

## **CHAPTER 4**

### **4.1.17 Seniority - Assignment - Vacancy**

As vacancies occur, bids will be permitted on the open position. Said open positions will be posted with positions to be filled by substitutes in the interim. The number of years of employment with the Marshall County Board of Education, while not the sole determining factor, will be a considered factor in transience between positions or job classifications, for any suitable applicant.

Selection, appointment, and assignment of employed personnel to other positions shall be on the basis of seniority, qualifications, and evaluation of past service, and must receive the recommendation of the superintendent and subsequent Board approval.

Those so assigned that fail to receive Board approval shall have the right to return to their original assignment, maintaining the original salary step.

#### **4.1.17.1 Posting Policy (Revised 1/10/95)**

During the regular school term, notifications of job openings will be posted in all schools, maintenance shop, bus garage, and the county office. It will be the responsibility of the principal, maintenance foreman, transportation director, and county office designee, to cause said notification of openings to be posted in a conspicuous place.

During the summer months, notifications of job openings will be mailed to the presidents of the teacher and service personnel and coaches organizations as well as posted at the county office, bus garage, maintenance shop, John Marshall High School and Cameron High School.

Posting shall be initiated upon employee transfer or termination through resignation, dismissal, or retirement which has been approved by the board of education (exception requires superintendent's approval).

Positions will be filled within twenty days of the posting.

Full-time and substitute employees shall have five work days to request being considered for transfer or employment in the position posted.

All applications can be obtained at the county office.

If a position is eliminated due to lack of need, affected employees will be placed on a preferred recall list and will be notified of any openings by certified mail.

#### **4.1.17.2 Posting Format (Approved 1/10/95)**

MARSHALL COUNTY SCHOOLS

Position Vacancy Posting #

POSITION TITLE:

LOCATION:

DUTIES AND RESPONSIBILITIES:

QUALIFICATIONS:

TO WHOM RESPONSIBLE:

SALARY:

EMPLOYMENT TERM:

APPLY TO:

BID PERIOD BEGINS:

BID PERIOD ENDS:

If necessary, interviews will be arranged after (date)

For further information, contact:

**Discrimination Prohibited:**

As required by Federal laws and regulations, the Marshall County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities.

**Inquiries may be directed to:** David L. Gill, Title IX Coordinator, Marshall County Board of Education, P.O. Box 578, Moundsville, West Virginia 26041, Phone No. 843-4400; **to** Mr. Rick Redd or Dr. Susan E. Jones, Section 504 Coordinators, Marshall County Board of Education, P.O. Box 578, Moundsville, West Virginia 26041, Phone No. 843-4400; **to** the State Elimination of Sex Discrimination Project Coordinator, 558-7864, **to** the State Section 504 Coordinator, 558-2696, West Virginia Department of Education, Charleston, WV 25305; **or to** the U.S. Department of Education's Director of the Office for Civil Rights, (215) 596-6795.

**4.1.17.3 Procedure for Breaking Ties in Seniority and Placement of Names on Substitute Lists (Adopted 10/16/89)**

When two or more employees have the identical seniority, each name of these employees is to be separately placed in a capsule, all capsules placed in a common container, and drawn one at a time for job placement. The individual whose name is drawn from the first capsule shall be considered most senior, the second name drawn the next senior and so on until all names have been drawn. The same procedure shall be used for determining the order of placement for new employees who will be placed on the substitute list. As names are drawn, the first name drawn shall be added first to the appropriate substitute list, the second name drawn added second, and so on until all names have been added to the list. The president or one of the executive officers is to be present for the drawings.