

## Article 16 - Vacancies, Transfers, and Job Postings

16.1 A vacancy shall be defined as an opening in the bargaining unit which the ESD intends to fill.

16.2 Vacancy posting and correlating job descriptions shall be available on the ESD's website. The posting will occur at least five (5) workdays prior to the filling of the position, except for postings August 1st – September 15<sup>th</sup>, when the posting period shall be at least three (3) workdays. The postings will generally state the job title, qualifications, duties, salary range, work calendar, location, and closing date, if applicable. Any person wishing to apply for the open position may do so by contacting the Human Resources Office.

16.3 All bargaining unit members who **meet the minimum qualifications as described in the job description** are qualified for an open position and apply for the vacancy will be granted an interview. Upon request, a member not granted an interview will be provided the rationale.

16.4 Each new employee shall receive a written job offer stating the job title, starting date, salary, work calendar, and building assignment.

### 16.6 Involuntary Transfer

A. Written notice of an involuntary transfer will be given to the employee at least five (5) working days in advance, unless unavoidable circumstances make it necessary to implement the transfer with less notice.

B. If possible, the employee being involuntarily transferred will visit the new assignment prior to transfer.

C. An involuntarily transferred employee may request a meeting with the supervisor regarding the transfer. At the meeting, the employee will be notified of the reason(s) for the transfer.

D. Involuntary transfers will not be implemented between service centers.