

## SUMMER EMPLOYMENT

The Pleasants County Board of Education (Board) recognizes the need for the employment of staff for positions to facilitate approved summer school programs. In order to best memorialize the procedure for hiring of qualified staff, recording vacancies in those positions, and determining the annual need for positions, it is the policy of the Board that summer positions be posted and filled annually and in accordance with the applicable law. (currently, WV Code §18-5-39, § 18A-4-7a, § 18A-4-7c, § 18A-4-8b or as hereinafter amended)

- For summer-only service postings, an employee who was employed in any service personnel job or position during the previous summer shall have the option of retaining the job or position if the job or position exists during any succeeding summer. If the employee is unavailable or if the position is newly created, the position shall be filled pursuant to WV Code § 18A-4-8b.
- For professional postings, these positions will be filled based on certification and length of employment in the summer school program. Preference will be given to educators holding contracts with the Board for the regular school year. In the event that no employee who has been previously employed in the summer school program holds a valid certification or licensure, the Board shall fill the position as a classroom teaching position in accordance with WV Code § 18A-4-7a.
- When two professionals are tied in length of employment in the summer school program, the tie breaker will be the total county seniority.
- Letters will be sent to service personnel that held a summer position the previous year, as soon as practical, after a determination is made in partnership with the Director of Transportation, Director of Federal programs, and the Director of Personnel as to the summer school programs to be scheduled and the number of summer service employees that will be needed.
- The letter will inform the service personnel that held a summer position the previous year of the posting, the closing date of the posting, the dates of the summer programs, approximate scheduled hours and duties, and a deadline to notify the Director of Personnel of the individual's intention of continuing employment in the summer program position held the previous summer. If no response is received from the service personnel that held a summer position the previous year by the deadline, a call will be made to the personnel that held a summer position the previous year to ensure that the employee does not intend to continue summer employment.
- Receipt of a statement of the service personnel that held a summer position the previous year's intention to continue employment in the summer school program position held the previous summer will serve as the application for the position. Should such individual decline the subsequent summer school program position, such action will be considered a voluntary break in summer program service.
- If there is a vacancy, individuals must submit an application as per the posting.
- After the notification deadline has passed and the posting has closed, the names of the individuals recommended for summer school program employment will be forwarded to the Board for approval.

If the Board reduces in force the number of employees to be employed in a particular summer program or classification from the number employed in that position in previous summers, the reductions in force and priority in reemployment to that summer position shall be based upon the length of service

time in the particular summer program or classification. Should such a service personnel position be reinstated in a subsequent summer school program, the individual who held that position the previous summer will be offered the position. When two professionals are tied in length of employment in the summer school program, the tie breaker will be the total county seniority.

In the event a service employee voluntarily resigns or retires, even if hired to the Board's substitute list, that individual does not retain any seniority rights to any subsequent summer position.

ADOPTED: February 24, 2011

AMENDED: May 8, 2014