

Article IX.A.3.g.      Posting of Vacancies

A.      Statement of Policy

All openings for vacancies in contract secretarial positions will be posted. A vacancy does not occur when a specific position is upgraded regardless of the reason for that upgrade. An upgrading of a specific position will be filled by the individual occupying that position prior to the upgrade.

Postings will be displayed in the Human Resources Office and placed in district mail for all schools and departments. Each school or department will post the *Notice of Vacancy* at a predetermined location with all other such notices. The deadline for applications will be a minimum of five (5) full working days following the first day of the posting. During times when employees are off contract they may call Human Resources to check on vacancies.

Contract vacancies for secretaries taking a leave of absence of six months or more will be posted. These postings will indicate that this is a temporary position and will give the length of the assignment in that position. Current employees who are interested may apply for temporary positions. Hourly vacancies and temporary vacancies of less than six months will not be posted.