

Job Posting Procedure

Roadmap | Craft and Services Collective Agreement



Overview

Job Posting Procedure

The Job Posting Procedure is a simple 3-step process:



Post a Job

For 10 working days

- ▶ **The “Company-Wide” Job Posting Procedure applies when a district wishes to:**
 - Permanently increase the number of its Regular employees; or
 - Permanently replace a Regular employee who has left the district, unless the replacement is to fill a position left vacant following a job posting.
- ▶ **A district may elect to issue an “Internal District” Job Posting for transferring or reassigning employees when no permanent additions / replacements are made to the Regular employee staff instead of resorting to Article 22.**



Select an Employee

Within 20 working days of the end of the posting

- ▶ **The most senior qualified employee within the bargaining unit will be selected for the opened position, with priority given to employees with the same occupational title.**



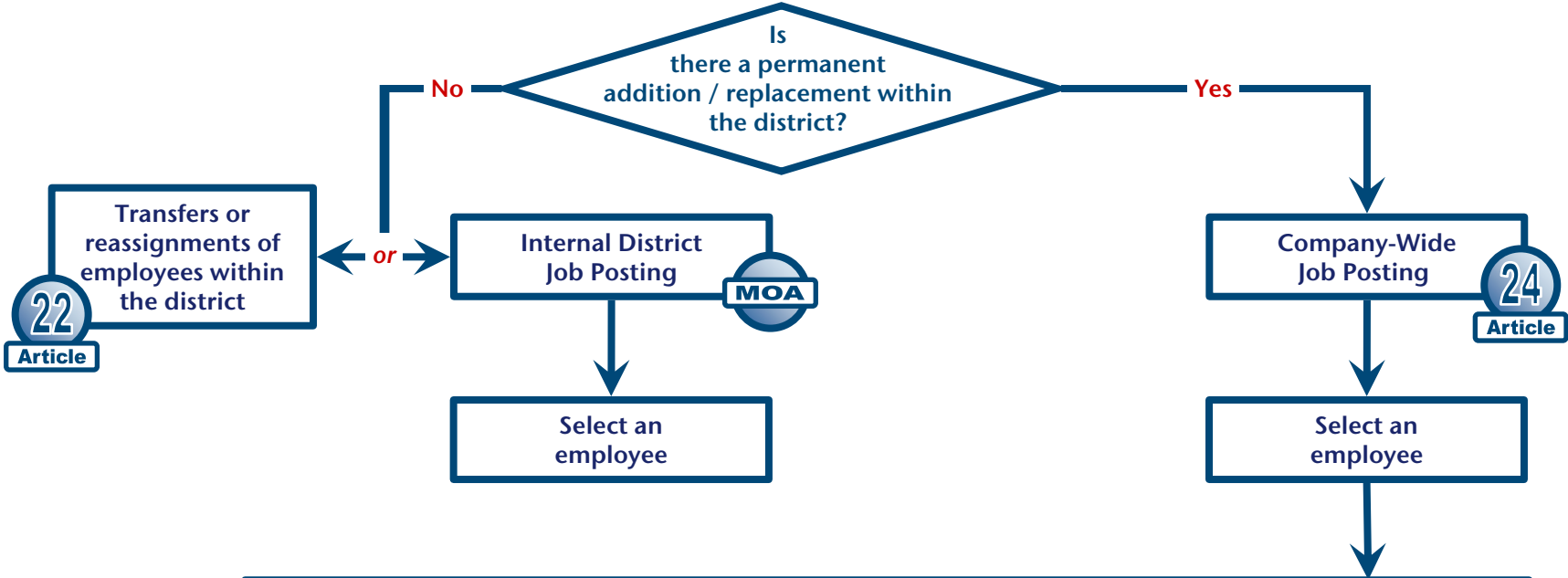
Backfill the Position(s)

Within 40 working days of the employee selection

- ▶ **A district has several well defined options for filling a position left vacant by an employee who has been selected via a Job Posting, if it so wishes.**

Roadmap

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Districts may use one or many of the following options when backfilling positions left vacant following the selection of a candidate via a Company-Wide Job Posting:

- Issue a Company-Wide Job Posting;
- Issue an Internal District Job Posting;
- Transfer or reassign an employee within the district;
- *When the candidate selected for the initial Company-Wide Job Posting comes from the same district: transfer or reassign an employee coming from outside the district;*
- *When the Company issued a Company-Wide Job Posting to backfill a position left vacant following a Company-Wide Job Posting: transfer or reassign an employee coming from outside the district;*
- Elect not to backfill.

