

ARTICLE 17 TRANSFERS, PROMOTIONS, DEMOTIONS

17.1 Definitions

17.1.1 Transfer – A transfer is defined as a lateral movement from one job classification as listed on the classified salary schedule to the same job classification in the same or any other office, site, department, including an increase in hours in the same position.

17.1.2 Promotion – A promotion is an upward movement in range.

17.1.3 Change of Job Classification – A change of job classification is movement from one job classification to another at the same range.

17.2 Application for Transfer/Promotion

A Bargaining Unit member may apply for a Transfer/Promotion by submitting a completed in-house application for any posted vacancy.

17.3 Posting Vacancies

17.3.1 When a vacancy occurs, the Human Resources Office will post the vacancy concurrently at all job sites within the district for (5) working days.

17.3.2 Posting Contents: The job vacancy notice shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the positions, applicable special skills, the number of hours per day, number of days per week, and months/days per year assigned to the positions, the salary range, and the deadline for filing to fill the vacancy.

17.3.3 Notices of job vacancies within the Bargaining Unit shall be posted on bulletin boards in prominent locations at each District work site.

17.3.4 The District may simultaneously post vacancies both inside and outside.

17.4.5 All job vacancies shall be posted for (5) working days.

17.4 The District will paper screen and test all candidates that apply. Only the top qualifying candidates will be eligible for an interview. The Association may appoint a member to any interview panel.

17.5 Reference Checks: Reference checks will be conducted on the top candidates following the interview. Reference checks will include a review of current job performance and discipline.

17.6 Selection Criteria: Selection criteria will include the following:

1. Test Score - All bargaining unit members shall be grandfathered at a score of 100% within their current classification.
2. Interview Score
3. Review of current job performance and discipline.
4. Where these 3 factors are equal, as determined by the district, Seniority will

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Prevail.

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53 17.7 Candidate Selection: If an outside candidate is selected over an inside candidate, upon
54 written request from the inside candidate, a written justification shall be submitted to the
55 Human Resources Office by the selecting Administrator with constructive feedback on
56 strengths and weaknesses, or areas of improvement for the inside candidate.
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58 17.8 Additional Vacancies: When additional vacancies of the same classification occur within
59 three (3) months of the original posting, the District shall have the right to utilize
60 applications received on the most recent posting as an applicant pool. Current
61 bargaining unit members shall have an additional three (3) working days to apply for
62 such vacancies.
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64 17.9 Conditional Period: The conditional period for bargaining unit members receiving a
65 promotion/transfer shall be ninety (90) days. Any bargaining unit member who does not
66 successfully complete the conditional period shall have the right to return to his/her
67 previous classification.
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69 17.10 Involuntary Transfer: Involuntary transfers may be implemented by the District if
70 necessary to meet the needs of the District. An involuntary transfer will not be
71 implemented as a punishment measure but may be utilized in conjunction with a
72 performance improvement program if felt to be essential in alleviating performance
73 problems. Notification and reason for transfer must be submitted in writing to any unit
74 member subject to involuntary transfer. An involuntary transfer of a unit member made
75 during the year shall not result in the loss of compensation, seniority, or any fringe
76 benefit for the remainder of the fiscal year.
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78 In the event the District identifies a need to adjust staffing ratios at school sites due to
79 changes in student populations or program changes, vacancies shall be filled in
80 accordance with the following process.
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82 17.10.1 The District shall provide reasonable notice to CSEA of proposal to transfer
83 Bargaining Unit Member.
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85 17.10.2 The District may post positions of the understaffed school sites for voluntary
86 transfers after discussion with CSEA.
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88 17.10.3 In the event all positions are not filled through voluntary transfers they may be
89 filled by involuntarily transferring the junior employee in the affected
90 classification at the school site to the vacant position.
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92 17.11 Pay Increase: Any unit member receiving a promotion shall be moved to the appropriate
93 range and step of the new classification and be granted not less than a four (4) percent
94 increase in salary.