

ARTICLE 26

JOB OPENINGS

A. DEFINITIONS:

1. Regular Job Opening: A "regular job opening" is a position which appears in the County's Budget or is funded through a Grant.
2. Promotion: A "promotion" is defined as the movement of an employee to a regular job opening in a classification assigned to a higher pay grade and for which the employee is qualified.

3. Lateral Transfer: A "lateral transfer" is defined as the movement of an employee to a regular job opening in a different department, which opening is the same classification as the employee currently holds.
4. Voluntary Demotion: A "voluntary demotion" is defined as the movement of an employee to a regular job opening in a classification assigned to a lower pay grade and for which an employee is qualified.

B. JOB POSTINGS:

1. The County will post all but entry-level job openings on the Union Bulletin Board in the affected department. Postings shall be made for ten (10) working days. Entry-level openings as defined in Appendix B will not be subject to the requirements of Article 26, Job Openings. Posting periods may be shortened or eliminated by agreement of the Union President, or designee.
2. At the same time that the departmental posting is made, the County shall post the opening on all Union Bulletin Boards. The posting will include the following information: The job classification, department, pay grade, hours, starting time, qualifications and any testing requirements.
3. Any employee for which an opening would provide a promotion, lateral transfer or voluntary demotion will be given consideration provided such an employee properly indicates his/her interest in the position by submitting an Application for Internal Candidates to the Human Resources Department before the close of the posting period. The employee must have a current passing score on any test required for the position before applying for the position.
4. If necessary, a temporary appointment may be made by the Department Head, but without prejudice to employees seeking the job.

C. PROMOTION, VOLUNTARY DEMOTION AND LATERAL TRANSFER:

1. Employees within the Department shall be given first consideration for a regular job opening. If the job opening is not filled from within the Department, consideration shall then be given to qualified employees working in other departments. If it is determined that there are no qualified 411 members seeking the promotion, then other applicants shall be given consideration.
2. After such promotion or lateral transfer, the affected employee will not be eligible to apply for a classification change for a period of six (6) months.
3. Promotion: Promotions to a higher classification shall be based on qualifications. Posted qualifications being equal, seniority shall prevail.
4. Lateral Transfer: Provided that the employee applying for a lateral transfer meets the minimum posted qualifications for the opening, the most senior qualified applicant shall be awarded the position.
5. Voluntary Demotion: Voluntary demotions to a lower classification shall be based on qualifications. Posted qualifications being equal, seniority shall prevail.
6. Selection Priority: Employees applying for promotions shall be given priority over employees seeking lateral transfers or voluntary demotions. Employees applying for lateral transfers shall be given priority over employees seeking voluntary demotions.
7. Probationary Period For Promotions, Voluntary Demotions And Lateral Transfers: An employee awarded a promotion, lateral transfer or voluntary demotion shall have a probationary period of ninety (90) working days, actually worked, (180 working days, actually worked, for Community Mental Health non-clerical employees) in the new position to prove that he/she has the qualifications to handle the requirements of the

position. If it is obvious that he/she is not capable of fulfilling the requirements, he/she may be returned to his/her previous classification without prejudice. Such employee will have the option of returning to his/her previous classification without prejudice, within forty-five (45) working days, actually worked, of starting that new position.