

MERCER COUNTY SCHOOLS
Policy Comment(s) / Suggestion(s)

Policy: G-10
Personnel Procedures: Vacancies/Hiring/Transfers

Individual / Organization: _____
Title: _____
Address: _____

Comment(s) / Suggestion(s)
Please write your comments below in the sections that apply to the policy.
Use additional paper if necessary.

1.0 Purpose	Agree (reason)	Disagree (reason)
This policy is being changed to update and clarify language and to make grammatical changes.		

2.0 Definitions	Agree (reason)	Disagree (reason)

3.0 Procedures	Agree (reason)	Disagree (reason)

General Comments	Agree (reason)	Disagree (reason)

Return comments **NO LATER THAN February 3, 2019** to:
Dr. Kristal Filipek - Director, Human Resources
Mercer County Schools
1403 Honaker Avenue
Princeton, WV 24740

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1.0 Purpose

- 1.1 Recognizing the need for competent and effective employees for the successful operation of Mercer County Schools, the Mercer County Schools Board of Education does hereby institute this policy addressing Personnel Procedures.

2.0 Definitions

- 2.1 Administrative transfers occur when a current employee is recommended by the Superintendent for a transfer pursuant to WV Code §18A-2-7, WV Code §18A-4-7a and WV Code §18A-4-8b or subsequent successors.
- 2.2 Employee-initiated transfers occur when a current employee seeks to obtain a position pursuant to WV Code §18A-4-7a or subsequent successor.
- 2.3 For professional personnel, specialized training includes workshops, clinics, conferences, seminars that would be relevant to the vacant position.

2.4 In addition to the minimum requirements in each job posted:

2.4.1 Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.

2.4.2 Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;

2.4.3 The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation.

- 2.45 Reorganization shall include any action by which the duties of one or more Central Office staff are realigned or redefined, and may involve a change in an employee's job title.
- 2.56 Seniority is based on the length of time the employee has been employed by the county board of education in that area. Employment for a full employment term shall equal one

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year of seniority during any given fiscal year.

- 2.67 Supportive Information for new professional applicants includes official transcripts, verification of valid WV certification, Authorization to Release Employee Records, and a minimum of three references.
- 2.78 Supportive Information for new service personnel applicants includes verification of a high school diploma or G.E.D., Authorization to Release Employee Records, and a minimum of three references.
- 2.89 Vacancy of an Established, Existing Position shall occur when an employee's employment is severed, for whatever reason, or through a transfer action, and the filling of said position is necessary to effectuate the objectives of the Board.
- 2.910 Vacancy of a Newly Created Position shall occur with the creation of any position currently not a part of the school system but necessary to effectuate the objectives of the Board.

3.0 Procedures

- 3.1 Employment of persons to fill vacancies shall be governed by the provisions of WV Code §18A-4-7a and WV Code §18A-4-8b or subsequent successors as amended or re-enacted from time to time by legislation action, and, in addition thereto, by the following employment procedures:
 - 3.1.1 All applications for potential employees for the school system will be coordinated through the Human Resource Department.
 - 3.1.2 All prospective school employees are required to have a criminal background check through the state criminal identification bureau and the federal bureau of investigations. The fingerprinting for these background checks are completed through the Department of Human Resources through a selected vendor. Mercer County Schools works diligently to have these background checks done efficiently. However, if a new employee is offered a position of employment and is approved by the Mercer County Board of Education to begin employment, this employment is contingent upon receipt of a satisfactory background check from both bureaus. Unsatisfactory results will result in a withdrawal of the offer for employment.**
 - 3.1.3 All prospective employees must submit to drug testing. The drug testing is completed through the Department of Human Resources through a selected**

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vendor. Satisfactory drug results are mandatory for employment with Mercer County Schools.

- 3.1.24** Applications and supportive information shall be kept on file in the Human Resource Department from May 1 to April 30. Applicants must notify the Human Resource Department in writing to reactivate their application annually.
- 3.1.35** All vacant positions within the school system will be announced for a minimum of five working days by memorandum and on the school system Jobline. The job description identification number will accompany each announcement.
- 3.1.46** When the professional vacancy occurs, all interested individuals must submit to the Human Resource Department a letter of intent during the time the position is posted. The letter of intent must identify the position, the applicant's name, employee identification number, and phone number. All applicants must provide a current resume which is to include a current listing of all specialized training attended, when applying for a professional vacancy. Before any new applicant will be considered for the position, the Human Resource Department must have on file current college transcripts, Authorization to Release Employee Records, and letters of reference.
- 3.1.57** When a service personnel vacancy occurs, all interested individuals must submit, to the Human Resource Department, a letter of intent form during the time the position is posted. The letter of intent must identify the position and the applicant's name and phone number. Before any new applicant will be considered for the position, the Human Resource Department must have on file official verification of a high school diploma or G.E.D and Authorization to Release Employee Records.
- 3.1.68** Upon the conclusion of the position posting period, the Human Resources Department will review all applications and determine if the position is to be filled pursuant to the recall provision of WV Code §18A-4-7a and §18A-4-8b or subsequent successors. Should the recall provision not be in effect, sections **3.1.79** or 3.1.8 will be utilized.
- 3.1.79** A county board of education shall make decisions affecting filling of vacancies in professional positions of employment on the basis of the applicant with the highest qualifications.

