

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 Vice President who oversees the department or her/his designee grants an exception. “Position” is defined as a given job code in a given department. 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. Respiratory Therapist I to Respiratory 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 cost center 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

Subject to the provisions in Section F below, in the event UVMMC decides to fill a vacant bargaining unit position, a notice of such vacant position shall be posted on UVMMC’s website. A change in hours or shift within the same cost center does not require a posting. When hours are dropped by one bargaining unit employee and picked up by another, it does not require a posting. 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. UVMMC may begin interviewing for the position immediately. UVMMC will notify the VFNHP if there is an elimination of any FTE’s and/or bargaining unit hours.

F. Internal Posting/Shift Schedule Preference

The purpose of this section is to facilitate the opportunity for The University of Vermont Medical Center to fill shifts and/or schedules within a cost center in the employee's job classification. This section may not be utilized to change individual work assignments within the same shift and/or schedule.

Bargaining unit employees in the classification in the cost center may be granted the opportunity to apply for such shift/schedule if the bargaining unit employee requesting a change has submitted a Preference Card by e-mail. Preferences may include:

- Increase/decrease number of hours
- Preferred shift
- Preferred block
- Weekend scheduling

When a bargaining unit employee wishes to increase or decrease her/his committed hours, she/he will notify their supervisor on a Preference Card sent by e-mail.

A list of the preferences of the bargaining unit members will be maintained in the cost center and readily available to bargaining unit employees, and such information will also be available electronically. The list will be updated after each submission to the manager.

Preference Cards will be honored on the basis of Cost Center Seniority, first among those cards submitted at least 8 weeks before the manager is notified in writing of the impending vacancy, and second among all other cards. The qualified bargaining unit employee with the highest Cost Center Seniority will be offered the change and then the second highest, until the change is complete.

The University of Vermont Medical Center may elect not to provide the shift and/or schedule change to the most senior bargaining unit employee if the skills and abilities of that employee are required to maintain coverage in specialty areas. The University of Vermont Medical Center agrees to provide training and education to help all bargaining unit employees achieve the skills and abilities necessary to maintain coverage in specialty areas.

If following this process the vacancy is filled, a status change form can be processed.

If following this process does not fill the vacancy and if the manager chooses to fill the vacancy it may be submitted to HR for posting for candidates outside the cost center as described in Article 12 Vacancy & Job Posting. The University of Vermont Medical Center will notify the VFNHP if there is an elimination of any bargaining unit FTE's and/or bargaining unit hours.

For the purposes of Section F, the two (2) cost centers of CSR shall be combined.

If the University of Vermont Medical Center decides to fill a vacant bargaining position in either PRD or HIM coding, it will post the position internally in the department prior to posting it externally.