

ARTICLE 17: SCHOOL AGE CARE

17.100 **Bidding Procedures – Day Camps**

- 17.110 All positions shall be posted and shall include hours of work, and sites.
- 17.120 There shall be one notice of posting which shall contain a notice of all available positions.
- 17.130 Bidding Process
 - 17.130.1 List sites available, positions and hours.
 - 17.130.2 Selection on basis of seniority by classification.
 - 17.130.3 Memo sent out of available sites, positions and hours a minimum of ten (10) days prior to scheduled bidding.
 - 17.130.4 Bidding appointment time sent out a minimum of five (5) days prior.
 - 17.130.5 Proxy person available for bid (member’s choice)
 - 17.130.6 Vacation requests before/after bidding process.
 - 17.130.7 Member signed NCR form listing site, position and hours awarded (Appendix D).
 - 17.130.8 Itinerants: Placement filled by seniority.
- 17.131 The Site Facilitator shall be selected by the District prior to the bidding process.
- 17.140 Choice of hours, shifts and work locations shall be based on seniority among those unit members bidding for the vacant position(s) within their classification.
- 17.150 In the event of a tie in seniority among two or more applicants bidding for the same position(s) the tie shall be broken by the flip of a coin.

17.200 **Procedures for Assignment of Work Location and Hours During Staff Development Days (Full Days)**

- 17.210 Site selection will be identified by the Supervisor/Assistant Supervisor.
- 17.220 Number of staff needed per site will be determined by Supervisor based on sign-up/enrollment demands.

17.300 **Job Posting Procedure**

- 17.310 In lieu of job postings being advertised by position and site, they will be advertised by position only.
- 17.320 The Child Development Services Office will maintain a file of the unit members interested in transferring, and contact them if a current transfer opens another location in which a unit member has expressed interest.
- 17.330 Unit members may request a voluntary transfer within their classification by submitting a transfer request to the Classified Human Resources Office no later than the date shown on the written notification on the job posting.
- 17.340 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.

17.400 Leaders, Assistant Leaders, and Aides shall not be responsible to arrange substitute coverage for requested absences. These positions shall continue the practice of advising on available personnel during requested vacations or other anticipated absences.