RULE 15

PROMOTIONS AND VOLUNTARY DEMOTIONS

1501 Vacancies Filled By Promotion

Vacancies in positions, unless filled from a re-employment list or reinstatement or transfer list shall be filled insofar as practicable by promotion from among permanent employees. Promotions shall be based upon merit as determined by the competitive written examinations and/or superior qualifications of the employee promoted as shown by interview, or by other appropriate means to ascertain the past performance and future potential of the employee.

1502 Eligibility for Promotional Examinations

Any permanent employee in the classified service is eligible to compete in a promotional examination if the employee meets the employment criteria established for the classification.

EDUCATION CODE SECTION 45272

1503 Voluntary Demotions

A. A permanent employee may request voluntary demotion to a class with a lower maximum salary rate. Such demotion requires the approval of the District.

EDUCATION CODE SECTION 45261

B. Voluntary demotion is only available to a probationary employee when he/she would otherwise be laid off for lack of work or lack of funds.

EDUCATION CODE SECTIONS 45272, 45302

1504 Placement When Demoted

An employee who accepts voluntary demotion shall be placed on the step of the range of the lower class according to the time in service, provided that the employee shall not receive a salary increase thereby. The employee shall retain the increment month established in the higher class.

1505 Promotional Lists

A. The names of competitors who are successful in promotional examinations as provided in these rules shall be placed on a promotional eligibility list for the
class for which such examination is held, which list shall take precedence over
the open-competitive list. An employee who leaves the service, except by layoff
or military leave, shall be considered as having relinquished the right to
promotion and that name shall be removed from such promotional eligibility
lists.

B. Appointments from a list resulting from a promotional examination shall be one
of three ranks standing highest on the list who are ready and willing to accept
the appointment.

1506 Seniority Credit--Promotional Examination

In promotional examinations only, seniority credit shall be added to the final
passing scores of candidates in the amount of 1/4 of one (1) point for each year
of service, not to exceed a total of five (5) points. Credit shall be granted for
time spent in regular positions in the classified service and on leave from the
classified service while otherwise employed in this District. A full year's credit
shall be granted to employees whose regular position is assigned on less than a
calendar-year basis. Credits shall be calculated for units of not less than a half
year, unless greater accuracy is required in order to break ties in examination
scores, and fractions of years shall not normally be counted.

1507 Promotional Lists When the Exam Is Given on a Promotional and Open-
Competitive Basis

When the same examination is held on a promotional and open-competitive
basis, the eligible lists shall be compiled and certified as follows:

A. Seniority credit for promotional candidates will be added to passing scores based
upon Merit System Section 1506 above.

B. Certification shall include a total of three (3) highest scoring ranks from either list
(Open or Promotional) except that candidates on the Open list must have a
higher score before adjustment for preferential credits than the score of the
highest available candidate on the Promotional list after seniority credits have
been added.

EDUCATION CODE SECTION 45284

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