

## RULE 15

### PROMOTIONS AND VOLUNTARY DEMOTIONS

#### 1501 Vacancies Filled By Promotion

Vacancies in positions, unless filled from a reemployment 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. Internal promotion opportunities are enhanced through the use of seniority points. Seniority points are increased based upon the time the employee has with the District. Unless directed by the Classified Human Resources Department, all promotional opportunities are recruited through open and promotional recruitments. Internal employee's seniority points are designed to provide internal applicants with a greater opportunity for promotion and interviews.

#### 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. All promotions require the internal applicant to pass the Classified Human Resources competency exam(s).

#### 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 they would otherwise be laid off for lack of work or lack of funds. If an employee requests a voluntary demotion while on probation, the demotion must be to the previously held classification in which the employee held a permanent position and for which the employee has a seniority right over employees who currently work in the classification.

#### 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 internal competitors who are successful in promotional only examinations as provided in these rules shall be placed on a promotional eligibility list for the class for which such examination is held. The recruitment that is designated as promotional only 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 the 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  $\frac{1}{4}$  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 the 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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