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How to Offer an Internal Professional Development Opportunities for Classified Employees

The classified employee collective bargaining agreement, CSEA Chapter 363 provides opportunities that allow classified unit members the chance to gain some professional experience in a higher level classification on a temporary basis.

Below is the step-by-step process for offering an Internal Professional Development Opportunities for Classified Employees.

15.2 INTERNAL PROFESSIONAL DEVELOPMENT OPPORTUNITIES

From Article 15 “Hiring and Advancement” in the CSEA CBA

When a new bargaining unit position is established or an existing position is to be filled for a minimum of two (2) months and a maximum of one (1) year, it will be posted internally. Internal Professional Development Opportunities are to be offered according to the following guidelines:

1. Offer to unit members within the department. When more than one member within a department meets the needs of the position, notice of the opportunity shall be distributed within the department. A three (3) working day response window shall be provided.
2. Offer to unit members outside the department. Notice of the opportunity shall be distributed to current unit members. A three (3) working day response window shall be provided.
3. When a unit member is not available to perform the necessary assignment, notice shall be listed externally.

The selection process shall include the following guidelines:

4. Notice shall generally mean email notification.
5. Interested unit members are to submit a resume and letter of interest to the appropriate supervisor.
6. Upon receipt, the supervisor shall interview.
7. Interview shall include the supervisor and an appropriate unit member designee. Supervisor may make a recommendation as to the designee.
8. A unit member selected for the position will accrue seniority in his/her regular classification, not the temporary classification.
9. At the end of the position, the unit member will return to his/her regular position (at the same campus, department, classification, and pay rate).
10. If the unit member would have been entitled to a step increase during the period of time in the position, the unit member will be reinstated at that step which he/she would have been due.
11. The unit member shall be placed on the new salary range at the first step which provides a salary increase of at least a 7.5%, however the salary cannot go beyond the "E" step of the new salary range.
12. Unit members will apply for such opportunities by submitting an updated application by the posted deadline.
13. Unit members will be selected by following the regular screening committee process for external postings with the following exceptions:
14. Those unit members who meet the minimum qualifications will be interviewed automatically; if after the interviews the committee determines that more than one candidate still meet the minimum qualifications, the hiring administrator will make the final selection; if there is only one candidate determined to meet the minimum qualifications, that candidate is automatically selected for the opportunity.

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15. Nothing contained herein shall prevent the District from assigning or reassigning a bargaining unit member to a different position within the District.
 16. Article 14 establishes procedures for intra-District transfers.

Below is a sample email to send to classified unit members announcing an internal professional development opportunity

Dear Classified Unit Members:

There is an opportunity within the **BLANK** Department working in an out of class temporary position as **POSITION (Range Step)**. The **POSITION** will report to the **MANAGER/SUPERVISOR** and will assist within the scope of the duties in the **BLANK** job description attached. Please review the job description to ensure you meet the minimum qualifications.

Interested unit members are to submit a resume and letter of interest to me **DATE HERE**. Please contact me if you have any questions. The position is available now through **DATE** with possibility of extension.

Respectfully,

Contact Person: Eileen Luna, Senior Human Resources Specialist

Eileen.Luna@sjeccd.edu 408.223.6758