

University Counterproposal

February 18, 2026

Job Changes (Staff)

1. Job Changes

1.1. A staff member's role **within** their department or responsibility center may evolve without the need for a formal job posting, leading to one of the following scenarios:

1.1.1. **Promotion:** This involves advancing a staff member to a position with increased or different responsibilities and a higher pay grade.

1.1.2. **Demotion:** This is the reassignment of a staff member to a role with fewer or different responsibilities and a lower pay grade.

1.1.3. **Lateral Job Change:** This occurs when a staff member moves to a different job at the same level of responsibility and pay grade.

1.2. For any job changes involving a move **outside of** a staff member's responsibility center, whether for promotions, demotions, or transfers, a formal job posting is required.

1.3. Bargaining unit employees interested in pursuing a promotion or a lateral job change must express their interest at least thirty (30) calendar days prior to the performance evaluation process outlined in Article __, Performance Evaluation. Additionally, supervisors have the discretion to initiate promotions. Bargaining unit employees shall not be subjected to a permanent promotion involuntarily.

1.4. When a bargaining unit employee expresses interest in a promotion or lateral job change (Section 1.3), the supervisor will meet with the employee in accordance with the performance evaluation process outlined in Article __, Performance Evaluation. During this meeting, they will discuss the employee's qualifications, operational needs (e.g., budgetary constraints), and the eligibility requirements for a promotion or lateral job change in the future.

1.4.1.5. If the bargaining unit employee expresses interest in a job change at another time, the supervisor will strive to meet with the employee to review

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2. Job Change Request

2.1. Should a bargaining unit employee perform duties that align more closely with a different target job than their current role for a minimum of six months, they can request a review of their job. This is done by submitting a written request to their supervisor, summarizing the basis for the review. Supervisors also have the authority to initiate such reviews. At the discretion of the Employer, a review may be conducted. If a review is conducted following an employee's request, the supervisor will strive to meet with the employee to review the current role and potential target jobs.

3. Job Postings

3.1. When seeking candidates outside of the **department** or responsibility center, all job openings covered by this Agreement will be advertised on the Employer's Human Resources website. These postings will include details such as the job title, duration, department, campus, pay grade, work hours or days (work schedule), work arrangement (e.g., hybrid), and the status as a bargaining unit position.

3.2. Bargaining unit employees interested in transferring to a posted job opening must apply through the Employer's Human Resources website.

3.3. If two or more bargaining unit employees meet the education and/or experience requirements and are the exclusive finalists for the same job opening, the most qualified candidate will be selected. If two or more candidates are equally qualified, the employee with the longest continuous service to the Employer, as defined by Article __, Seniority and Layoff, will be chosen.

3.4. Unsatisfactory evaluations, discipline, and Performance Improvement Plans that are older than two years ~~shall not negatively impact consideration for job changes, except for discipline in excess of a written warning or discipline related to for~~ discrimination, harassment, or sexual misconduct, shall not negatively impact consideration for internal job changes.

~~3.3.3.5. Interpersonal characteristics or qualities may be a basis for the selection or non-selection of a bargaining unit employee for a job opening.~~

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