

1 ARTICLE 17 TRANSFERS, PROMOTIONS, DEMOTIONS

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3 17.1 Definitions

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5 17.1.1 Transfer – A transfer is defined as a lateral movement from one job classification
6 as listed on the classified salary schedule to the same job classification in the
7 same or any other office, site, department, including an increase in hours in the
8 same position.

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10 17.1.2 Promotion – A promotion is an upward movement in range.

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12 17.1.3 Change of Job Classification – A change of job classification is movement from
13 one job classification to another at the same range.

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15 17.2 Application for Transfer/Promotion

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17 17.2.1 Transfer – A Bargaining Unit member may apply for a transfer by submitting a
18 transfer request form for any posted vacancy after completing 4-months of the
19 unit member's 6-month probationary period and employee's 3-month
20 evaluation is in Human Resources personnel file.

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22 17.2.2 Promotion – A Bargaining Unit member may apply for a promotion by
23 submitting an in-house application for any posted vacancy after completing
24 4-months of the unit members 6-month probationary period and employees
25 3-month evaluation is in Human Resources personnel file.

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28 17.3 Posting Vacancies

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30 17.3.1 When a vacancy occurs, the Human Resources Office will post the vacancy
31 concurrently at all job sites within the district for (5) working days.

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33 17.3.2 Posting Contents: The job vacancy notice shall include: the job title, a brief
34 description of the position and duties, the minimum qualifications required for
35 the positions, applicable special skills, the number of hours per day, number of
36 days per week, and months/days per year assigned to the positions, the salary
37 range, and the deadline for filing to fill the vacancy.

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39 17.3.3 Notices of job vacancies within the Bargaining Unit shall be posted on bulletin
40 boards in prominent locations at each District work site.

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42 17.3.4 The District may simultaneously post vacancies both inside and outside.

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44 17.3.5 All job vacancies shall be posted for (5) working days.

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46 17.3.6 In the event a unit member is needed to sub in another position, that unit
47 Member must meet the minimum qualifications for the position.

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- 49 17.4 The District will paper screen and test all candidates that apply. Only the top qualifying
50 candidates will be eligible for an interview. The Association may appoint up to (2) two
51 CSEA members to any interview panel.
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- 53 17.5 Reference Checks: Reference checks will be conducted on the top candidates following
54 the interview. Reference checks will include a review of current job performance and
55 discipline.
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- 57 17.6 Selection Criteria: Selection criteria will include the following:
58 1. Test Score - All bargaining unit members shall be grandfathered at a score of
59 100% within their current classification.
60 2. Interview Score
61 3. Review of current job evaluation and discipline (last 2 years).
62 4. Where these 3 factors are equal, as determined by the district, Seniority will
63 Prevail. (See Appendix "D" for Interview Score Sheet)
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- 65 17.7 Candidate Selection: If an outside candidate is selected over an inside candidate, upon
66 written request from the inside candidate, a written justification shall be submitted to the
67 Human Resources Office by the selecting Administrator with constructive feedback on
68 strengths and weaknesses, or areas of improvement for the inside candidate.
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- 70 17.8 Additional Vacancies: When additional vacancies of the same classification occur within
71 three (3) months of the original posting, the District shall have the right to utilize
72 applications received on the most recent posting as an applicant pool. Current
73 bargaining unit members shall have an additional three (3) working days to apply for
74 such vacancies.
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- 76 17.9 Conditional Period: The conditional period for bargaining unit members receiving a
77 promotion/transfer shall be forty-five (45) days. Any bargaining unit member who does
78 not successfully complete the conditional period shall have the right to return to his/her
79 previous classification.
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- 81 17.10 Involuntary Transfer: Involuntary transfers may be implemented by the District if
82 necessary to meet the needs of the District. A bargaining unit member may be
83 involuntary transferred for legitimate personnel reasons, which the Superintendent or
84 Designee believes could be alleviated by the involuntary transfer. Notification and
85 reason for transfer must be submitted in writing to any unit member subject to
86 involuntary transfer. An involuntary transfer of a unit member made during the year shall
87 not result in the loss of compensation, seniority, or any fringe benefit for the remainder of
88 the fiscal year.
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- 90 In the event the District identifies a need to adjust staffing ratios at school sites due to
91 changes in student populations or program changes, vacancies shall be filled in
92 accordance with the following process.
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- 94 17.10.1 The District shall provide reasonable notice to CSEA of proposal to transfer
95 Bargaining Unit Member.
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17.10.2 The District may post positions of the understaffed school sites for voluntary transfers after discussion with CSEA.

17.10.3 In the event all positions are not filled through voluntary transfers they may be filled by involuntarily transferring the junior employee in the affected classification at the school site to the vacant position.

17.10.4 A bargaining unit member that was involuntarily transferred other than for personnel reasons, shall have the first opportunity to return to their original school site, if a position within that classification became available.

17.11 Pay Increase: Any unit member receiving a promotion shall be moved to the appropriate range and step of the new classification and be granted not less than a four (4) percent increase in salary.