

## ARTICLE 21: JOB POSTINGS, TEMPORARY WORK, TRANSFERS AND PROBATION

- A. The District will post ~~specific non-entry level~~ bargaining unit job openings as vacancies occur, on the District's website. Employees will be notified of all open postings directly through email notifications. The District reserves the right to transfer an employee to another position or location within the District when, in its judgment, it believes that transfer is in the best interests of the District or the employee. In such event, the job opening to be posted will be the one from which the employee was transferred.

The job opening notice shall include job titles, duties, qualifications and salary range.

- B. If the District determines that a temporary position needs to be filled, the supervisor at that work site will inform current classified employees working in that building of the position and will first consider letters of interest from current classified employees at the same building (work site). If the supervisor decides to fill the temporary position with current classified employee working at the same building (work site), when the temporary position ends, or at the end of the work year, whichever comes first, the regular employee shall be returned to ~~his/her~~ **their** previous position, which will have been filled by a temporary according to Article 1.B.3.
- C. If the temporary position becomes a regular position the following school year, the current temporary incumbent may be assigned to the newly created position without posting.
- D. An employee wishing to be considered for reassignment to another position or work site within the District may file with Human Resources a written statement indicating ~~his/her~~ **their** interest and location/ program preference. Such a statement does not constitute a commitment for reassignment by the employee, but only a notice of possible interest for use by the administration. The employee must still apply for each posted position in order to be considered for the position.
- E. To be considered, a bargaining unit employee must apply for the vacancy within five (5) days of the date of posting. The District may, however, fill the position on a temporary basis prior to the expiration of this five (5) day period. The selection of a candidate, whether from within or outside the District, shall be at the discretion of the administrator. However, the administrator ~~must~~ **is encouraged to** interview at least two qualified employees (as identified in the ~~Minimum required~~ **Qualifications** of the posting) who have applied for that position unless fewer have applied. ~~Internal Applicants~~ who are not **selected for an interview or** chosen to fill the job opening may make a written request to the supervisor who made the selection or the ~~designated Human Resources administrator~~ **Administrator of Personnel** for a written or verbal explanation of the reasons they were not chosen for the

position.

- F. An employee's probationary period shall extend for the first six (6) months of scheduled work following the date on which the employee is hired as a regular employee on a notice of employment or following transfer/hire to a different job classification. Employees should receive a written or electronic review approximately midway through the probationary period. If a midpoint review is not received, the employee may request that one be completed.

**G. Employees Hired Into a Different District Position**

If an employee's performance during the probationary period is judged by the District to be unsatisfactory, the employee will be returned to ~~his/her~~ **their** former job classification at ~~his/her~~ **their** former rate of pay, provided an opening in that classification is then available. If not available, the employee may be placed in an available opening which the District determines ~~he/she is~~ **they are** qualified to perform, at the rate appropriate for that job, as determined by Human Resources. If the employee accepts a job in the alternative position, ~~he/she~~ **they** may request in writing, within thirty (30) calendar days of accepting the alternative assignment, to be returned to the next available opening in ~~his/her~~ **their** former classification. Such request will be honored for a period not to exceed one (1) calendar year from receipt of the written request.

If an employee is hired into a new classification, ~~he/she~~ **they** may, during the six (6) month probationary period, file a written request with Human Resources to return to ~~his/her~~ **their** former classification. Thereafter the employee may be returned to an available opening in ~~his/her~~ **their** former job classification at ~~his/her~~ **their** former rate of pay. If an opening in ~~his/her~~ **their** former classification is not available, the employee may request assignment in an available opening which the District determines they are qualified to perform, at the rate appropriate for that job, as determined by Human Resources.