

**TENTATIVE AGREEMENT
BETWEEN THE COAST COMMUNITY COLLEGE DISTRICT
AND THE COAST FEDERATION OF CLASSIFIED PROFESSIONALS, LOCAL 4794**

June 8, 2022

This Tentative Agreement between the Coast Community College District and the Coast Federation of Classified Professionals, Local 4794 (hereinafter referred to as the "Federation") is expressly made pursuant to the Educational Employment Relations Act and the Collective Bargaining Agreement ("Agreement") between the parties.

All language currently in effect as stated in the Agreement between the parties is intended to remain unchanged except as agreed below.

ARTICLE 11. VACANCIES, TRANSFERS, AND PROMOTIONS

Section 11.2.A Only

[...]

11.2 Transfer Process Prior to Posting a Job Vacancy. The District recognizes the interest of employees in seeking or agreeing to transfer opportunities. There shall be no reprisal against an employee for exploring opportunities for transfer as outlined below:

A. Voluntary Transfer Process.

1. When the District Office of Human Resources receives authorization to fill a job vacancy, employees who are on the transfer list will be given the opportunity of a lateral (or lower classification) transfer and will be contacted by Human Resources to schedule an interview with the supervisor. If desired, the supervisor may establish a committee to participate in the interview(s) of those seeking transfer.

2. Employees contacted by Human Resources regarding a voluntary transfer opportunity will be given a minimum of two business days to accept or decline the opportunity to interview for the position.

3. Should the supervisor (or committee) request materials, such as a resume, cover letter, or a written response to job-related questions, prior to the interview, those seeking a transfer will be given a minimum of two business days to prepare and submit such documents.

4. The supervisor (or committee) shall follow an interview procedure that is fair to all candidates, and may include, but not be limited to, appropriate oral presentations, writing samples, or other performance indicators related to the essential responsibilities

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11.2 Transfer Process Prior to Posting a Job Vacancy. The District recognizes the interest of ~~classified~~ employees in seeking or agreeing to transfer opportunities. There shall be no reprisal against ~~an~~ ~~classified~~ employee for exploring opportunities for transfer as outlined ~~in the process~~ below:

A. Voluntary Transfer Process.

1. When the District Office of Human Resources receives authorization to fill a job vacancy, ~~classified~~ employees who are on the transfer list will be given the opportunity of a lateral (or lower classification) transfer and will be contacted by Human Resources to schedule an interview ~~between the employee and~~ with the supervisor. If desired, the supervisor may establish a committee to participate in the interview(s) of those seeking transfer.

2. Employees contacted by Human Resources regarding a voluntary transfer opportunity will be given a minimum of 48 hours notice two business days to accept or decline the opportunity to interview for the position.

3. Should the supervisor (or committee) request materials, such as a resume, cover letter, or a written response to job-related questions, prior to the interview, those seeking a transfer will be given a minimum of 72 hours two business days to prepare and submit such documents.

~~4.~~ The supervisor (or committee) shall follow an interview procedure that is fair to all candidate(s), and may include, but not be limited to, appropriate oral presentations, writing samples, or other performance indicators related to the essential responsibilities

of the position. The supervisor (or committee) shall evaluate candidates based on knowledge and competence, commitment to service, and potential contributions to the department and District.

5. Voluntary transfer applicants must meet minimum qualifications for the position into which they are seeking a transfer; however, meeting minimum qualifications for a position is not a guarantee for receiving a requested transfer. Should an employee seeking a transfer not be eligible for a transfer because they do not meet minimum qualifications for a position, the employee may contact Human Resources for counsel about what qualifications to obtain in the future for such opportunities.

6. When the supervisor (or committee) conducts interviews, a written record of interview notes shall be maintained. Following consideration of the candidate's strengths and areas of growth as related to the position, the supervisor (or committee) shall forward all documentation to the District Office of Human Resources that indicates either a) the transfer is to be offered to the employee, or, b) the position will be opened for advertising to the general public and the employee may apply. In the event that an employee is not offered the transfer, at the request of the employee, Human Resources will provide the employee with information relating to areas where growth is recommended for future success.

7. Offers of a transfer to an employee will be made by phone or in person with a follow-up email confirming the offer. Employees are responsible for ensuring that a current contact phone number and email address, that the employee checks regularly, is provided to the District during the transfer process. If an employee is offered a transfer, the employee must accept or decline the offered position within 24 hours. The 24 hour decision period will begin at the time of the confirming offer. Should an employee be unreachable by phone or in person, the offer will be extended via email, and the employee will have 24 hours from the time that the email offer is sent to accept or decline the position. If the employee accepts the transfer, the position vacated by the employee will be opened for transfer. Ultimately, once the transfer process is complete, the resulting vacancy will be opened for recruitment, if necessary, to fulfill the requirements of Title 5.

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8. Employees accepting a transfer into a different classification than previously held will be required to serve a six month probationary period. If a transfer is accepted into a classification that the employee previously held, there will be no new probationary period.

[...]

Andrew Deaso

Andrew Deaso, CFCP President/Date

Marlene Drinkwine

Marlene Drinkwine, Vice Chancellor/Date

Dr. Elizabeth Dorn Parker, Board President/Date

86. Employees ~~offered~~ **accepting** a transfer ~~into~~ a different classification ~~or job title~~ than previously held will be required to serve a six ~~(6)~~ month probationary period. If a transfer is ~~offered~~ **accepted into a** the same classification **that the employee previously held**, there will be no new probationary period.

[...]

Andrew Deaso

Andrew Deaso, CFCP President/Date

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