

HUMAN RESOURCES

Personnel Administration

Merit System For Support Personnel

This policy supersedes Policy 4102.2.

I. PURPOSE

To place eligible school system support personnel on a merit system that will attract and retain employees having integrity and superior capabilities; to strengthen the effectiveness of the public schools through the improvement of methods of personnel administration; to establish procedures by which employees who have proven their ability may qualify for and obtain promotions to more responsible positions in the service of the school system; and to authorize coordination of employee classifications with similar positions in the Fairfax County government.

II. SUMMARY OF CHANGES

- A. Section III. clarifies the definition of support employees.
- B. Section IV. adds topic of demotion procedures to personnel rules.
- C. Section V. adds the specific regulation that outlines the grievance procedure.

III. DEFINITION

Eligible school system support employees include personnel engaged in assignments that support educational programs; such assignments include supervisors, specialists, technical personnel, school-based assistants and attendants, trades personnel, transportation personnel, custodial personnel, office assistant personnel, and food service workers.

IV. MERIT SYSTEM PERSONNEL RULES

Regulations on the employment of eligible school system support employees shall be developed by the Department of Human Resources and shall provide for the application and selection process; the administration of the position-classification plan and the compensation plan; promotion and demotion procedures; probationary periods of employment; transfers of employees; hours of work, vacations, sick leave, and leaves of absence; overtime pay; temporary appointments; the order and manner in which layoffs shall be effected; appeals procedures; suspension, removal, or other disciplinary actions; and such other actions as may be necessary to provide adequate and systematic personnel procedures.

V. CIVIL SERVICE COMMISSION

The Civil Service Commission shall hear appeals and grievances for eligible school system employees and shall render advisory opinions in accordance with the grievance procedure as specified in the current version of Regulation 4462.

VI. EMPLOYEES' ADVISORY COUNCIL

Eligible school system employees may contribute their advice and suggestions for the improvement of a career merit system and for other employee programs of the Fairfax County Public Schools through the Support Services Employees' Advisory Council and other certified employee organizations and advisory councils.

See also the current version of: Regulation 4462, Grievance Procedure—Univied Scale
(former S-scale and Transportation) and Food Service
Employees

Policy
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