

ARTICLE 24 – JOB POSTING PROCEDURE

Definitions

24.01 (a) The definition of a job opening for the purposes of the Job Posting Procedure is any permanent addition or replacement to the Regular employee staff, excluding Regular Term, within a District.

All job openings will be posted except replacements filling positions left vacant after a job posting. In such cases, section 24.04 will apply.

For purposes of this Article, the word “job” must be understood to refer to both a “position” or an “occupation”.

(b) Notwithstanding the provisions of subsection 24.01 (a), there are no job openings created when District structures are merged or otherwise reorganized, when functions are realigned between or within districts, or when employees follow their work into another District or headquarters in connection with a closure, consolidation or centralization.

Procedure for filling a vacant position

24.02 (a) The Company shall post the available position electronically for ten (10) working days.

(b) An applicant wishing to be considered by the Company must respond to the job posting within the posting period specified in subsection 24.02 (a).

(c) It is understood that an applicant may only be considered for the posted position provided that:

- (i) the applicant's performance on his existing job meets job requirements;
- (ii) the applicant is qualified to perform the required work within such period of time as may be reasonably required but in any event not more than ten (10) working days familiarization period.

(d) The Company reserves the right to cancel a job posting at any time during the first five (5) working days of the period specified in subsection 24.02 (a).

24.03 From among the applicants for the position, the Company shall select the most senior candidate from among those who are qualified, in the following order:

- (a) an employee with the same occupation
- (b) any other employee
- (c) an employee identified in application of Article 22
- (d) a person originating from:

- Operator Services group; or
 - Clerical and Associate Employees group; or
 - Communications Sales Employees group
- (e) any other person.

24.04 (a) Replacements filling positions left vacant after an initial job posting may either:

- (i) be filled under Article 22 by one or more internal move(s) within the district releasing the candidate selected for the initial job posting, or
- (ii) be filled under Article 22, if the candidate selected for the initial job posting comes from the same district, or
- (iii) be filled in application of sections 24.02 and 24.03, or
- (iv) not be filled.

(b) Replacements filling positions left vacant after a job posting in application of subsection 24.04 (a) paragraph (iii) may either:

- (i) be filled under Article 22, or
- (ii) be filled in application of sections 24.02 and 24.03, or
- (iii) not be filled.

24.05 (a) The Company will provide information to designated Local Officers of the Union concerning the posted position and results of the posting, as mutually agreed to by the parties.

(b) The results of the posting will be made known to all applicants.

Exceptions

24.06 The exceptions outlined in section 22.14 may require the normal job filling procedures specified for the Job Posting Procedure to be by-passed.

General

24.07 It is understood that service requirements may prevent a successful applicant from immediately assuming a permanent position for which he has applied; nevertheless the date on which an applicant can be released from his current job will not prevent him from being selected for the permanent position. Positions may

be filled temporarily pending the final availability of the employee who is to fill the job.

24.08 The provisions of subsection 24.02 (b) shall not apply to:

(a) an employee in the 24 months subsequent to his appointment to a position resulting from an application under the Job Posting Procedure, except where an employee's reporting centre is changed by the Company;

(b) a person placed into the bargaining unit in the 6 months subsequent to his arrival.

24.09 When a permanent relocation is arranged as a result of an application under the Job Posting Procedure, the cost of the relocation will be borne entirely by the employee and that location will become his reporting centre on the first day he reports.

24.10 The Job Posting Procedure applies to Regular Full-Time and Regular Part-Time employees.