

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 300-36
Subject: EMPLOYMENT AND SEVERANCE PROCESS FOR SUPPORT PERSONNEL	Issued: 7/1/89
Preparing Office: Office of the Superintendent	Amended: 11/4/16

I. Policy 320

II. Procedures

A. Employment

1. It is the philosophy of the Frederick County Public Schools (FCPS) to hire the best-qualified candidate for each position. To support this philosophy, the Human Resources Division utilizes a hiring process that is focused on assessing each candidate's skills, abilities, and relevant background experience.
2. Except as noted in A.4 and A.5, it is the responsibility of the senior Human Resources manager and designated managers of the Food and Nutrition Services and Transportation Departments to:
 - a. Verify position vacancies.
 - b. Advertise the vacant position stating required and preferred qualifications and receive applications.
 - c. Evaluate applications and recommend candidates for consideration to the direct supervisor for the vacant position.
 - d. Arrange candidate interviews with appropriate personnel.
 - e. Ensure receipt of appropriate references for a potential recommended applicant.
 - f. Offer job and secure job acceptance from successful candidate. Notify proper personnel when employee begins work.
 - g. Inform unsuccessful applicants.
 - h. Execute written job offer of employment after determining proper salary.
 - i. Secure *Job Data Change Form* from supervisor of the vacant position with all required data completed. This form can be obtained via "Form Finder" on the Intranet at InsideFCPS: <http://formfinder.fcps.org/>
 - j. Schedule new employee orientation and secure all data required of new employees.

3. Related experience may be considered by the senior Human Resources manager when determining salary placement at initial hiring.

One step on the FCPS scale may be given for each full year of prior comparable work experience, up to a maximum of five (5) steps unless otherwise approved by the executive director of Human Resources. In granting exceptions for additional experience, skills, and abilities beyond the minimum position requirements, consideration may be given to market demand, availability of qualified applicants, and step placement of current employees in that job classification.

4. Employment – Transportation Department

The Transportation Department will have responsibility for the recruitment, screening, interviewing, and recommended selection of bus drivers and bus aides.

- a. When an applicant has been recommended, the application shall be transmitted to the senior Human Resources manager who will offer the job and secure job acceptance.
- b. For all other support positions in the Transportation Department, the senior Human Resources manager shall follow the procedure required in A.1 and A.2.

5. Employment – Food and Nutrition Services Department

The Food and Nutrition Services Department will have responsibility for the employment of food service managers and workers as follows:

- a. Managers and Assistant Managers

- (1) When a vacancy occurs, the Food and Nutrition Services officer will notify the senior Human Resources manager of the specific requirements of the position, the hours of work, school, and the date of the vacancy.
- (2) Human Resources will post vacancies in accordance with the negotiated agreements.
- (3) Applicants shall be interviewed by personnel in the Food and Nutrition Services Department as designated by the Food and Nutrition Services officer.
- (4) The selected applicant shall be referred by the *Job Data Change Form* to the senior Human Resources manager who will offer the job and secure job acceptance.
- (5) The process for pre-employment of Food and Nutrition Services employees mirrors the same protocol as described in A.2., e. through j.

- b. Food and Nutrition Services Workers

- (1) When a vacancy occurs, the Food and Nutrition Services officer will notify the senior Human Resources manager of the specific requirements of the position, the hours of work, school, and the date of the vacancy.

- (2) Human Resources will post vacancies in accordance with the negotiated agreements.
 - (3) Applicants shall be interviewed by the Food and Nutrition Services field representative and/or the complex manager of the school where the vacancy exists.
 - (4) The selected applicant shall be referred by the *Job Data Change Form* to the senior Human Resources manager who will offer the job and secure job acceptance.
 - (5) The process for pre-employment of Food and Nutrition Services employees mirrors the same protocol as described in A.2., e through j.
6. The Food and Nutrition Services and Transportation Departments will submit a *Job Data Change Form* to the senior Human Resources manager according to the payroll schedule provided, for any of the following:
- a. A change in hours
 - b. Change in employee status
 - c. Transfer as defined in the negotiated agreements
 - d. Change in rate of pay, scale, step
 - e. Change of personal employee data
7. New full-time, part-time, or temporary employees may not begin work for FCPS until the required procedures as listed are completed.
- a. Application
 - b. Job data change form
 - c. Immigration form (I-9)
 - d. Fingerprinting and disclosure statement
 - e. Tax forms

B. Severance of Employment

1. For purposes of this regulation, severance of employment includes resignation, retirement, or termination without cause. Employee shall submit a letter or email of written notification of intent to leave employment to his/her supervisor and/or Human Resources department as outlined in negotiated agreements.
2. The employee is responsible for completing the *Status Change Form* found on the InsideFCPS intranet at FormFinder <http://formfinder.fcps.org/> and submit to Human Resources.
3. The supervisor will complete the *Employee Exit Property Recovery Checklist* form found on FormFinder: <http://formfinder.fcps.org/>

C. References and Recommendations

1. Employees who have left employment or who anticipate leaving employment with the FCPS frequently request references and recommendations from various administrators and supervisors.

2. Before responding to such requests, the administrator or supervisor should confer with the senior Human Resources manager for support employees. Please refer to *Guidelines When Responding to a Reference Check* located on the InsideFCPS Human Resources page. <http://insidefcps.fcps.org/dept/humanresources>

D. Removal of Personal Belongings at Separation

On or before the last day of service, the employee will remove all personal belongings from FCPS premises. After 30 days, the employee's personal property will be considered abandoned by the employee and will be subject to disposal.

Approved:

original signed by

Theresa R. Alban
Superintendent