

**SUBJECT:**                **SUPPORT STAFF HIRING**

**Supersedes:**            GDD  
**Effective:**             January 8, 2009  
**Page:**                    1 of 2  
**Approved by:**        Detroit Board of Education

**1.0    Policy**

The smooth operation of the school system depends in no small measure on the competency of employees who provide services that are not instructional in nature. Procedures for the selection and promotion of personnel who provide these services should be such as will:

1.     Ensure that persons selected are the most competent individuals available.
2.     Give fair consideration and opportunity for advancement to qualified current employees.
3.     Adhere to the fair employment practices and agreements with employee bargaining units.

All persons applying for employment will be screened through procedures established by the Department of Human Resources and according to criteria established by the job description for the position classification.

Screening may include tests and/or the examination of the applicant's credentials by a designated selection committee. A personal interview may be part of the selection process.

Qualified applicants will be placed in an eligibility pool. Final selection will be made in accordance with any requirements established by the pertinent Board/bargaining unit agreement.

For placement in an eligibility pool, an applicant must meet educational requirements, successfully complete aptitude, skill or other tests, and successfully complete all parts of the selection procedure.

**Attachments to Policy 7.44:**        None

**Legal References:**        None

**Labor Contract References:**

Some negotiated agreements contain sections on creating eligibility pools.