

CLARK COUNTY SCHOOL DISTRICT REGULATION

4115

PROMOTION: SUPPORT STAFF AND SCHOOL POLICE EMPLOYEES

- I. The appropriate administrator, Human Resources Division shall plan, organize, and direct a promotional program to obtain the best qualified candidates for each position.
 - A. A promotion is defined as the movement from one position to another position, the new position having a salary range at least one range higher than the former position.
 - B. Employees who wish to apply for other support staff positions are required to complete an Employee Request for Placement in the Qualified Selection Pool form, submit required documents as specified in the Clark County School District Classification Manual, and meet the qualifications of the position to be placed in the Qualified Selection Pool, prior to the date that an announced vacancy closes. The appropriate administrator, Human Resources Division or his/her designee, will review the files of all employees requesting consideration for placement in the Qualified Selection Pool to determine if qualifications are met.
 - C. Support staff vacancies will be advertised in a manner consistent with procedures established by the Human Resources Division. Selection will be made in a manner consistent with Regulation 4114.E. Direct appointments may be made to a position with the approval of the superintendent or his/her designee.
 - D. Advertisement for the development of Qualified Selection Pools will be scheduled as necessary, based on district needs.
 - E. When vacancies are advertised, position announcements will be distributed to all district work locations to be posted. Department and school personnel responsible to receive the electronic postings will make certain that they are prominently displayed and accessible.
 - F. Interested employees who have completed their initial probationary period (minimum six (6) months), who are in the appropriate Qualified Selection Pool, or who are in a lateral or related job family position may contact the administrator with the vacancy to express an interest in the position.

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- G. The files of all eligible employees who have expressed an interest in the vacancy will be made available to the appropriate administrator where the vacancy exists. After screening eligible files, the administrator of the work-site where the vacancy exists will schedule an interview for candidates selected from the group of eligible employees.

Review Responsibility: Human Resources Division
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