

# REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

---

**Related Entries:** GAA, GEC, GFB-RB, GHD-RA, GJA-RA, GJA-RB  
**Responsible Office:** Human Resources

## Recruitment, Selection, and Placement of Supporting Services Employees

### I. PURPOSE

The purpose of this regulation is to set forth procedures for the employment of supporting services personnel and to designate the responsibility and establish the procedures for their recruitment, employment, and assignment.

### II. PROCEDURES

#### A. General

1. The director of the Department of Recruitment and Staffing shall maintain a year-round recruitment program to provide an adequate number of qualified applicants for entrance and promotional vacancies.
2. Should conditions warrant, the Department of Recruitment and Staffing will continue to accept applications, but not process them.
3. The assistance of MCPS employees in recruiting applicants is encouraged with the understanding that the only assurance that can be given an applicant by anyone, other than staff in the Office of Human Resources, is that the applicant will be considered with others for vacant positions for which the applicant qualifies.

#### B. Method of Application for Initial Employment

Each applicant shall submit a completed and signed MCPS Form 460-27: *Employment Application*, to the director of the Department of Recruitment and Staffing, Office of Human Resources. Applications and all related material shall be considered the property of the Montgomery County Public Schools.

1. References

References are required to determine the quality of experience, competence, honesty, and dependability of each applicant. An individual who does not possess a satisfactory record may be disqualified by the director of the Department of Recruitment and Staffing before or after appointment to a position.

2. Transcripts, certificates, diplomas, and special licenses

An applicant who claims additional education, either college, vocational, or other formal program beyond the 12th grade, must submit copies of transcripts, certificates, diplomas, and special licenses of all training claimed on the application prior to the application being considered complete.

C. Evaluation of Applicant's Qualifications

1. Screening of Applications

- a) The director of the Department of Recruitment and Staffing is responsible for determining when applications are to be screened.
- b) A brief preliminary interview with the applicant may be conducted to determine areas of interest and other relevant information.
- c) The applicant may be scheduled for appropriate aptitude examination and/or skill performance test (see Item 2 below).

2. Examination Program

a) Composition of Examination

The associate superintendent, Office of Human Resources, determines the composition and scope of all examinations. Examinations may consist of oral, written, and or job performance tests or any other examination method deemed appropriate to determine the qualifications and or abilities of the examinees to perform the duties and responsibilities of the position for which the examination is being given. The examination is an aid in the placement of a qualified applicant and/or determining whether an applicant is qualified for the position.

b) Examination Schedules

Examinations may be conducted on a continuous basis. Applicants for initial employment or employees applying for a promotion may be given examinations individually or in groups.

c) Retention of Examination Results

(1) A separate file of personnel testing results shall be maintained by the Office of Human Resources. These data shall be retained for a minimum of three years after testing or, in the case of an employee, three years after employment termination.

(2) A skill performance test score will remain valid for use in employment, placement, and promotional decisions for a period not to exceed two years from the date of testing (except for typing and shorthand, which will be valid for one year) or, in the case of an employee, one year from the date of termination from a position for which the testing was a requirement of initial placement.

d) Safeguarding Confidential Content and Results of Examinations

(1) The associate superintendent, Office of Human Resources, shall take necessary precautions to safeguard the content and results of examinations.

(2) Numerical test results shall be available only to staff of the Office of Human Resources. However, upon written consent of the examinee, test results may be released.

e) Retesting

(1) Examinees shall be provided appropriate opportunities for retesting upon failing to meet minimum testing standards or when unusual testing conditions are indicated; i.e., excessive noise, interruptions, machine failure, misunderstanding of instructions, etc.

(2) Specific retesting guidelines shall accompany the procedures for each testing program. These guidelines shall specify

waiting periods between testing and limitations to retesting and shall be based on such criteria as passing score, score attained, time needed for preparation, improvement between successive testings, and completion of training courses. These guidelines and any exceptions thereto will be administered by the Office of Human Resources.

f) Validation of Examinations

Where appropriate, examinations will be validated according to applicable federal employment guidelines and professional standards, prior to use.

g) Invalidating Examinations

If at any time the associate superintendent, Office of Human Resources, determines that there has been any irregularity in any phase of the examination process, the examination will be invalidated in whole or in part. This action may or may not disqualify the examinee.

3. Interview Process

a) The Department of Recruitment and Staffing determines whether an applicant is eligible for employment. Referral for interview is determined based on the overall qualities of the individual, as determined by a review of the following:

- (1) Application
- (2) Class description requirements and special requirements (if applicable) posted in the advertisement
- (3) Reference(s)
- (4) Appropriate transcripts, certificates, diplomas, and special licenses
- (5) Appropriate aptitude examination and/or skill performance test
- (6) Previous evaluations

(7) Other information obtained through the application

- b) When a vacancy exists and after it has been determined that the applicant qualifies for further consideration, an in-depth interview, possibly structured, will be scheduled, as necessary.
- c) Interviews are conducted in a manner to determine that an applicant has the knowledge, abilities, skills, and other characteristics necessary for the position. The person who is responsible for the overall operations and performance of a division or department or facility/school is responsible for recommending an applicant for employment. No single factor is considered to be of primary importance for selection.

D. Employment and Assignment

- 1. Employment offers and salary commitments are made only by the director of the Department of Recruitment and Staffing or designee.
- 2. New employees are required to attend orientation. The new employee orientation serves several purposes: It presents an overview of the Montgomery County Public Schools; it provides an opportunity for the new employee to hear in detail an explanation of the fringe benefits, expectations and Supporting Services Professional Growth System competencies; and it provides for the completion of all employment papers.
- 3. An applicant may be assigned to a temporary position or to a permanent or conditional position on a temporary basis if the position cannot be filled by a permanent or conditional appointment or if the position is temporarily vacated by an authorized absence. Other persons working under special Board projects for which monies but not positions were allocated are considered to be temporary employees.
- 4. Substitute employees are assigned according to the needs of MCPS.
- 5. When it is considered in the best interest of MCPS, a permanent position may be filled by an applicant who does not possess all of the qualifications, as described in the class specification. An individual so appointed will be identified as being in a trainee status and will retain that status until a prescribed training program has been satisfactorily completed and it has been determined by the immediate supervisor and the director of the Department of Recruitment and Staffing that the employee meets the qualifications

described in the class specification. The length and content of the training program will be determined at the time of appointment. Alterations in the training program require the approval of the associate superintendent, Office of Human Resources.

a) Status of Trainee

A trainee appointee will have all the rights and privileges of other supporting services personnel, except that the employee shall not be granted permanent status while a trainee. (See MCPS Regulation GJA-RB: *Permanent Status of Supporting Services Employees.*)

b) Placement on the Salary Schedule

A trainee appointee will be placed on the appropriate grade and step, in accordance with MCPS Regulation, GHD-RA: *Wages and Salaries for Supporting Services Employees.*

**Regulation History:** Formerly Regulation No. 415-6, revised November 1982, revised February 1986; revised September 25, 2006