

Title: Internal Posting/Reassignment Procedure	Procedure Number: 6 - P	Page 1 of 1
Board Policy or Policies: 6.15, 6.21, 6.30	Adopted by: Carrie Besnette Hauser, President Date of Last Revision: June 27, 2019	

The purpose of this procedure is to delineate an orderly process for handling internal postings and voluntary and involuntary reassignment timeframes of college staff.

Process for Internal Postings

All positions approved on or after September 1, 2019, will be posted internally for seven business days before any external advertising occurs.

Process for Internal Postings/Reassignment Timeframe

All reassignment requests would need to be submitted during the seven days of the internal posting period. If during the seven business days of the internal posting the position receives reassignment request and/or a qualified pool of internal candidates, the internal search will move forward. If after the seven business days of the internal posting there is not a qualified pool and/or no reassignment requests have been received, then human resources will proceed with the normal external advertising process.

Any employees seeking reassignment request once the position is posted externally will be required to apply for the position and will be considered the same as all applicants in a standard search process.