

## AFSCME Contract Language

**Please note that the following procedures must be adhered to in the employee selection process:**

### ARTICLE VIII - SENIORITY

#### Section F: Employee Selection, Promotion, Transfer

1. Selection: It is in the best interest of both the Employer and the Union that the most qualified individual be selected for all vacant positions. Employees within the bargaining unit will be given preference in the selection process over individuals who are not in the bargaining unit, provided employees meet the job description qualifications and pass any required tests with a score of 70% or better. When a job description calls for years of experience under a licensed contractor, relevant experience in a School Board Service Center will be considered as equivalent experience. However, management has the right and responsibility to use management's best judgment in the selection process and shall consider such factors as seniority, performance evaluations, supervisors' recommendations, attendance and punctuality.

Whenever a job opening occurs, in any existing job classification included in this agreement or as the result of the development or establishment of new job classifications in the bargaining unit, a notice of the opening and the job description shall be posted and the Union notified. Openings shall be posted on all departmental or area bulletin boards, and advertised on the School Board Web Page, for a period of seven working days.

During the seven day period, employees, including employees on layoff, may apply for the open position. The application shall be in writing on the form provided in the Appendix, and submitted to the employee's immediate supervisor; or, for employees on layoff, submitted to the Director for Non-Instructional Personnel. Preference will be given to employees in the department or area, provided the employees meet the job description. Where employees have equal skill and ability, the employee with the most seniority will be selected. In the event the opening cannot be filled within the department or area, countywide applicants will be considered with countywide seniority prevailing.

The job will be filled after a period of ten working days following the expiration of the bid provided there is a qualified applicant. If the position is not filled from within the bargaining unit, individuals being considered for the position will be required to take the same tests as was required for bargaining unit employees.

All qualified applicants will be eligible to take a specific trade's test but not more than once every four (4) months. A passing score, defined as 70% or higher, will be valid for one calendar year. Applicants with a passing score may retest in order to improve their scores; however, no test may be taken more than once every four months.

Should any applicant fail a specific trade's test two times consecutively, he or she will not be eligible to retest for the period of one calendar year from the date of the second failed attempt. A Union Steward, which will be determined and appointed by the Union President, will be invited to be present during the testing procedures administered as a part of the selection process. Management will give notice to the Union no less than 24 hours prior to any test being given.