

## ARTICLE 5 - VACANCIES AND TRANSFERS

Section 1. Vacancies. The District shall notify the Union of all job postings in the bargaining unit. A job posting shall remain open for at least ten (10) days prior to the closing of the open position. Position openings will be communicated to the OSEA Chapter 25 President and posted on the District website.

Section 2. Filling Vacancies. An employee wishing to fill a position in the bargaining unit other than his or her their current position shall apply using the established application process. When the District has determined that two (2) or more current District employees who are applicants for a vacant position are equally qualified to fill the position, and there is no external applicant who is more qualified, the internal applicant with the greatest District seniority shall be offered the position first. All employees who apply for an announced vacancy will be interviewed, provided the minimum announced qualifications for the job have been met. Employees not selected for an applied-for vacancy may request and shall be given the reason(s) in writing for the District's decision.

Section 3. Transfer.

a. Employees may request transfer to any site within their current position. posted position within their current job classification. The request must be made in writing and on the appropriate District transfer form. Current employees shall not be required to go through the District application process.

b. When an employee is denied a transfer, the reason for such denial shall be communicated to the employee in writing upon request by the employee.

c. Notwithstanding Article 6 of this Agreement, nothing herein shall preclude the District from exercising its right to voluntarily or involuntarily transfer employees within their classifications, however, if the involuntary transfer results in a reduction of hours, the District will notify the Union and bargain the impact of the reduction.