

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 300-41
Subject: NON-BENEFITED EMPLOYEES	Issued: 7/1/93
Preparing Office: Office of the Superintendent	Amended: 11/4/16

I. Policy

II. Procedures

A. Definition

A non-benefited employee is considered “at will” and one that is not entitled to benefits in accordance with any Frederick County Public Schools (FCPS) negotiated agreement.

B. Authorization

1. Approval for non-benefited positions must be obtained from the manager, director, deputy superintendent or chief operating officer responsible for the budget account to be charged.
2. The Superintendent must give authorization to fill the position if the department does not have a budget account.
3. Once approval is authorized by the Superintendent, or designee, the person requesting the position must obtain a position charge code from the Budget and Finance Department.
4. After a non-benefited position is authorized and a charge code has been established, a job description and the charge code will be submitted to the human resources officer. The Human Resources officer will then determine the hourly rate for the position from the non-benefited employee hourly rate listing. No rate will be communicated to a prospective non-benefited employee prior to that determination.

C. Annual Rate Approval

Annually, but prior to July 1 of the next fiscal year, the executive director of Human Resources, the appropriate supervisor and the budget officer will review the hourly rate scale for non-benefited employees to determine if it needs to be adjusted. The approved hourly rate listing reflecting the current FCPS budget will be maintained by the Human Resources officer.

1. The Human Resources officer will refer to the job description and the approved hourly rate listing to determine the hourly rate of the job.
2. A supervisor may, on a case-by-case basis, request hourly rates in excess of step one by providing written support for that request to the Human Resources officer.

3. Where there is a practice of paying less than step one of the appropriate scale, the staff member authorizing the position per paragraph B shall recommend an hourly rate to the Human Resources officer for the next fiscal year by November 1. The Human Resources officer will submit the recommendation to the executive director of Human Resources and the Budget and Finance Department which may use it as a factor when determining the hourly rate, which should have approval by November 15.
4. The chief financial officer will negotiate the hourly rate for security guards and will communicate that rate to the Human Resources officer.

D. Employment Procedures

Except as indicated below, in paragraphs E and F, the Human Resources officer will identify applications of qualified persons and set interviews as needed. The non-benefited position will be advertised within FCPS if there is not an ample supply of applications on hand. Under some circumstances, unique positions will need to be advertised outside the system.

1. When the interviews are completed and reference checks have been made by the interviewing department, the Human Resources officer will be told whom the department wishes to select. The manager will send a completed job data change form HR 02 (JDCF) to Human Resources to authorize hiring the non-benefited employee. This form will include the position charge number provided by the Budget and Finance Department.
 2. The Human Resources officer, or designee, will notify the candidate that he or she has been selected for the position. The candidate will be reminded of the hourly rate, the temporary (at-will) nature of the position, and the fact that no benefits will be offered. If the candidate accepts the position, this same information will be supplied in a form letter.
 3. The Human Resources Department will fingerprint the new employee, execute the I-9 immigration form, tax forms and establish the employee's payroll account. The non-benefited employee may not work until he or she has been fingerprinted and completed the required forms.
- E. Food and Nutrition Services, Transportation, Maintenance and Operations (for custodial substitutes), Special Education (for sign language interpreters/aides) and the curriculum specialist for Physical Education/Health Education (for life guards) will hire non-benefited employees, as approved through the budget process, as follows:
1. Receive and screen applicants using the support employee application form.
 2. Forward the applicant names to the Human Resources Department.
 3. Schedule and conduct interviews as needed.
 4. Do reference checks for each employee before offering a position.

5. Advise the Human Resources officer, or designee, to extend an offer of temporary (at-will) employment without benefits at the prescribed hourly rate and reinforce the terms of the offer with a form letter.
 6. Send a completed job data change form HR 02 (JDCF), employment application and reference forms to the support personnel office to begin payroll processing, fingerprinting, and other relevant employment forms. New employees will not be allowed to work until these forms are completed and the employee has been fingerprinted.
- F. The Facilities Services and Purchasing Departments may hire non-benefited employees to work between June and September as needed and as authorized under paragraph B. The hiring process for summer non-benefited employees must comply with each of the six items listed under paragraph E. Annual rate approval must be done in accordance with paragraph C. The hourly rate for summer non-benefited employees will not exceed step one of the appropriate support scale/grade. The provisions of paragraph C (1) will be used to determine the hourly rate for the job if the rate is less than step one on the appropriate scale.
- G. 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/>

Approved:

original signed by

Theresa R. Alban
Superintendent