

ARTICLE 23 – VACANCIES AND POSITION ALLOCATIONS

- 23.1 Vacancies. The University will determine when a position will be filled, the type of appointment to be used when filling the position, and the skills and abilities necessary to perform the duties of the specific position within a job classification. The University can fill a position on a full time or part time basis. Except for vacancies being filled from a layoff list, reassignment or Reasonable Accommodation, the University will post a vacancy
- 23.2 Posting of Vacant Positions. Vacant positions will be posted for a minimum period of at least five (5) business days.
- 23.2.1 Except as outlined in 23.2.3, the University will first consider qualified bargaining unit employees on the appropriate internal layoff list who have the required skills and abilities to perform the duties of the position. In the event the position is not filled with a candidate from the internal layoff list, the University will consider candidates in the job classification being recruited for from the internal transfer list, or those employees who are requesting a voluntary demotion, who have the skills and abilities to perform the duties of the position being filled.
- 23.2.2 If no candidate is selected, the University will consider all other candidates, including employees who are requesting a promotion and external candidates
- 23.2.3 For Bargaining Unit 16 Only. For vacancies to be filled within the unit, the senior qualified candidate requesting a transfer will be appointed to the position. For promotional opportunities within the unit, the senior qualified candidate will be appointed to the position unless a junior candidate possesses substantially greater ability, job performance and applicable qualifications. Seniority for the purpose of this process will be counted from the Employee Continuous Service Date. Should no internal Bargaining Unit 16 candidate request a transfer or promotion at the time of the vacancy, all other provisions in this Article related to filling a vacancy apply.
- 23.2.4 Candidates applying for a vacant position will be required to submit sufficient documentation to allow the University to determine their qualifications for the position sought.
- 23.3 Position Allocation. Positions shall be allocated to the appropriate classification.
- 23.4 Promotion. Pertains to the movement to a position with a higher salary range than the position currently occupied by an employee.
- 23.5 Voluntary Demotion. Pertains to employees requesting a change from a position in one classification title to a position in another classification title that has a lower salary range maximum.
- 23.6 Transfer. Pertains to permanent employees requesting a change from one position to another in the same classification, with the same salary range maximum.

23.7 Reassignment. Pertains to a University directed move of a permanent employee from one classified position to another within the same class in the same department.

23.8 Position Changes. When Human Resources becomes aware of one of the following actions, the Union will be notified in accordance with Article 3:

23.8.1 Reallocation of an occupied bargaining unit position to a lower classification; or

23.8.2 Removal of an occupied position from the bargaining unit.