected member of the Board of Education itself; conversely, there shall be no discrimination against such an applicant by reason of the fact that he or she is so related to or a friend of an employee or a member of the Board of Education.

Further, there shall be no discrimination utilized in filling positions with regard to the institutions from which the applicant was graduated or has attended, except that careful consideration shall be given for the general academic standing of the institution(s) and for the quality of education believed to exist in a particular department of the institution(s). Graduates from institutions of higher learning in Maryland shall be neither favored nor disfavored over those graduating from institutions outside the State. Geographic residence of an applicant shall not be considered as a criterion for employment except in such instances whereby extensive daily travel to and from the work location might impair the effectiveness of the applicant, and when residence is subject to limitations as may exist in a contract between the Board of Education and the Washington County Teachers' Association.

E. The Superintendent is authorized to promulgate an administrative regulation to

implement this policy.

See also: Board of Education Policy AC – “Nondiscrimination Statement”

Legal Reference: Annotated Code of Maryland, Education Article, Sections 6-201 and 6-202  
*Negotiated Agreement between the Board of Education of Washington County and the Washington County Teachers Association, Inc.*, as updated and amended  
*Negotiated Agreement between the Board of Education of Washington County and the Washington County Educational Support Personnel, Inc. (MSTA/NEA)*, as updated and amended  
*Personnel Policies and Procedures for Administrators and Supervisors*, as updated and amended

Policy adopted: November 21, 1978. Amended: November 4, 1991. Amended: September 2, 2003.  
Revised: November 20, 2012. [Revised:](#)  
Board of Education of Washington County