



ADMINISTRATIVE PROCEDURE

APPOINTMENT OF PERSONNEL

4112.3

Procedure No.

October 24, 2019

- I. **PURPOSE:** To provide procedures for the appointment of Administrative and Supervisory Personnel.
- II. **POLICY:** The CEO (CEO) will furnish the Board of Education (Board) with a resume of nominees to the positions listed in Section IV of this procedure for the purpose of the Board's review and approval of the nominee (Board Policy 4112).
- III. **DEFINITIONS:** The following definitions apply to the content of these procedures:
 - A. Applicant: Any person completing an online employment application via iRecruitment.
 - B. Candidate: Applicant screened eligible for an interview based on the job description/qualifications
 - C. Nominee: The applicant selected by the CEO to be recommended to the Board for approval.
 - D. On-boarding phase of the hiring process: The applicant is provided an Employee Identification Number, access to Oracle and PGCPS email, instructions for acquiring an Employee Photo Identification Badge, and required training-
- IV. **INFORMATION:** The following types of positions are included in the requirements of the Board's policy requiring resumes in accordance with these procedures:
 - A. Executive
 - B. Supervisors
 - C. Principals
 - D. Assistant Principals
 - E. All Administrative and Supervisory Personnel at Grade 30 or above and those positions that are comparable to the positions listed above, but not limited to the positions listed on differential schedule A of the negotiated contract.



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- V. **PROCEDURES:** The following procedures apply to nominations to the Board of Education for positions listed above:
- A. **Review and Recommendation to CEO:** Application review, interviewing, evaluation, background clearance checks and verification of previous employment and salary history, and recommendation to the CEO will follow regular personnel office procedures now in use.
 - B. **Selection of the Nominee:** The CEO will select the nominee for the recommendation to Board for approval.
 - C. **Preparation of Resume:** The Division of Human Resources will provide a resume which contains the nominee’s educational qualifications, previous professional and career experience, and other pertinent information, e.g., Board Document cover and job description.
 - D. **Presentation of Resume to the Board:** The nominee’s resume will be furnished to the Board for discussion and vote in a Closed Session meeting.
 - E. **Further Procedural Matters:** With an affirmative vote by the Board upon the CEO’s nomination, or in instances where the Annotated Code of Maryland in Section F. below apply, the Department of Human Resources regular on-boarding procedures will be followed. If the CEO’s nomination is not approved, the matter shall be referred back to the CEO for appropriate action.
 - F. **Chief Executive Officer Appointment:** In accordance with the Annotated Code of Maryland, the CEO of PGCPS shall hire and set the salaries of a Chief Operating Officer, a Chief Financial Officer, a Chief Academic Officer, a Chief of Staff, a Board Liaison, and any other necessary executive staff in the office of the CEO.
 - G. **Responsibility:** The Human Resources designee will be responsible for notifying applicant(s) of the Board's and/or CEO’s hiring decision within two business days after the meeting at which the Board and/or CEO rendered its decision.
 - H. **Hiring Process:** The Human Resources designee will proceed with finalizing the offer to the employee and schedule the newly appointed employee for the onboarding phase of the hiring process.



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VI. **MONITORING AND COMPLIANCE:**

The Chief Human Resources Officer (CHRO) or his/her designee will conduct an annual review of this procedure by randomly selecting at least three Board appointments and reviewing the steps of the process to ensure that the process for a Board appointment is implemented in compliance with this procedure.

VII. **LEGAL AUTHORITY:** Education Article §6-201(b) of the Annotated Code of Maryland.

VIII. **RELATED PROCEDURES:** None.

IX. **MAINTENANCE AN UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Human Resources and regular review and necessary updating will be accomplished. Questions should be addressed to the appropriate Human Resources Office for professional or supporting personnel.

X. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4112.3, dated November 12, 1974 and any memoranda, or other published information on this subject of a prior date.

XI. **EFFECTIVE DATE:** October 24, 2019