Transfer & Promotion Best Outcome

Vacant Existing or New Position:
- Manager to review needs and interests of department to consider job duties and requirements of potential posting. Location, hour changes and specific focus of duties will be discussed with the other employees in same department. In the event of reassignment in location, hours and specific focus of duties, seniority may be used as a decision making criteria, should colleagues and manager not come to a consensus agreement.
- The College’s diversity goals within the Affirmative Action plan should be considered when determining position requirements. If the department/unit should be deemed as needing diversity then qualified diverse candidates will be considered first.
- PD should be created/finalized and/or classified within 90 days or position will be eliminated or reallocated.
- PRP approval

Prior to transfer/promotion opportunities, first consideration should be given to lay-off and recall from lay-off:
- Must be qualified
- Identified qualified candidate(s) will be discussed with hiring supervisor
- Meeting with hiring supervisor to discuss job scope and expectation, prior to any placement

Position Posting:
- Union Management will be provided with a copy of the actual job posting three (3) days prior to it being posted.
- All postings will be posted internally for 10 working days, followed by an external posting period if no internal applicants are qualified.
- Any college employee may apply during the internal posting period, however current ESP employees will be considered first, with all other internal applicants being considered prior to external posting.
- Simultaneous internal/external postings can be mutually agreed upon between union and management.

Selection Process:
- HR and hiring supervisor will review and determine internal qualified applicants prior to considering external candidates.
- Any ESP employee who meets the qualifications and if applicable, successful completion of any skills tests will be considered for the position. Prior skills tests within two years are considered valid.
If the department/unit is deemed as needing diversity, any qualified diverse candidate(s) shall be considered first. When a diverse candidate is hired there should be an improvement of the diversity goals and the Affirmative Action status of the College.

To narrow the pool to the best qualified candidates, consider the following:
- The skills, knowledge and abilities of the PD
- Previous work experience as it relates to the PD essential duties
- Individuals with a diverse, rising star or traditional background
- Previous work performance at the College

In the event of more than four (4) candidates in the remaining pool, select the four most senior candidates for the interview process.

The final candidate pool may be used for subsequent vacancies within the same department, classification, location and hours within a three (3) month period from the date of hire.

In support of internal pathway/career development, candidates not selected will be offered feedback from the hiring supervisor, if requested.

Candidates to be interviewed through a standard and consistent interview process with the hiring supervisor. The best qualified candidate will be selected for the position.

Increases for transfer/promotion:
- Lateral transfer - maintains current salary
- Promotion - employee salary increases when transferring/promoting into positions of higher salary range and/or with greater responsibility, receive salary increase of 5% or starting salary of new range, whichever is greater.
- Voluntary demotion - if current salary is within the same pay-range, employee maintains current salary. If current salary is outside the max of the pay-range the employee would be taken to the max of the range.
- Involuntary demotion - if current salary is within the same pay-range, employee maintains current salary. If current salary is outside the max of the pay-range the employee will be placed at the maximum of the lower salary range.

Trial period:
- A transferred or promoted employee shall serve a three (3) month trial period. A performance discussion will be held at the conclusion of two (2) months, with appropriate documentation. If the employee does not successfully complete the trial period, the employee will be placed back in their previous position.
- Employee and Manager can mutually agree to waive the three (3) month trial period at any time indicating the conclusion of a successful or unsuccessful transfer.
- An employee who chooses not to stay in their new position may return to their previous position, within three (3) months or prior to the position being offered to another employee. If the previous position is going to be offered, the employee and the
manager will need to decide if they are staying or not. This would end the trial period at this point.

- If minor modifications have occurred to the previous position, even if subsequent classification of the position with similar duties has occurred, the employee shall be able to return to that position.
- If major modifications have occurred to the previous position, this would result in a position elimination and a new position creation. Employee would not have rights to the new position.
- If the previous position has been eliminated the employee shall follow the Layoff-Recall policy.
- Employee will maintain the ability to apply for other opportunities during the trial period.

Enhancement:

- If current ESP position hours are permanently increased, moving the position into a different employee category, the incumbent, if qualified, shall receive the enhanced position. If there are two or more individuals that could/would be affected, the employee with the most department seniority would be given first consideration. Any employee offered the enhancement must be in good standing.