

In response to the implementation of the Supplemental Early Retirement Program (SERP) which resulted in a significant number of retirements in the District, these staffing guidelines for filling vacant management team positions have been developed, which will apply concurrently with the “Guiding Principles for Staffing” adopted by the Board of Trustees on May 14, 2019.

These temporary guidelines are necessary to address the anticipated needs for filling Management Team positions as the District is reorganized.

#### FILLING VACANT MANAGEMENT TEAM POSITIONS

The District’s standard practice for filling vacant Management Team positions is to open all recruitments externally for a competitive recruitment, per Title 5, Section 53021, ‘...community college districts shall actively recruit from both within and outside the district work force to attract qualified applicants for all vacancies.’

Title 5 allows for internal recruitments within the District during a District-wide reorganization, as long as this does not result in a net increase in the number of District employees. Title 5 also allows Districts to reorganize employees without conducting a recruitment as long as this does not result in a net increase in the number of employees at the District.

Since the District has implemented a District-wide reorganization per the Board item approved at the August 2019 Board of Trustees meeting, the following are options for filling vacant Management Team positions during the District-wide reorganization when the department/component chooses to offer an internal recruitment:

#### INTRA-DEPARTMENTAL/INTRA-COMPONENT TRANSFERS

1. When there is a Management Team vacancy within a department or component where there is only one Management Team member who meets the minimum qualifications, the supervisor may fill the key vacancy by assigning the Management Team member to the new classification. The position vacated by the transfer may be eliminated for budget reduction purposes, or back-filled using one of the options outlined in these Guidelines.
2. When there are multiple Management Team members within a department or component who meet the minimum qualifications for a Management Team vacancy in the department or component, the Management Team members will be offered the opportunity to submit a detailed letter of interest, resume and/or employment application to the supervisor in order to be considered for the vacant position. The supervisor may request an interview and/or a skills test to assess the qualifications of the Management Team members. The supervisor may either offer the position to a Management Team member within the department or component or open the position to all qualified Management Team members.

#### DISTRICT-WIDE INTERNAL TRANSFERS

1. Positions may be opened District-wide to all qualified Management Team members by an internal transfer process. If multiple Management Team members apply, the supervisor will offer the opportunity to submit a detailed letter of interest, resume and/or employment application to the supervisor in order to be considered for the vacant key position.
2. If not filled internally by a qualified Management Team member, the key vacant position may be opened District-wide to all qualified employees of the District, following the same application process outlined in the preceding item above.
3. If not filled by the internal voluntary transfer process, a District-initiated transfer may be considered.

#### SUPERINTENDENT/PRESIDENT DISCRETION

The President/Superintendent reserves the right to direct a more expansive or alternate recruiting process (e.g. external recruitment or District-wide recruitment) with regard to particular Management Team vacancies.

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Human Resources will continue to monitor all hiring processes for to ensure compliance with applicable law.

These guidelines are in effect until June 30, 2021 which is the anticipated transition period of the District-wide reorganization. Extensions or modifications will be considered as necessary to complete or properly implement the process.