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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.

Intradepartmental promotion:

- ~~• Supervisors who need to fill new or vacant positions will first consider all qualified persons within their own sites/departments. Verification of qualifications is to be made with the human resources office. Once verification has been made, supervisors must conduct an interview process.~~
- ~~• If a candidate is not selected from within the site/department, the supervisor will request the human resources office to implement the recruitment process.~~

Interdepartmental promotion:

- An employee desiring promotional or transfer opportunities ~~outside the employee's site/department~~ shall apply at the human resources office. The following procedures will apply:
 - ~~The internal applicant for a vacancy will submit an updated application~~ Apply for a specific position by submitting a request in writing.
 - ~~Update the original employment application.~~
 - The applicant must have completed his/her ~~Completion of~~ probationary period (four (4) months). This requirement may be waived by the employee's site/department head.
 - The applicant must have been ~~Be performing~~ in the 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.

- ~~Be performing in the present position with~~ 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.
 - ~~Qualified District applicants will be given the opportunity to interview prior to non-District applicants.~~
- 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.

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.~~

Transfers

Intradepartmental transfer:

- ~~Supervisors who need to fill new or vacant positions will first consider all qualified persons within their own sites/departments. Verification of qualifications is to be made with the human resources office. Once verification has been made, supervisors must conduct an interview process.~~
- ~~If a candidate is not selected from within the site/department, supervisors will request the human resources office to implement the recruitment process.~~

Interdepartmental transfer:

- ~~An employee desiring transfer opportunities outside the employee's site/department shall apply at the human resources office. The following procedure will apply:~~
 - ~~Apply for a specific position by submitting a request in writing.~~
 - ~~Update the original employment application.~~
 - ~~Completion of probationary period. This requirement may be waived by the employee's site/department head.~~
 - ~~Be performing in the present position for at least 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.~~
 - ~~Be performing in the present position with at least a *satisfactory* rating.~~
- ~~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.~~
 - ~~Qualified District applicants will be given the opportunity to interview prior to non-District applicants.~~
 - ~~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.~~
- ~~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.

Staff Transfer

~~Staff members who have completed their probationary periods and who desire to request transfer to a different department or division may make application for transfer to the employment office of the human resources division.~~

~~Before a transfer will be considered, the human resources division will contact the department or division heads concerned to obtain mutual approval of the requested transfer.~~

~~Upon transfer, the rate of earnings of the staff member will not be changed unless:~~

- ~~The duties and responsibilities of the new position clearly indicate a 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 cost-of-living increase may be in order.~~

~~District employment service of the employee transferring will be continuous. The department accepting the transferred employee assumes all financial liability for fringe benefits earned by the employee, such as vacation or sick leave liability.~~

~~The selecting department head is also responsible for notifying the selected staff member and the present supervisor of the selection. Reporting dates and any special arrangements should be agreed upon at this time.~~

~~The selecting department assumes accrued vacation or sick leave liability of the transferred staff member as of the day the employee starts work in the new department.~~

Notification of unsuccessful candidates:

- ~~Persons who meet the minimum prerequisites for consideration and are granted interviews by the department representative but not selected will be so advised by the human resources division.~~