

## ARTICLE 8- VACANCIES

### 8.1 Postings and Interviews

1.1.1 Job vacancy postings will include the classification title, work site, pay grade, hours, work year, basic qualifications required, any current special position responsibilities and limitations on the duration of the position, if any.

Multiple vacancies in nutrition services, custodial services, or special education may be recruited with a single pool posting. A pool posting will include work sites, if known, and indicate that subsequent vacancies may also be filled by applicants to this pool. Applicants will be able to rank their location preferences on the application and Hiring managers will consider location preferences of employees this when determining assignments.

1.1.2 The District will post a notice of all job openings for bargaining unit positions on the District Human Resources website. The notices will be posted for a minimum of five (5) business days prior to the date the applications are no longer accepted.

1.1.3 All members of the bargaining unit who meet the minimum qualifications may apply for a posted position. A probationary employee may apply only if approved by the Director of Human Resources who will notify the Association of the approval.

1.1.4 A selection committee will be used to interview and recommend candidates for half-time to full-time positions. A bargaining unit member will serve on the selection committee.

### 1.2 Filling a Vacancy

1.2.1 The hiring administrator will select the best qualified applicant giving consideration to all internal District candidates and considering seniority, including pool posting.

1.2.2 A candidate not selected or granted an interview may request the hiring authority provide an explanation of why they were not interviewed for or offered a position.

1.2.3 If the employee who was not selected believes they were the best qualified candidate, they may grieve the terms of Section 8.2 to the Director of Human Resources who will meet with the designated Association representative to resolve the matter. If the matter is not resolved, the Association may submit the matter to be grieved at Level 2 of the grievance procedure. The District's decision shall be final and binding and not subject to arbitration.

### 1.3 Limited Duration Promotional Opportunity

1.3.1 The long-term absence of an employee shall become a promotional opportunity for bargaining unit employees by the following process. A long-term absence is an absence known by HR to be at least six months in length and is a position being held for an absence employee that will be filled during the absence.

1.3.1.1 A vacant position due to a long-term absence may be posted as a limited duration promotional opportunity.

1.3.1.2 The program supervisor has the discretion to select from the list of applicants for the limited duration promotional position or may fill the position with a classified employee working out of range, a substitute, or may redistribute the work.

1.3.1.3 An employee filling a limited duration promotional vacancy shall continue to gain seniority only in their classification held before filling the limited duration position and will not accrue seniority in the limited duration position classification.

An employee in a limited duration position has the right to return to their previous position, which may be filled with a substitute if the supervisor believes this adequately fills the position.

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