

ARTICLE XX HIRING, PROMOTIONS, AND TRANSFERS

XX.1 Filling Positions. The University will determine when a position will be filled, the appropriate type of appointment to be used when filling the position, and the training, certification(s), security clearances, skills, abilities, and other requirements necessary to perform the duties of the specific position within a job classification. The University can fill a position on a full-time or part-time basis. It is the intent of the Employer to fill vacancies as soon as possible within budgetary limitations and where replacements are needed.

XX.2 Core Duties and Other Assignments.

Except as otherwise provided in this Agreement, duties assigned an employee shall be consistent with the overall class concept of the employee's job classification.

XX.3 Promotions/Transfers

A. Definitions.

For the purpose of this Article the following definitions apply to open competitive recruitment:

1. Promotion— Movement to a position in a job class with a higher salary range minimum that requires a competitive application process.
2. Transfer - Movement to a new position in the same classification.
3. Voluntary Demotion - Movement to a position with a lower salary minimum. This article does not apply to employees who demote as the result of corrective action.

- B. The Employer will determine if applicants possess the essential skills required of the position. Essential skills are the minimum qualifications listed in the job description for the classification and any specific position requirements.

XX.4 Movement Between Positions:

Employees who promote, transfer, or voluntarily demote into positions covered by this agreement, shall serve a Trial Service Period. Paid or unpaid leave taken during the six (6) month Trial Service Period shall extend the length of the Trial Service Period on a day-for-a-day basis for any day(s) that the employee takes paid time off, unpaid time off, or shared leave, except for time off taken for military service. Either the Employer or the employee may end the appointment by providing notice. During the first month of the Trial Service Period, employees have preemptive rights to their former position. After the first month but during remainder of trial service, employees

who are not staying in the new position shall have the option to revert to their former position if it is still vacant or be placed on the rehire list.