

SUMMARY OF RECOMMENDED CHANGES

DATE: MARCH 2006

POLICY #: 4011.1

POLICY TITLE: Vacancies & Promotions – Non-Instructional

Page (Item)	Recommended Change/Addition/Deletion	Rationale
Entire Policy	<p>Delete: 4011.1</p> <p><u>VACANCIES AND PROMOTIONS – NONINSTRUCTIONAL</u></p> <p>ALL NONINSTRUCTIONAL POSITIONS CONSIDERED TO BE A PROMOTION OR WHICH WOULD RESULT IN ANY INCREASE IN SALARY SHALL BE ADVERTISED BY THE APPROPRIATE DEPARTMENT.</p> <p>VACANCIES IN ANY DEPARTMENT SHALL ALSO BE ADVERTISED PROVIDING THE NONINSTRUCTIONAL DEPARTMENT DOES NOT HAVE A LIST OF EMPLOYEES ON LAYOFF IN THE VACANT CLASSIFICATION.</p> <p>AUTHORITY: F.S. 230.22 (1)-(2) POLICY ADOPTED: 6/15/72 POLICY READOPTED: 9/5/74 AMENDED: 1/6/77</p> <p>E-DATE: 1/30/77</p> <p><u>RULES</u></p> <p>1. Notice of job openings for noninstructional positions shall be furnished by the principal or department head to the Noninstructional Personnel Department. The Noninstructional Personnel Department shall be responsible for placing the job opening on the existing vacancy list which must then be forwarded to the proper individuals to be placed on the appropriate bulletin boards throughout the school system.</p> <p>2. Notices of all noninstructional job openings shall be posted on all designated bulletin boards throughout the County for not less than five (5) working days.</p> <p>3. Job opening notices shall contain the following information:</p> <p> a. The date the opening is posted b. The closing date for interviews c. Address, phone number and name(s) of the interviewer(s) d. A brief description of desired qualifications</p> <p>4. A principal or department head shall be permitted to promote from within his/her school or department provided the position is advertised.</p> <p>5. Any employee applying for an opening shall be given time off with pay for the interview.</p>	Incorporated into Policy 4011.

	<p>6. Board employees who meet the job opening requirements shall be given first consideration for job openings over nonemployees.</p> <p>7. All applicants shall be given reasonable opportunity to be considered before the vacancy is filled.</p> <p>8. Job openings shall not be permanently filled until five (5) working days have elapsed and all applicants have been considered.</p> <p>AUTHORITY: F.S. 230.22 (1)(2) RULES ADOPTED: <u>6/15/72</u> RULES READOPTED: <u>9/5/74</u> RULES AMENDED: <u>1/6/77</u> EFFECTIV E DATE: <u>1/30/77</u></p>	
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