

HB

ARTICLE 45.5E--FILLING OF VACANCIES (Department of Administrative Services)**Filling of Vacancies Within the Agency.**

(a) For all promotional opportunities, new positions, and vacancies which the Agency chooses to fill through the competitive process, employees shall apply through the open job announcements and shall participate in the interview process. Employees will be considered based on each candidate's qualifications, the requirements of the position, and the operating needs of the Agency. If two (2) or more candidates for the final selection are, in the judgment of the Agency, equally well qualified for the position and equally meet the operating needs of the Agency, the candidate with the greatest length of service in the Agency will be selected in the case of promotion, and the employee with the greatest length of service in the classification will be selected in the case of transfer.

(b) All promotional opportunities, new positions, and vacancies shall be publicized within the Agency, which will include posting on the State's job web page and on the Department of Administrative Services intranet web page. A notice will also be placed on the bulletin boards in the following locations:

- ~~DAS Executive (2nd Floor)~~
- DAS East/Ferry (O&M Main Office)
- ~~DAS East/Ferry (Main Building)~~
- DAS East/Ferry (Custodial Office)
- DAS East/Ferry (Landscape, Garden Pride)
- Facilities (PSOB)
- ~~SDC (Employee Lounge)~~
- ~~P&D (Print Plant)~~
- ~~P&D (Delivery & Mail)~~
- ~~P&D (Off-Site Mail Rooms)~~
- ~~Surplus~~
- ~~Enterprise Security Office Building~~

(c) When an employee is to be transferred involuntarily, management shall inform the employee in writing of the transfer ten (10) business days in advance. On an emergency basis, assignment may be made to the new position during the notice period.

- 31 (d) When an employee is to be temporarily assigned for a period of not less than fifteen (15)
32 consecutive calendar days to a position in a higher classification, the assignment shall be
33 made based on the level of skills required and the operating needs of the Agency. If two (2)
34 or more candidates are, in the judgment of the Agency, equally well qualified for the
35 assignment and equally meet the operating needs of the Agency, the candidate with the most
36 seniority will be given the assignment. Whenever an employee other than the senior
37 employee is assigned, the senior employee may request in writing and shall receive a written
38 explanation of why they were not given the assignment. The provisions of this Section do
39 not apply to supervisory, confidential, and exempt positions.

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