The Policy Committee approved moving the content of this policy to Policy GCDA and the rescission of this policy at its public work session on 5/9/24.

File: GDD

## **HIRING (NON-CERTIFICATED PERSONNEL)**

The Board of Education believes that competent and effective support staff are essential to the operation of the school system. The Superintendent, with the assistance of the Supervisor of Human\_Resources, shall be responsible for the selection and recommendation for employment of all personnel in the school system. New employees will be placed at the appropriate grade and step of the non-certificated employee pay scale. Exceptions or appeals to salary placement will be received and reviewed by the Director of Human Resources.

A uniformly consistent and conscientious effort shall be made to fill any vacancy with the best-qualified person who has applied for that position. In addition, personnel shall be employed strictly on a merit basis.

There shall be no discrimination in favor of or against any applicant for employment on account of race, religion, color, national origin, disability, size or sex. 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 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.

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.

The Supervisor of Human Resources shall annually in the month of January review recruiting and employment procedures to assure that the Board's policy is effectively and efficiently implemented.

Legal Reference: Annotated Code of Maryland, Education Article, Section 6-104 – 2001.

Policy adopted: November 4, 1991. Amended: September 2, 2003. Board of Education of Washington County