

**TUTA's Revised Proposal to District
Article 10, Vacancies
November 16, 2017**

10.10 VACANCIES OR NEW POSITIONS POSTED

- 10.10.1 When a position becomes vacant, or is newly created, Human Resources shall notify all unit members by email. Notice of the vacancy or newly created position shall also be posted on the District's website and elsewhere, as determined by the District. Interested unit members shall submit a written request for consideration for the position to Human Resources within four days following the date of posting for positions posted prior to 11 a.m. Unit members have five days following the date of posting to respond to positions posted after 11 a.m. The District may, after each posting, hire outside candidates to fill those positions not filled with staff presently employed. If the position is filled by another unit member, then the newly vacated position shall be filled using the process described in this section.
- 10.10.2 Unit member vacancies occurring twenty (20) calendar days prior to the first required reporting date shall be filled by the District and are not subject to the requirements in section 10.10.1. Unit members who have previously submitted a *Statement of Interest Form* within the last school year (per 10.10.3) for the vacancy shall be given first consideration. Human Resources will follow 10.10.1 for newly created positions (exclusive of TK-12 classroom teaching positions) within twenty (20) calendar days prior to the first required reporting date.
- 10.10.3 A written *Statement of Interest Form* may be filed by a unit member with Human Resources by the last Friday in May of any given year (per 10.10.2) for vacancies or newly created positions arising during the summer for the following school year. Not later than March 31, Human Resources shall remind unit members, via email, of the opportunity to file a *Statement of Interest Form*. Unit members who have not submitted a *Statement of Interest Form* may still submit a written request for consideration for any position per 10.10.1.

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