

ARTICLE XVII – TRANSFERS

17.1 FILLING OF VACANCIES

17.1.1 Vacancies for bargaining unit positions shall be posted at each site and via District email and/or on the job hotline. Posting periods for all internal and external openings shall be no less than six (6) workdays. The employment opportunity posting form shall contain: the job title, a brief description of the position and duties, the minimum qualifications required, jobsite, number of hours per week, months per year, salary range, examination procedures and the last date an application will be accepted. No permanent vacant bargaining unit position shall be filled by a substitute for a period longer than 45 working days unless extended by mutual agreement of the District and Association.

17.1.2 Any eligible unit member on leave during the posting period, who has filed a written request with the Human Resources Department, shall be mailed a copy of the notice by first class mail on the date the position is posted.

17.1.3 A unit member on leave who has filed a written request referred to in 17.1.2, shall have the right to have a designee deliver the transfer request on the unit member's behalf.

17.2 INVOLUNTARY TRANSFERS

The District may transfer a unit member from one position to another in the same class to insure the efficient operation of the District. The transfer shall be made without change in salary rate, anniversary date, accumulated illness leave, accumulated vacation credit or in any other manner reflecting adversely upon the monetary rights of the unit member. However, transfer shall not be used to alter the incidence of an impending layoff, unless mutually agreed to by the District and Association. Administrative involuntary transfers shall not be made for disciplinary reasons. Reasons for any involuntary transfer shall first be discussed with the unit member by his immediate supervisor.

17.3 VOLUNTARY TRANSFERS

Unit members may apply for a lateral or promotional transfer a district posted vacancy by filing a written notice with the Human Resources Department of the District. The posting of vacancies and application procedures shall be in accordance with Section 17.1. The criteria for selecting unit members for voluntary transfers shall include, but may not be limited to: interview, professional growth, prior evaluations, and special requirements of the vacancy. In the event the factors considered by the District are determined to be equal, seniority within the classification shall be determinative when two or more unit members apply for a transfer to the same position. In the event that two or more unit members have the same seniority, the unit member to fill the position shall be selected by the site administrator or supervisor.

17.3.1 Unit members who possess the minimum qualifications for the posted position and who pass the District's examination procedures, if any, shall be interviewed

for the promotional position prior to the District's interviewing any external candidate, provided there is more than one qualified candidate.

17.4 MEDICAL TRANSFERS

When a unit member has been certified by a District designated doctor as being medically unable to fully perform all of the duties of that unit member's job assignment, the District may assign alternate work to the unit member if it is available during such periods of medical disability. The alternate work may constitute a lateral transfer to the same or a related class or a demotion. In the event the alternate work constitutes a demotion, the assignment will only occur if the unit member agrees to the demotion.

17.5 NOTIFICATION

17.5.1 Within ten (10) working days following completion of the examination, interview, and selection process, the Human Resources Department shall notify each applicant of the applicant's standing.

17.5.2 When the District decides to utilize a new examination format to test for a position vacancy, the District will consult with the Association to receive the Association's input prior to giving the examination.