

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. Should the ESD not intend to fill a vacated position, written notice shall be provided to the OSEA Chapter President(s) or designee.
- 16.2 ~~Vacancy posting~~ Vacancies and correlating job descriptions shall be available on the ESD's website, emailed to all bargaining unit members, and emailed to the OSEA Chapter President(s). The posting will occur at least five (5) workdays prior to the filling of the position, except for postings August 1st – September 15th, when the posting period shall be at least three (3) workdays. The postings ~~shall provide 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. No vacant position will be posted for hours less than previously assigned without review by the Union and ESD.
- 16.3 When a vacancy occurs, the ESD shall:
- (a) Allow internal candidates to submit a letter of interest to apply in the job application portal.
 - (b) Grant ~~All~~ 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.~~
 - (c) Include a minimum of one (1) bargaining unit member in the hiring process, to be appointed by the Union. The hiring process includes, but is not limited to, participating in interviews and input on hiring.
 - (d) Award the position to the candidate who is determined by the ESD to best meet the qualifications based on the job interview and following criteria:
 - (i) Employee's skills, experience, and qualifications based on the job description;
 - (ii) Employee's success in former positions based on references;
 - (iii) Employee's length of service in the ESD and in the position currently held;
 - (e) In the event an employee is not selected and wishes to know the reasons, a meeting will be scheduled with the supervisor to discuss the reasons for not being considered within fifteen (15) days of request.
- 16.4 Each new employee shall receive a copy of their job description and a written job offer stating the job title, starting date, salary, work calendar, and building assignment.
- 16.5 Involuntary Transfer
- (a) Written notice of an non-disciplinary involuntary transfer will be given to the employee at least forty five (45) working calendar 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~~ counties.
- (e) The Chapter President(s) shall be notified at the same time, or before, as the transferred employee.