

Policy Type: Support Staff

Policy Title: Position Vacancy

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy is to define position vacancy process with respect to transferring and applying for a new position.

Policy Statement:

A. Transfer Process

The District has the option of transferring an employee to another position within the institution. Employees will be evaluated on their ability to fulfill the qualifications for the position. Approval will be made by the Vice President of Administration with the recommendation of the Director of Human Resources and the administrative supervisor(s) of the area involved.

B. Non-Transfer Process

1. Posting

Announcement of Support Staff vacancies and new positions shall be distributed via email/memorandum issued by the Office of Human Resources stating:

- a. The position
- b. The starting salary or salary range
- c. The entry level qualifications
- d. The tentative starting date
- e. The application deadline

The memorandum shall be posted for a minimum of five (5) working days prior to the deadline date of the application.

2. Applying

Any employee has the right to apply for a posted position. If applying, the employee must sign and date the announcement memorandum and return it to the Office of Human Resources by the stated application deadline.