

SUMMARY OF RECOMMENDED CHANGES

DATE: MARCH 2006

POLICY #: 4011

POLICY TITLE: Vacancies & Promotions

Page (Item)	Recommended Change/Addition/Deletion	Rationale
	Delete: ABOVE THE RANK OF TEACHER, WHICH Add: <u>ALL NON-INSTRUCTIONAL SUPPORT STAFF , THAT</u>	Clarification of Policy, infused from Omitted Policy 4011.1
	Add: <u>EITHER AT A SCHOOL OR A DISTRICT OFFICE</u>	Clarification of Policy, infused from Omitted Policy 4011.1
	Delete: WHERE SPECIFIED PROMOTIONAL POLICIES DO NOT APPLY,	Clarification of Policy, infused from Omitted Policy 4011.1
	Delete: PERSONNEL SERVICES Add: <u>THE NON-INSTRUCTIONAL DEPARTMENT</u>	Change of Department Name
	Delete: IN EACH SCHOOL AND DEPARTMENT AND OUTSIDE THE BROWARD COUNTY PUBLIC SCHOOL SYSTEM WHEN APPROPRIATE.	Clarification of Policy, infused from Omitted Policy 4011.1
	Add: <u>UNLESS THERE ARE EMPLOYEES ON THE LAYOFF LIST FOR THE TITLE OF THE POSITION.</u>	Clarification of Policy, infused from Omitted Policy 4011.1
Rule 1	Add: <u>Notice of vacancies for Non-Instructional positions shall be furnished by the principal or department head to the Non-Instructional Staffing Department. The Non-Instructional Staffing Department shall be responsible for placing the vacancy on the existing vacancy list and appropriately posted throughout the school system.</u>	Clarification of Policy, infused from Omitted Policy 4011.1
Rule 2	Add: <u>Notices of all Non-Instructional job openings shall be posted for not less than five (5) working days or as noted in the appropriate negotiated agreement.</u>	Clarification of Policy, infused from Omitted Policy 4011.1
Rule 3a, 3b, 3c, 3d	Add: <u>Vacancy notices shall contain the following information:</u> a. <u>The date the vacancy is posted</u> b. <u>The closing date for interviews</u> c. <u>Address, phone number and name(s) of the supervisor(s)</u> d. <u>A brief description of qualifications for the position</u>	Clarification of Policy, infused from Omitted Policy 4011.1
Rule 4	Add: <u>A principal or department head shall be permitted to promote from within his/her school or department provided the position is advertised at that location.</u>	Clarification of Policy, infused from Omitted Policy 4011.1
Rule 5, 6, 7, 8, 9, 10, 11, 12	Delete: Add: Renumber all Rules	Clarification of Policy, infused from Omitted Policy 4011.1; Renumber rules to address inclusion of Policy 4011.1
Rule 6, new	Delete: Broward County experience Add: <u>as noted on the resume</u>	Clarification of Policy, infused from Omitted Policy 4011.1

Rule 6, new	Delete: personnel file study to determine past and potential ability shall; and personal data Add: <u>security clearance and reference check will be conducted for each candidate to be interviewed</u>	Clarification of Policy, infused from Omitted Policy 4011.1
Rule 8, new	Add: <u>All applicants shall be given reasonable opportunity to be considered before the vacancy is filled.</u>	Clarification of Policy, infused from Omitted Policy 4011.1
Rule 9, new	Add: <u>An applicant who has requested, and qualifies for, Veteran's Preference, is guaranteed an interview for any open position to which the individual applies and meets minimum qualifications.</u>	Clarification of Policy, infused from Omitted Policy 4011.1
Rule 10, new	Add: <u>Any employee interviewing for an opening shall be given time off with pay for the interview.</u>	Clarification of Policy, infused from Omitted Policy 4011.1
Rule 11, new	Add: <u>Vacancies shall not be permanently filled until the advertising period has elapsed and all applicants have been considered.</u>	Clarification of Policy, infused from Omitted Policy 4011.1
Rule 12, new	Add: <u>all</u>	Clarification of Policy, infused from Omitted Policy 4011.1
	Delete: Administrative intern positions are assignments developed to assist the Board in identifying and training potential administrators and supervisors. Such positions shall be open to all teachers who qualify according to Board policy with regard to administrative training programs. Such service shall count as teaching service for contract and salary purposes, and individuals not promoted following such a program shall be returned to their previous assignment or its equivalent and shall be informed of their status regarding future promotion. Compensation of interns shall be based on the regular teachers' salary schedule.	Clarification of Policy, infused from Omitted Policy 4011.1