

ARTICLE 3
PROMOTIONS AND VACANCIES

3.1 The Employer will determine when a position will be filled, the type of appointment to be used when filling the position, and the skills and abilities necessary to perform the duties of the specific position within a job classification that is being filled. Only those candidates who have the position-specific skills and abilities required to perform the duties of the vacant position will be referred for further consideration by the employing agency.

3.2 An agency's internal layoff list will consist of employees who have elected to place their name on the layoff list through [Article 35](#), Layoff and Recall, of this Agreement and are confined to each individual agency.

3.3 The statewide layoff list will consist of employees who have elected to place their name on the statewide layoff list in accordance with [WAC 357-46-080](#).

3.4 A promotional candidate is defined as an employee who has completed the probationary period within a permanent appointment and has attained permanent status within the agency.

3.5 A transfer candidate is defined as an employee in permanent status in the same classification as the vacancy within the agency.

3.6 A voluntary demotion candidate is defined as an employee in permanent status moving to a class in a lower salary range maximum within the agency.

3.7 When filling a vacant position with a permanent appointment, candidates will be certified for further consideration in the following manner:

A. The most senior candidate on the agency's internal layoff list with the required skills and abilities who has indicated an appropriate geographic availability will be appointed to the position.

1 B. If there are no names on the internal layoff list, the agency will certify up to
2 twenty (20) candidates for further consideration. Up to seventy-five percent
3 (75%) of those candidates will be statewide layoff, agency promotional,
4 internal transfers, and agency voluntary demotions. All candidates certified
5 must have the position-specific skills and abilities to perform the duties of
6 the position to be filled. If there is a tie for the last position on the
7 certification for either promotional or other candidates, the agency may
8 consider up to ten (10) additional tied candidates. The agency may
9 supplement the certification with additional tied candidates and replace
10 other candidates who waive consideration with like candidates from the
11 original pool.

12 C. Employees in the General Government Transition Pool Program who have
13 the skills and abilities to perform the duties of the vacant position may be
14 considered along with all other candidates who have the skills and abilities
15 to perform the duties of the position.

16 D. If the certified candidate pool does not contain at least three (3) affirmative
17 action candidates, the agency may add up to three (3) affirmative action
18 candidates to the names certified for the position. When recruiting for
19 multiple positions, the agency may add an additional five (5) agency
20 candidates and five (5) other candidates to the certified list for each
21 additional position.

22 **3.8 Washington State Patrol (WSP) – Methods of Requesting a Transfer**

23 When filling a vacant Commercial Vehicle Enforcement Officer 3 ~~or~~
24 ~~Communications Officer 3~~ position with a permanent appointment, the agency will
25 announce the availability of the position for transfer within the Commercial Vehicle
26 Enforcement Bureau~~respective division~~. The first email announcement and
27 consideration will be for qualified employees within the assigned work area within
28 the bureau division. If the position remains unfilled, the Employer will seek

1 qualified employees from within the entire ~~bureau~~division. Employees who were
2 not selected may meet with the appointing authority to discuss their non-selection.
3

4 A. WSP Communications Officer 3s

5 1. Employees desiring to transfer will initiate a request using the
6 Agency's electronic system for doing so. If more than one (1)
7 employee requests a transfer to the same location, the request with
8 the earliest submission date will receive first consideration. If two
9 (2) or more employees have the same submission date for transfer,
10 the position will be given to the employee with the longest most
11 recent period of unbroken service in the classification. Employee
12 requests to transfer will be honored prior to the filling of any
13 position.

14 2. In the event a vacancy occurs and there are no transfer candidates
15 for the location in question, advertisement of the vacancy will be
16 made in the Daily Bulletin. Employees will be given a minimum of
17 three (3) calendar days to submit a written transfer request. When
18 there are more than three (3) candidates requesting a transfer,
19 appointment will be made from among the three (3) candidates with
20 the longest most recent period of unbroken service in the
21 classification. Supervisors will attempt to contact any employee
22 who is on any form of leave with the information of the advertised
23 vacancy.

TENTATIVE AGREEMENT REACHED

An electronic signature to this Agreement shall be given effect as if it were an original signature.

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For the Employer

For the Union





Tanya Aho, Labor Relations

Steve Sloniker, WPEA

Manager

Contract Administration Director

OFM/SHR Labor Relations &
Compensation Policy Section

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