

**PERSONNEL POLICIES AND GOALS**

- I.** The Talbot County Board of Education shall be committed to the employment and utilization of staff based upon the mission, goals and policies established by the Board of Education.

Personnel selection shall be based upon the training, certification, experiences, and professional potential of the candidates as identified through the application process, interviews, and reference checks. Personnel positions will be determined by Board action as a result of normal turnover, introduction of new programs, and changes dictated by local and state recommendation or mandate.

- II.** The Board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

The Board's specific personnel goals are:

- to recruit, select, and employ the best qualified personnel to staff the school system
- to provide staff compensation and benefits programs sufficient to attract and retain qualified employees
- to provide an in-service training program for all employees to improve their performance, and the overall rate of retention and promotion of staff
- to conduct an employee performance evaluation program that will contribute to the continuous improvement of staff performance
- to assign personnel so as to ensure they are utilized as effectively as possible
- to develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.

- III.** It is the policy and practice of the Board to hire permanent part time staff in accord with the same policies and procedures used to hire full time staff. Such part time staff may be eligible for salary, experience credit, benefits and tenure on a pro-rated basis dependent

upon the actual number of hours worked over a given period of time.

- IV.** All personnel policies and practices of the Board will be in accord with fair employment practices as determined by state and federal legislation. No individual will be discriminated against because of race, creed, sex, age, ethnic origin, sexual orientation or handicap unrelated to ability to perform the duties of the position.
- V.** The Board's policies and practices also will support the concept of staff balance: within each group of employees the Board will strive for a broadly representative cross-section of the school system's enrollment as to ethnicity and gender. An Affirmative Action Plan is in effect in the Talbot County Public Schools.
- VI.** Under the balanced-staff concept, employees must have the necessary qualifications for their positions. Teachers must have the qualifications required for the subject area and grade level assigned. In addition, the students should have
- experiences with teachers and administrators of different races
  - both new and experienced teachers
  - a faculty that includes both men and women.
- VII.** In order to implement the balanced-staff policy, appropriate assignments or transfers may be made in the school or school department in which a vacancy or an increase or decrease of staff occurs to improve balance of staff.

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