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3.1.79.a In judging qualifications for the filling of vacancies of professional positions of employment, consideration shall be given to each of the following:

- (1) Appropriate certification, licensure or both;
- (2) Amount of experience relevant to the position or, in the case of a classroom teaching position, the amount of teaching experience in the required certification area;
- (3) The amount of coursework, degree level, or both in the relevant field and degree level generally;
- (4) Academic achievement;
- (5) In the case of a classroom teaching position or the position of principal, certification by the National Board for Professional Teaching Standards;
- (6) Specialized training relevant to the performance of the duties of the job;
- (7) Past performance evaluations conducted pursuant to WV Code §§18A-2-12 and 18A-3C-2 or, in the case of a classroom teacher, past evaluations of the applicant's performance in the teaching profession;
- (8) Seniority;
- (9) Other measures or indicators upon which the relative qualifications of the applicant may fairly be judged;
- (10) In the case of a classroom teaching position, the recommendation of the principal of the school at which the applicant will be performing a majority of his or her duties; and;
- (11) In the case of a classroom teaching position, the recommendation, if any, resulting from the process established pursuant to the provisions of WV Code §-5A-5 by the faculty senate of the school at which the employee will be performing a majority of his or her duties.

3.1.79.b In considering the filling of a vacancy pursuant to this section, a county board is entitled to determine the appropriate weight to apply to each of the criterion when assessing an applicant's qualification: Provided, that if one or more permanently employed instructional personnel apply for a classroom teaching position and meet the standards set forth in the job posting, each criterion under subsection (b) of this section shall be given equal weight except that the criterion in subdivision ten (10) and eleven (11) shall each be double weighted.

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3.1.7.9.c For a classroom teaching position, if the recommendations resulting from the operations of subdivisions ten (10) and eleven (11), subsection (b) of this section are for the same applicant, and the superintendent concurs with that recommendation, then the other provisions of subsections (b) and (c) of this section do not apply and the county board shall appoint that applicant notwithstanding any other provision of this code to the contrary.

3.1.79.d Recommendations made pursuant to subdivision ten (10) and eleven (11), subsection (b) of this section shall be made based on a determination as to which of the applicants is the highest qualified for the position. Provided that nothing in this subsection shall require principals or faculty senates to assign any amount of weight to any factor in making a recommendation.

3.1.810 For a professional personnel vacancy, the Human Resource Department will review all applications and complete the appropriate portion of the grid sheet pursuant to WV Code §18A-4-7a or subsequent successor. The Superintendent, in turn, will make a recommendation to the Board of Education. In the event, after requirements of WV Code §18A-4-7a or subsequent successor are met, a tie occurs between two or more applicants, the tie will be broken in the following manner: the applicant with the most recent training applicable to the vacant position will be recommended. If the tie still exists, the applicant with the most recent experience in the grade level or subject matter of the vacant position will be recommended.

3.1.9 11 For a service personnel vacancy, the Human Resource Department will review all applications and list applicants in proper order pursuant to WV Code §18A-4-8b or subsequent successor. The administrator directly responsible for the vacant position may interview applicants. Upon completion of interviews, the administrator shall recommend (through the Human Resource Department) to the Superintendent, in writing, the most senior applicant with the appropriate qualifications pursuant to WV Code §18A-4-8b or subsequent successor. The Superintendent in turn, will make a recommendation to the Board of Education.

3.1.102 For employee-initiated transfers, the Superintendent will follow the provisions set forth in WV Code §18A-4-7a or WV Code §18A-5-8 or subsequent successor when determining the effective date of the transfer.

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3.1.143 In the event there is the need to place employees on an administrative transfer, the Superintendent will follow the procedures established pursuant to WV Code §18A-2-7 and WV Code §18A-2-2 or subsequent successors as amended or re-enacted from time to time by legislative action. All employees that have been placed on administrative transfer status shall be considered for assignment or placement into advertised vacancies for which they are certified or may qualify to fill. Professional employees on administrative transfer need not submit a letter of intent or a transfer request form. Service personnel must submit a letter of intent or transfer request form for any advertised vacancy in which they are interested.

The Human Resource Department will include these employees and shall consider them along with other employees who have requested a transfer. Employees on administrative transfer will be assigned as daily substitutes until placed into a position.

Source: Board of Education Minutes

Date(s): 3/12/96, 8/13/13, 3/14/17