

WORKING DRAFT Back/Double Filling Open Position for Extended Leave/Workers Comp Absences

In circumstances where a position is vacant due to extended leave and/or workers comp reasons, the absent employee's direct supervisor may appeal to HR/Finance to fill the opening.

Methods to Fill The Opening

*Article 1.2.3 **Short-Term Temporary Positions:** Positions used to fill the role of a regular employee on an approved leave of absence for up to eighty (80) workdays or for employees hired due to overload conditions. A short-term temporary position shall not exceed eighty (80) consecutive work days. However, if it becomes necessary for a short-term temporary position to exceed eighty (80) consecutive work days, or at the time it is apparent that the assignment will exceed eighty (80) consecutive workdays, the position shall become a long-term temporary position. Short-term temporary positions are excluded from the bargaining unit.*

*Article 1.2.4 **Long-term Temporary Positions:** Positions which are temporary and which continue for a period in excess of eighty (80) workdays will be considered long-term temporary positions if, 1) the position is based on temporary funding and is posted as temporary with a stated end date or, 2) the employee is filling a vacancy caused by an approved leave or, 3) a short-term temporary position extends beyond eighty (80) days but not to exceed one (1) year. A person accepting a long-term temporary position shall become a member of the bargaining unit and shall have all the privileges and benefits of membership except layoff and recall rights and completion of a temporary job at the assigned end date shall not be considered a dismissal requiring just cause.*

*Article 6.4 **Working out of Class***

6.4.1 When an employee is temporarily assigned by the employee's supervisor to replace a person who earns a higher hourly rate, or when such an assignment is made based on, and in accordance with, established District protocols, the employee shall receive the higher rate of pay after five (5) working days.

For purposes of application of this paragraph, "higher rate of pay" means the pay for the job being replaced. In no event shall the person temporarily promoted receive more than that which they would receive in the event of a permanent promotion to the position.

6.4.2 If an employee is asked to regularly perform duties outside their job description which require additional licensing, certification or training, the Association and the District agree to meet to determine appropriate actions if such a meeting is requested by the employee or the Association.

Process To Follow

The supervisor who oversees the vacant position submits a request to fill the opening to the Department Head. The requests includes:

- Name of Absent Employee
 - Position held
 - Desired method of filling the opening (select from above)
 - Start and Anticipated End Date
-
1. Department Head send the request to the COO
 2. COO sends the request to HR Benefits
 3. HR Benefits sends it to the CHRO
 4. CHRO sends it CFO