

ARTICLE 17

TRANSFERS, PROMOTIONS AND RECRUITMENT

- 17.1 Transfer is a movement from one position to another involving a change in location and/or shift in the same or related classification and in the same salary range or to a lower related classification. Transfer to a related class is a movement from one classification to another in the same salary range.

The District agrees that it shall seek voluntary transfers prior to requiring an involuntary transfer.

17.2 Voluntary Transfer

- 17.2.1 Transfer opportunities, vacancies within the bargaining unit classes, shall be posted for a period of fifteen (15) working days, prior to any permanent filling of the vacancy. The notice shall state the site of the vacancy, shift, number of hours regularly assigned and the job classification.

Employees may request a transfer to a vacant position by submitting a transfer request form, prior to the closing date, to the Executive Vice Chancellor of Human Resources.

- 17.2.2 Requests from unit employees seeking transfers shall be considered by selecting administrator before outside applications are reviewed. Considerations shall include seniority within the present classification.

Employees seeking a transfer to a vacant position who meet the minimum qualifications shall be guaranteed an interview for the position. An application shall not be required.

Employees seeking a lateral transfer to a vacant position who meet the minimum qualifications shall be guaranteed an interview for the position

- 17.2.3 Unit employees may request (in writing) a specific exchange of position with another employee, if they are in the same classification. Both employees and affected administrators must approve of the transfer prior to the movement.

17.3 Involuntary Transfer

- 17.3.1 Employees may be transferred to fulfill District needs or requirements because of vacancies, surplus of staff, lack of work, lack of funds, or nepotism.

- 17.3.1.1 Consideration shall include hire date seniority within the present classification of the employee, requirements of the vacant position with job classification requirements, and other factors which the selecting administrator deems appropriate.

Employees shall not be involuntarily transferred into lower or higher classifications.

17.3.2 Except in cases of emergency, no transfer shall be made on a permanent basis without ten (10) working days' notice. No transfer on a temporary basis which involves a shift change shall be made without five (5) working days' notice. If a temporary shift change is to be made, volunteers shall be solicited before an involuntary transfer is made. (See Article 14.4)

17.4 Seniority

District Seniority shall mean the length of service from the last continuous date of hire with the District.

17.4.1 Length of service shall mean all hours in a paid probationary or permanent status, excluding overtime, commencing or continuing after July 1, 1971.

17.4.2 Class seniority shall mean the length of service within a classification included within the recognized unit.

17.4.3 Pre-July 1, 1971, Employees - Unit employees employed prior to July 1, 1971, shall, for purposes of determining total length of service, be credited at the rate of 2,080 hours per year from the last continuous date of hire with the District, or its direct predecessor, for all paid status prior to July 1, 1971, plus all hours in a paid probationary or permanent status, excluding overtime, commencing and continuing since July 1, 1971.

17.5 Job Openings

The District shall be considered to be engaged in the procedure to fill the position on the posting date of the position(s). Posting shall occur within fifteen (15) working days after Executive Vice Chancellor of Human Resources approval. If the District is unable to post the position within fifteen (15) days or fill the position within the ninety (90) day period, the District will meet and confer with CSEA.

Substitute employees may not work more than ninety (90) calendar days in a substitute assignment while the District is engaged in a procedure to fill the vacant permanent position.

Should a position be vacated through retirement, resignation or any other reason the District agrees that the position will not be filled by any person(s) for more than one hundred and twenty (120) calendar days excluding temporary upgrades of bargaining unit members.

17.5.1 Unit employees shall be given consideration for reassignment to a higher classification when their training and ability demonstrate that they are qualified for such reassignment. The District will prepare vacancy lists as new openings are announced. Each vacancy shall be assigned a reference number. This reference number shall be used on the Board docket as a method of identifying the position being filled. Vacancy lists will be distributed via e-mail to unit employees, CSEA, posted on designated bulletin boards and the district website. Individual job announcements will be prepared separately and made available to interested employees upon request.

17.5.1.1 Where a pool of qualified applicants for a position existed from a recruitment conducted within the six (6) months preceding the new opening, that pool may be used for the new opening in the same

classification. This does not preclude existing unit employees from applying for openings per Article 17.2.2. All new openings shall be internally advertised.

- 17.5.2 A permanent unit employee who acquires probationary status as the result of job openings or recruitment shall retain permanent status in his former classification until completion of the probationary period in the new classification. In the event that the probationary period in the new classification is not successful, the employee shall revert to his former classification with all the previous rights and privileges.
- 17.5.3 Unit employee applicants shall be furnished notification of time and date of scheduled interviews a minimum of five (5) days prior to such interviews.
- 17.5.4 Job openings - Unit employees hired into permanent positions must meet minimum qualifications.
- 17.5.5 Short-term or substitute employees must meet the minimum qualifications for the classification under which they are employed.