

ARTICLE 10: TRANSFERS AND PROMOTIONS

10.100 Definitions

- 10.110 A transfer is a change of work location within the same classification.
- 10.120 A promotion is a change in the assignment of a unit member from a position in one class to a vacant position in another class with a higher maximum salary.
- 10.130 A lateral transfer is a change in the assignment of a unit member from a position in one class to a vacant position in another class with an equivalent maximum salary.
- 10.140 A voluntary demotion is a change in the assignment of a unit member from a position in one class to a vacant position in another class with a lower maximum salary.

10.200 Voluntary Transfers

- 10.210 Unit members with permanent status in the District may request a voluntary transfer within their classification to a different work location by responding in writing to a job posting.
- 10.220 Probationary employees will not be eligible for voluntary transfers except in unusual circumstances.
- 10.230 The selection for voluntary transfer shall rest with the discretion of District management, provided that the selection is based upon the individual qualifications of the applicants, the best interests of the District, and affirmative action requirements. In the event the District determines that the above considerations apply equally to two or more applicants applying for the same vacant position, seniority shall be determinative.

10.300 Lateral Transfers and Voluntary Demotions

- 10.310 A unit member with permanent status in the District may apply for a position outside the unit member's classification (i.e. lateral transfer or voluntary demotion) if the unit member meets the minimum qualifications of the posted vacancy.

10.400 All unit members who are qualified under the Sections 10.200 and 10.300 of this Agreement shall be considered. Unit members shall be given first consideration for bargaining unit vacancies. The personnel office shall certify in writing the qualifications of each bargaining unit applicant and notify each applicant of their standing. If a unit member who applied pursuant to Sections 10.200 and 10.300 is not selected for the position, he/she may request the CSEA Chapter 67 President to obtain information explaining the reasons for not being selected, or the affected unit member may ask the District directly for such information. The District shall, upon request by the President of Chapter 67 or the affected unit member, discuss the selection process with the Chapter 67 President or affected unit member making the request.

- 10.410 A unit member who is selected for a different position shall be moved into that position within a fifteen (15) working day period, or be compensated at a rate appropriate to the new position after a fifteen (15) working day period.
- 10.420 Upon initial employment and each change in classification, each affected employee in the bargaining unit shall receive a copy of the applicable job description, a specification of the monthly and hourly rates applicable to his or her position, a statement of the duties of the position, a statement of the employee's regular work site, regularly assigned work shift, the hours per day, days per week and months per year.

10.500 All vacancies occurring within the bargaining unit shall be posted on the District website for a minimum of seven workdays.

10.600 The preceding Sections of this Article shall be met before hiring from the outside. The District reserves the right to recruit and hire the best-qualified individual for any position.

10.700 **Administrative Transfer**

10.710 A unit member may be administratively transferred at any time in the best interests of the District provided that such transfer is not arbitrary, capricious, or discriminatory in nature.

10.720 Unit members transferred under the administrative transfer provision shall receive a written statement containing the basis for the transfer. Unit members may request and shall be granted a meeting with the Superintendent or designee to discuss the proposed transfer. The unit member may have a Union representative present.

10.800 **Mutual Exchange of Position**

A unit member may initiate an exchange of assignment for one school year, providing there is agreement with the involved site and Personnel Administrators and the exchange unit members. If both exchange unit members request to revoke the exchange within seven (7) days of implementation, such requests shall be granted and the unit members returned to their original positions. At the conclusion of the school year, if all parties agree, the exchange of assignment shall become the current assignment of the unit members.

10.1000 **Promotions**

It is the intent of the parties to provide promotional opportunities for bargaining unit employees who have attained permanent status in the District, while furthering the District's mission for the community.

10.1010 When promotional vacancies are available and relevant contractual and statutory obligations have been met, a bargaining unit applicant with permanent status in the District, who has submitted a promotional application, shall be provided the first interview for the position. If a bargaining unit applicant is not selected for the position, he/she may request the President CSEA Chapter 67 to obtain information explaining the reasons for not being selected. The District, shall upon request by the President CSEA Chapter 67, discuss the selection process with the Chapter President.