

ARTICLE 15

HIRING - PROMOTIONS - TRANSFERS - PROBATION

15.1 Vacancies

15.1.1 Posting - Information - Application

Whenever it is necessary to fill vacancies in existing positions or newly created regular positions, the following procedure shall be utilized:

15.1.1.1 A description of the position shall be posted for a minimum of ten (10) working days in a place conspicuous to the employees.

15.1.1.2 One (1) copy of the description shall be given to each steward.

15.1.1.3 The description shall include information describing the job and the desired qualifications for the information of the applicant. The posted description will designate the location (or person) where completed applications are to be submitted.

15.1.1.4 Applicants for the initial posting shall be notified of any subsequent vacancies in the classification, which are to be filled from the posting.

~~15.1.1.5 Each posting shall include a space at the bottom for interested regular employees in the bargaining unit to sign the posting indicating their interest.~~

15.1.1.~~5~~6 Regular employees and probationary employees in the bargaining unit who are interested in the vacancy must sign the posting and submit a completed County employment application to the location (or person) designated on the posting.

15.1.1.~~7~~6 A separate application must be submitted for each position posted.

15.1.1.~~8~~7 A regular employee who is on authorized leave during the posting period will be permitted to submit an application within three (3) working days after expiration of the posting period, except for entry level positions.

15.1.1.98 Posted vacancies shall be filled within thirty (30) calendar days after posting closes, or the Union shall receive written explanation from the County, as to the reasons said vacancy was not filled.

15.1.2 Appointments to Vacancies

Vacancies in existing regular positions, or newly created regular positions, in the bargaining unit shall be filled in the following manner:

- 15.1.2.1 Initial consideration for filling a vacancy shall be given to regular employees who were members of the bargaining unit at the time of the posting and who have the necessary qualifications as agreed to between the Union and the County. Probationary employees who have served a minimum of six (6) months may be considered.
- 15.1.2.2 Interviews of candidates for all vacancies within the bargaining unit shall be conducted by a panel comprised of a minimum of three (3) interviewers, including at least one employee appointed by the Union.
- 15.1.2.3 Reviews of internal applicants for existing and newly created positions shall be based on the employee's ability to perform the work, and work record.
- 15.1.2.4 Reviews of internal applicants who are seeking to voluntarily demote or to transfer from their current position to another position within the same job classification may include a review of staffing needs, the priority of work performed in the applicant's current position and the applicant's skills.
- 15.1.2.5 Where employees' ability and work records are equal, the following order of preference shall be given to applicants:
 - 15.1.2.5(a) Regular employees voluntarily demoting.
 - 15.1.2.5(b) Regular employees seeking to transfer from their current position to another position within the same job classification.
 - 15.1.2.5(c) Regular employees seeking to promote.

Union Initial Proposal
PROTEC17 2021-2023
February ____, 2021

- 15.1.2.6 Promotions shall be determined through a competitive evaluation process, which will be equally applied to all applicants.
- 15.1.2.7 If disputes arise over promotions, prior to initiating a formal written grievance procedure, the employee, steward or representative shall request and be provided with management's justification of selection of promotional applicants. The request shall be directed to the Department Head or their designee.
- 15.1.2.8 Should no regular/probationary bargaining unit employee apply or meet the minimum requirements for a vacant position, then applications may be solicited from seasonal employees, temporary (extra help) employees, and personnel outside the bargaining unit. The application process for seasonal employees, temporary employees, and outside personnel will be conducted by the Human Resources Department using their usual procedures. If the only application submitted is from a probationary employee, management retains the ability to solicit applications generally with the Human Resources Department using their usual procedures.
- 15.1.2.9 When filling a vacancy within the Department but outside the bargaining unit, consideration shall be given to interested and qualified employees within the bargaining unit.
- 15.1.2.10 Advanced step placement may be awarded to existing employees upon promotion or transfer if the employees' experience and /or education merits the advanced placement.

15.2 Probation

15.2.1 New Employee - Trial Service Status - Time Limits

- 15.2.1.1 A newly hired employee must serve a one (1) year probationary period. During the probationary period, the Department Head or their designee shall have sole discretion to discharge such employee without recourse by the employee to the grievance procedure.
- 15.2.1.2 Should an employee fail to satisfactorily complete the probationary period, the Department Head or their designee may extend the probationary period up to a maximum of six (6) additional months, with the written consent of the Union and the employee.

Union Initial Proposal
PROTEC17 2021-2023
February ____, 2021

- 15.2.1.3 Upon satisfactory completion of the probationary period, the new employee shall be given regular status in that position.
- 15.2.1.4 Seasonal employees who become regular employees shall be hired at a minimum rate of pay equivalent to their current pay step. (Subject to the provisions of Article 15.2.1)
- 15.2.2.0 Regular Employees
- 15.2.2.1 Promotional or Transfer Trial Service-Time Limit
 - 15.2.2.1(a) Regular employees of the Departments who are or transferred to fill a vacancy must satisfactorily complete a six (6) month trial service period.
 - 15.2.2.1(b) Upon satisfactory completion of the trial service period, the employee shall be given regular status in that position.
- 15.2.2.2 Counseling-Evaluation-Reversion-Appeal
 - 15.2.2.2(a) At the conclusion of the third month of the trial service period, the supervisor shall conduct an performance review, signed by the employee, which shall reflect the employee's performance to that date.
 - 15.2.2.2(b) Should an employee fail to satisfactorily complete the trial service period, the employee shall be automatically reverted to a position in their former classification in the case of promotion, or to a similar position in the same classification in the case of transfer.
 - 15.2.2.2(c) If the performance of the employee has not been found satisfactory, the Department Head will so inform the employee in writing, thirty (30) days or more prior to the anniversary date.