

ARTICLE 13
TRANSFER & PROMOTION

13.1 Unit Member Initiated Lateral Transfer

- 13.1.1** When a new position is created or an existing position becomes vacant, the District shall first offer the opportunity to transfer to unit members within the same classification in the District. A unit member may apply for transfer to that position by filing a written notice with the District Office.
- 13.1.2** All vacancies shall be posted by the District for not less than five (5) days at all work locations. A copy shall also be provided to CSEA.
- 13.1.3** If only one unit member files for the transfer they shall be granted the transfer. If two or more unit members file for the transfer, the District shall make the selection. If no District unit member files for the transfer it shall then be open for promotional opportunity.

13.2 District Initiated Transfer

- 13.2.1** District initiated unit member transfers may become necessary to meet the overall operational and administrative requirements of the District.
- 13.2.2** An Administrative transfer may be made for personal or unit member relations purposes by mutual consent of the unit member, the District and CSEA.
- 13.2.3** No District initiated transfer shall be arbitrary, capricious, or discriminatory.
- 13.2.4** The unit member to be transferred shall be given ten (10) days advance notice and a reason(s) for impending transfer. At the unit member's request, the reason shall be put in writing.
- 13.2.5** A District initiated transfer shall not result in the loss of compensation, seniority or any health and welfare benefits for the unit member.

13.3 Promotion

- 13.3.1** When a new position is created or an existing position becomes vacant and when the transfer section of this Article has been complied with, the District

shall open the position to unit members of the District. A unit member may apply for the promotion by filing a written notice with the Superintendent.

- 13.3.2** All vacancies shall be posted for not less than five (5) working days at all work locations. A copy shall also be provided to CSEA.
- 13.3.3** The District will provide first opportunity over outside applicants for the position to unit members within the bargaining unit provided they have the skill, competency, and ability to perform the job.
- 13.3.4** A unit member in the bargaining unit receiving a promotion shall be placed in a position on the new salary range which will result in at least a five percent (5%) adjustment in salary.