

REGULATION

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SUPPORT STAFF PROMOTIONS AND RECLASSIFICATION

Promotions

When a vacancy occurs in a site or department, the hiring supervisor shall have the option to fill the vacancy with a current staff member. The supervisor will notify all staff in that site or department of the vacancy no later than the official posting date. Otherwise, all openings shall be publicized in every site/department.

The two (2) qualified support staff employees with the highest District seniority, who have completed their probationary periods, shall be granted interviews for promotion or transfer. Hiring supervisors are encouraged to interview additional transfer applicants.

- An employee desiring promotional or transfer opportunities shall apply at the human resources office. The following procedures will apply:
 - The internal applicant for a vacancy will submit an updated application.
 - The applicant must have completed his/her probationary period (four (4) months). This requirement may be waived by the employee's site/department head.
 - The applicant must have been in his/her present position for at least four (4) months. This requirement may be waived by the employee's site/department head if it is in the best interest of the site/department.
 - The applicant must have at least a *satisfactory* rating in his/her present position.
- The human resources office will screen applications in accordance with the standard criteria for the job classification.
 - Applications of qualified applicants will be released to the requesting site/department head.
- Applicants who do not meet the minimum qualifications for the job classification will be so advised by the human resources office and will not be referred to the recruiting site/department.
- Interviews of qualified applicants who are currently employed by the District shall be scheduled outside of the employee's normal working hours or the staff member will be provided released time

- The site/department accepting the promoted employee assumes all financial liability for fringe benefits earned by the employee, such as vacation or sick leave liability as of the day the employee starts work in the new site/department.
- Upon promotion or transfer, the rate of earnings of the staff member will not be changed unless:
 - The duties and responsibilities of the new position clearly indicate promotion, in which case the staff promotion policy will be the guide.
 - The transfer calls for a reduction in salary.
 - The transfer is made at the beginning of a new fiscal year when a step and/or cost-of-living increase may be in order.

Notification of unsuccessful candidates:

- Applicants who meet the minimum requirements and were granted interviews by the site/department representative, but who were not selected, will be so advised verbally by the site/department head. Human resources will follow up with written notification.

Revised: _____