

TA: _____ (date)
_____ (initials)

ARTICLE 15: VACANCIES, VOLUNTARY DEMOTIONS, IN HOUSE OR PROMOTIONAL ONLY RECRUITMENTS

15.1 **POSTING OF VACANCIES.** Notice of all job vacancies within the bargaining unit shall be posted **to the DISTRICT'S website.** ~~posted on the District employment bulletin boards at currently designated posting locations.~~ "In-House or Promotional Only" recruitment notices **shall be sent to all unit members via DISTRICT e-mail in a timely manner.** ~~shall be sent out to all unit members in a timely manner.~~

15.1.2 The job vacancy notice shall remain posted for a period of ten (10) ~~full working~~ days, during which time unit members may file for the vacancy.

15.1.3 **NOTICE CONTENTS.** The job vacancy notice shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per week, and months per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy.

15.1.4 **FILING.** Any unit member may file for the vacancy by submitting written notice to the **Office of Human Resources Office** within the filing period. ~~Any unit member on leave or vacation may authorize their job representative to file on the unit member's behalf.~~

15.1.5 **NOTIFICATION.** Any unit members who apply for "In-House or Promotional Only" recruitments shall be notified **via DISTRICT e-mail in writing** whether they were or were not selected. **All unit members' filings shall be reviewed in the following order: voluntary demotion then In-House or Promotional Only.**

15.2 **VOLUNTARY DEMOTION.** Unit members requesting a voluntary demotion to a lower classification pursuant to Article 9 (Layoff and Reemployment) shall be given preference over other applicants with equal or lesser qualifications. If the position from which a unit member took a voluntary demotion pursuant to Article 9 (Layoff and Reemployment) is again vacant, that unit member will be given preference over other applicants with equal or lesser qualifications in filling the former position. This Section shall be superseded by the provisions in Article 9 (Layoff and Reemployment) when applicable (see sections 9.3.1 and 9.4.3).

15.3 **"IN-HOUSE OR PROMOTIONAL ONLY" RECRUITMENTS.** "In-House or Promotional Only" recruitment shall only be used:

- a. When the position is being filled on an interim basis for the minimum time necessary to allow for full and open recruitment which shall not exceed **nine-hundred and sixty (960) hours in a fiscal** ~~one (1)~~ year.
- b. When there is a reorganization that does not result in a net increase in the number of unit members.

~~15.3.1 Any unit member may apply concurrently on an "In House or Promotional Only" basis for any position announced under the voluntary transfer policy. Such application will not be considered until voluntary transfer and voluntary demotion applicants have been reviewed. A selection process, as outlined in Section 53021 of the California Code of Regulations and Education Code 87100, will be used to address any "In House or Promotional Only" requests.~~

~~15.3.2 The procedure of selecting a qualified candidate shall be negotiated between the Parties. Selection shall be in compliance with Equal Employment Opportunity (EEO) regulations and consistent with Article 15.1 Posting of Vacancies.~~

~~15.3.3 The ASSOCIATION and U~~unit members shall receive documentation of the temporary work assignment **via DISTRICT'S e-mail and it shall be placed in the unit member's personnel file.**

~~15.3.4 Documentation of the temporary work assignment shall be placed in the unit member's personnel file.~~

~~15.3.5 The vacancy that is incurred because of an in-house or promotional recruitment shall either be filled using another in-house temporary assigning of the position and if the assignment is not filled with a bargaining unit member a substitute employee shall fill the vacancy until the incumbent returns to their assignment or is permanently filled.~~

~~15.3.6 The rate of pay for in-house promotional assignments shall be~~ **placed on the step of the range of their new classification which most nearly corresponds to a five percent (5%) increase but not less than such increase.** ~~the initial rate of pay of the assignment the unit member is assigned to. If the increase exceeds the highest step of a higher classification, the unit member shall be paid at the higher step. In-house or promotional assignments shall be limited to six (6) months unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.~~