

Collective Bargaining Agreement Article 13A – Lateral Transfer and Shift Preference:

An employee may exercise his University seniority as defined in Article 35 for the purpose of cross-department lateral transfer or shift transfer when a vacancy occurs within his/her classification provided he/she has the ability to perform the job in question. An employee who desires a cross-department lateral transfer or a change of shift must make application during the posting period of such vacancy to the appropriate administrator in charge of Employee/Labor Relations or their designee requesting the transfer and indicating the location and shift preferred. Lateral transfers and shift transfers shall be limited to no more than two (2) per employee during any twelve (12) month period.

Collective Bargaining Agreement Article 14 D, G, H & I – Job Posting:

D. The University will consider the following criteria in determining whether an applicant is qualified under the job posting procedure for promotion or a cross-department lateral transfer to a particular vacancy:

1. Minimum job qualifications as established or modified by the University.
2.
 - a. Work history and performance of the employee;
 - b. Attendance;
 - c. Educational background (when applicable);
 - d. Aptitude and/or familiarity with the required duties of the new position, which may be determined by a test. The test may be written, oral, and/or require a demonstration of skill.
 - e. Seniority will be considered.
3. Reasonable related University job requirements.

G. First consideration shall be given to employees making application who are in the same classification as the vacancy, and who are requesting a cross department lateral transfer. Should the position be awarded as a cross department lateral transfer to an employee in the same classification, the original list of applicants shall be used to fill any subsequent opening, without the need for the employer to re-post the opening. Second consideration shall be given to employees in higher classifications who wish to bid down, however should an employee in a higher classification be selected, he/she will assume the lower pay rate.

H. Cross departmental lateral transfers within a classification shall be awarded on the basis of qualifications and University seniority.

I. No employee shall be eligible for promotion or transfer who has not satisfactorily completed the required probationary period.

Collective Bargaining Agreement Article 35A – Seniority:

An employee's seniority with the University, or in his/her department, or in his/her classification, shall be determined as defined below. An employee will be credited with one point for each bi-weekly pay period of full-time service. An employee will be credited with one-half (.5) point for each bi-weekly pay period of part-time service. Points shall be combined to determine each employee's total seniority points. Time on authorized leave of absence will be included. An employee shall have no seniority during the probationary period following initial employment, but upon satisfactory completion of the probationary period shall have seniority retroactive to date of hire.