

SUPPORT STAFF RECRUITING/POSTING OF VACANCIES/SUPPORT STAFF HIRING

Non-certified employees of the school system shall be hired subject to rules and procedures of the Department of Personnel Administration (formerly Civil Service).

When a vacancy occurs in a support staff position covered by DPA rules, the vacancy will be posted first within the school system, following applicable items from negotiated agreements.

If no school system employee applies for the vacant position, the appropriate DPA rules shall be followed.

Interviews of support staff applicants shall be conducted by the Chief Financial Officer and, as deemed necessary, by the immediate supervisor of the position being filled. Other administrators may be asked to conduct additional interviews.

LEGAL REFS.: M.G.L. Chapter 31
Town Manager Act, Sec. 15(c) and (d)

CONTRACT REF.: AEA (Unit C), X
Cafeteria/matrons, "Civil Service and seniority", p. 4; "Job posting and bidding" (applies to cafeteria workers only), p. 4; "Miscellaneous provisions, p. 9; and supplemental agreement, 9/7/76

Revised: March 8, 2005