

FAQ Document- Cross Agency Staffing Agreement

Do applicants receive priority in the selection process based on the position they are going to or the one they have come from?

*The agreement gives priority to employees currently in one of the impacted classifications (see the list in the agreement). If an employee in one of those impacted classifications is applying for **any** IT position, the employee should be considered first.*

Scenario:

- If it is an INF 2 employee applying for an SDS 1 position, and the INF2 meets minimum qualifications, the INF2 should receive first consideration in the bidding process because the INF2 is in an impacted classification.*

If we have zero applicants from an impacted classification, does Article 17 takes back over and agency employees come first (in the normal contract groupings with promotions fist, etc.), then other-agency employees?

Yes

When employees in Impacted Classifications have an interagency transfer, and the transfer is either a lateral or a demotion, does their step date remain the same as before the move?

The step date should not change, but you need to ensure when it is processed that it does not automatically change in the system. If additional assistance is needed, please contact your State Services analyst.

If the employee transfers to a new classification but same pay range, the agreement states that the employee serves a probationary period, for purposes of evaluation only. The sub points underneath that then describe what happens if an employee doesn't satisfactorily complete probation. Does the "for purposes of evaluation only" simply mean the employee won't receive a step increase at the end of the probationary period?

Yes

Are agencies able to develop scored tests/structured interviews when selecting internal candidates as part of the selection process? If so, when can this be done (e.g., laterals, demotions, promotions)?An example would be an IT1 bids on an IT1. Is it automatic or can the agency conduct assessments as a part of the selection decision?

Yes, follow the agency's normal process for selection. Agencies may conduct assessments or structured interviews, etc. Selection instruments may be used for any posted position..

What role does discipline play in selection? If a candidate has active discipline on file, does it eliminate the candidate from consideration entirely?

An agency should apply their normal selection process for the evaluation of qualifications, education, experience and any active discipline.

Beyond the lateral, promotion, demotion hierarchy, does seniority rule? Are there any geographic regions that dictate the pecking order?

For positions in pay ranges 8 through 12 and 28 and higher, agencies should continue to use qualifications, education, experience and active discipline in the selection process. Seniority continues to be used as a tiebreaker when those factors are substantially equal. Geographic regions do not come into play until after consideration of those employees in the impacted classifications.

If an IT employee at a higher pay range applies and is selected for a lower pay range position (demotion) is there a probation period?

If an employee takes an interagency transfer to a lower pay range, the employee serves a probationary period under Section 6.01(D) of the collective bargaining agreement and has no right to return to the original employing agency if the employee does not successfully complete the probationary period.

If an employee takes a demotion within employee's own agency, the employee serves a trial period and it follows the language in the contract under Section 6.01(C).