

ARTICLE 8

REASSIGNMENT, TRANSFER, AND PROMOTIONS

A. Reassignment:

Employer Initiated:

1. A reassignment refers to any County Office action which results in the movement of a unit member from the position held immediately preceding such action to another position within the same classification.
2. The following criteria will be considered in order of priority:
 - a) Program or department needs (i.e., continuity in services provided student/unit member match, IEP requirement);
 - b) The experience and training of unit members (i.e., specialized skill);
 - c) The recommendations of the unit member's immediate supervisor;
 - d) The seniority of the unit member (Other criteria being equal, no unit member shall be reassigned if there is another unit member with less seniority who is qualified to fill the vacancy);
 - e) Personal hardship on the unit member will be taken into consideration.
 - f) When employee absences compromise student safety and supervision, unit members may be temporarily reassigned to other classrooms within the same site. The ten (10) day notification period shall not apply to these temporary assignments. This temporary assignment shall not surpass (five) 5 working days.
3. Unit members being reassigned will be notified of their new assignment in writing a minimum of ten (10) working days prior to the reassignment taking place. The CSEA Local Chapter President will be notified of the reassignment in conjunction with the unit member notification. A unit member or a CSEA representative may request the reason for reassignment in writing.
4. Any contested reassignment may be appealed to the Superintendent.

B. Transfer:

Employee initiated lateral transfer:

For the purpose of this article, "lateral transfer" shall mean the movement of a unit

member from one school, department, or geographical location to another. A lateral transfer shall not involve a change in classification or job title. When a new position is created, or an existing position becomes vacant, the County shall post the vacancy following the “Internal Vacancy Process”.

C. Internal Vacancy Process:

This process is not open to unit members currently on probation.

1. Posting:

All unit members will be notified by Human Resources of any job openings via email, a copy sent to the CSEA Local Chapter President, and posted on a bulletin board at the following locations: County Office, One Stop, Feather River Academy, Riverbend Elementary School, and Butte Vista Elementary School.

2. Notice Contents:

The job vacancy notice shall include the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per day, days per week, and days per year assigned to the position, the salary range, and the deadline for applying.

3. Application Process:

Unit members will be allowed five (5) working days to submit an application. An application will consist of a letter of intent and an updated resume with relevant experience and or trainings specific to the vacant position. A resume shall not be required for lateral transfers. Any unit member on leave or vacation may authorize his/her job representative to file on the unit member’s behalf following the instructions on the job announcement.

4. Selection Process:

First consideration will be given to those unit members currently working in the same classification as the vacant position. Second consideration will be given to unit members who are not currently working in the same classification, but could possibly receive a promotion or demotion by moving to the vacant position.

If two (2) or more unit members express interest in a position, Section C5 shall apply to filling the vacancy. If no unit member has indicated an interest

in a particular position at the time the vacancy occurs, the position will be advertised using the “External Vacancy Process”.

5. In determining the transfer of unit members, the Superintendent will give consideration to the following criteria in order of priority for current members:
 - a) The request of the unit member;
 - b) The experience and training of a unit member in relation to the needs of the program;
 - c) The seniority of the unit member. (Other criteria being equal, if two (2) or more unit members with the appropriate qualifications apply for a vacancy, the unit member with the greatest seniority shall receive such transfer);
 - d) The recommendations of the unit member’s supervisor.
6. If a request for transfer is denied, the unit member(s) not selected shall be provided with specific reasons for the denial by the county program administrator. Upon request of the unit member or a CSEA representative, these reasons shall be in writing.
7. A unit member who has been granted a voluntary transfer may not request a second transfer in the same work year.
8. If no unit member is selected during the Internal Vacancy Process, the vacancy will be advertised using the External Vacancy Process.
9. Internal and external postings for vacancies will be posted simultaneously. External applicants shall be processed only after exhausting the internal vacancy process. (Listed above.)

D. External Vacancy Process:

This process is open to all unit members and the public.

1. Posting:

Notice of such vacancies shall be posted on Edjoin.org, applicable newspapers, and posted on the bulletin boards at the County Office, One Stop, Feather River Academy, Riverbend Elementary School, Butte Vista Elementary School, and the County Superintendent of Schools’ Website and a copy sent to the CSEA Local Chapter President.

2. Notice Contents:

The job vacancy notice shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per day, days per week, and days per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy.

3. Application Process:

Any unit member or outside applicant may file for the vacancy by submitting written notice to Human Resources Services within the filing period. Any unit member on leave or vacation may authorize his/her job representative to file on the unit member's behalf following the instructions on the job announcement.

E. Promotion:

A promotion is a unit member initiated action, which may result in movement to a higher classification and/or where a unit member moves to a new classification under the same salary range. Unit members shall be given first consideration in filling any job vacancy, which can be considered a promotion.

1. At the beginning of such appointment, the unit member shall be placed at a salary in the new classification equal to that previously earned plus a minimum increase of 5%, provided there are steps on the salary schedule to allow for an increase.
2. When promoted to a higher classification, a unit member shall serve a probationary period of six (6) months in the new classification; However, the probation may be extended up to three (3) additional months upon notification to CSEA and the unit member.
3. Successful completion of the probationary period will result in permanent status in the new classification.
4. If the unit member earned permanent status prior to being appointed to a higher classification and fails to satisfactorily complete the probationary period of the higher classification, the unit member shall revert to their permanent status in the former classification.

F. Voluntary Demotion:

A voluntary demotion is a unit member initiated action, which may result in movement to a lower classification (i.e. a decrease in days, hours, or lower pay range).

1. Upon acceptance of a demotion, the unit member will be placed on their current “step” in the new salary range (i.e. a unit member moving from Range 28, Step 5, to a position that is payed at Range 26, will move to Range 26, Step 5).