



**COMMUNICATIONS PERSONNEL  
POLICY/PROCEDURE**

<b>Policy No.</b>	<b>1060</b>	<b>Date Issued:</b>	January 20, 1994
<b>Section:</b>	1000 – Personnel Policies	<b>Date Revised:</b>	July 27, 2023
<b>SUBJECT: VACANCIES</b>			
<b>APPROVED:</b>	<u>&lt;signed copy on file&gt;</u> Board Chairperson		

- 1.0 Subject to (and limited by) any temporary hiring freeze which may be imposed by the Board of Directors, the General Manager may utilize discretion in the filling of vacancies created by resignation, retirement, termination or reassignment in accordance with Policy No. 1180, Authorized Positions, paragraph 3.
- 2.0 The Board of Directors has the authority to eliminate any position at any time. The General Manager has the prerogative to recommend elimination of any position at any time.
- 3.0 It is the desire and intent of the Authority, when filling job vacancies, to do so from among qualified applicants from within the Authority before hiring new employees, providing the employees who apply have the required qualifications for the particular position and have demonstrated satisfactory performance.
- 4.0 If the General Manager determines that a vacancy should be filled, employment shall be made from lists in the following order:
  - 4.1 Re-employment List
    - 4.1.1 When a vacancy exists in a classification where an Authority re-employment list exists of regular employees laid off in accordance with Policy No. 1040, Work Force; the person standing highest on such list shall be offered the appointment.
    - 4.1.2 Refusal on the part of a former employee to accept the appointment shall remove his/her name from the list.

- 4.2 Promotional Eligibility List for the position class.
- 4.3 Eligibility List resulting from an open competitive examination for the position class.
- 5.0 As an alternative to appointment from any open competitive list, and with the approval of the General Manager, a vacancy may be filled by the voluntary demotion of a regular or probationary employee from a higher class, provided the employee meets all the requirements for the position to which the demotion is requested.
- 6.0 Any probationary employee separated from employment due to training issues may not reapply for one year.
- 7.0 As an alternative to appointment from any open competitive list, and with the approval of the General Manager, a former regular employee who resigned in good standing may be reinstated to a vacant position in the same or lower classification within one (1) year after the former employee's date of resignation.
  - 7.1 Upon reinstatement, all rights acquired by an employee prior to their resignation shall be restored subject to the following conditions and exceptions:
    - 7.1.1 Sick Leave Time accumulated prior to resignation shall not be reinstated.
    - 7.1.2 Vacation Time, and other accumulated Time, will not be reinstated to the extent that the employee was compensated for such Time upon resignation.
    - 7.1.3 Length of Service will be considered continuous if the employee is reinstated within thirty (30) calendar days after resignation; otherwise Length of Service shall be determined from the date of reinstatement with the Authority.
  - 7.2 At the option of the General Manager, a reinstated employee may be assigned a new, original probationary period.
  - 7.3 The General Manager may set the salary step of a reinstated employee at any step in the range, but not greater than such employee' former step prior to resignation.