

Article 12 – Vacancy / Job Posting

A. Definition

A vacancy is defined as a newly created position or a position that becomes vacant due to an employee leaving the position.

B. Preference

Qualified bargaining unit employees shall have first consideration for filling bargaining unit vacancies, including promotions. A bargaining unit employee will work at least six (6) months in a position before being eligible to transfer to another position, unless the Chief Nursing Officer or her/his designee grants an exception. “Position” is defined as a given job code in a given inpatient unit or outpatient healthcare service. A change in hours or shift within the same cost center or adding or dropping a secondary position does not constitute a change of position. The six (6) month requirement does not apply to movement between levels of the same job title (e.g. Staff Nurse I to Staff Nurse II promotions). The requirement to work at least six (6) months in a position will not apply in cases where the bargaining unit employee chooses to return to her/his original cost center, per Section D of this Article.

C. Selection

Selection for vacant positions will be based on the qualifications necessary to meet the position’s requirements. Such qualifications include but are not limited to whether orientation in the unit or department has already been completed, experience, competencies, and performance, including quality of practice, training, and education. Bargaining unit employees who have active discipline in their file will not be blocked from having their applications forwarded to the hiring manager when they meet the other qualifying criteria set forth in this article. Where skill, training, ability, prior performance and experience are relatively equal, the bargaining unit employee with the greatest seniority shall be selected.

D. Trial Period

At any point during the ninety (90) day Trial Period, the bargaining unit employee may choose to return to her/his original cost center if a vacant position in the same job code is available.

E. Job Posting

At the conclusion of the internal posting process (Article 12A) in the event the Hospital decides to fill a vacant bargaining unit position, a notice of such vacant position shall be

posted on the Hospital's website. Positions shall be posted for a minimum of seven (7) consecutive days. A bargaining unit employee desiring to apply for a posted position in a different cost center may do so by filing an online application with Human Resources. The Hospital may begin interviewing for the position immediately. The Hospital will notify the VFNHP if there is an elimination of any FTE's and/ or bargaining unit hours.