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ARTICLE 14: HIRING, APPOINTMENT, PROMOTIONS, AND TRANSFERS

14.1. Probation.
An employee will attain permanent status in a job classification upon their successful completion of a probationary, trial service or transition review period.

A. Every part-time and full-time employee, following their initial appointment to a permanent position, will serve a probationary period of six (6) consecutive months. The Employer may extend the probationary period for an individual employee as long as the extension does not cause the total period to exceed twelve (12) months. Employees will be provided with a written explanation for the extension. If the extension is based on performance issues, the employee will receive a performance improvement plan. Extension of probation period shall not be a normal practice.
B. Permanent employees at the University of Washington shall not be required to complete another probationary period.
C. The Employer will extend an employee's probationary period, on a day-for-a-day basis, for any day(s) that the employee takes paid time off, leave without pay, or shared leave, except for leave taken for military service. For the purpose of calculating the completion date, an employee's probationary period shall not end on the employee's regularly scheduled weekend off or a scheduled holiday off. In those instances the completion date will be the next scheduled work day.
D. By mutual agreement, the probationary period for additional selected job profiles may be established for a period in excess of six (6) months but not to exceed twelve (12) months.
E. Employees in probationary status will earn seniority from their initial date of hire but may not exercise seniority rights until completion of the probationary period. Probationary employees are not eligible for layoff or rehire rights.
F. An employee who is appointed to a different position in a different classification prior to completing their initial probationary period will serve a new probationary period. The length of the new probationary period will be in accordance with Subsection 14.1(A), unless adjusted by the Appointing Authority for time already served in probationary status. In no case, however, will the total probationary period be less than six (6) consecutive months.
G. **Probationary Period Rejection.**
The Employer may reject an employee who has not completed a probationary period. Upon request by the employee, a meeting to explain such action shall be held with a representative of the Employer. At the request of the employee a representative of the Union shall attend such meeting. Such rejection is not subject to the grievance procedure, except in cases involving discrimination, under Article 2.

14.2.

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The Employer may convert a non-permanent appointment into a permanent appointment if the Employer used a competitive process to fill the non-permanent appointment or if the non-permanent appointment was filled using a veteran placement program. In such circumstances the employee will serve a probationary or trial service period whichever is applicable.

14.3. Filling Positions.

A. The University 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. The University can fill a position on a full-time or part-time basis. Employees who are appointed as part-time or cyclic in classifications included in the WFSE bargaining units will also be included in the bargaining unit in accordance with the provisions of this Agreement. They will be eligible to receive medical benefits and retirement in accordance with state law and University policy.
B. Volunteers. Volunteers will not fill vacant bargaining unit positions. Volunteers may be used only to the extent they supplement and do not supplant bargaining unit employees. Volunteers will not supervise bargaining unit employees.
C. Internal Lateral Movement Within Unit/Department.
Prior to referring candidates, the Employer will provide seven (7) calendar days' notice to employees within the unit/department seeking a different shift regardless of shift. An employee's request for the vacant shift will be granted provided:
    1. The employee submitted the request in writing;
    2. The employee holds permanent status in the job classification;
    3. The employee is currently working in the same unit/department;
    4. No Formal corrective action issued within the past six (6) months and/or no Final corrective action issued within the past twelve (12) months;
    5. The employee has the skills and abilities necessary for the vacant shift.

If two (2) or more employees request the vacant shift and they meet the above criteria, the employee with the most department seniority (Article 38.1b) will be appointed. If the department seniority is equal, the employee who submitted the request in writing first will be appointed.

The offering of a formal layoff option in accordance with Article 38, Seniority, Layoff, Rehire, prior to granting a transfer request under this sub-article, is not a violation of this sub-article. This sub-article is not subject to the grievance procedure in accordance with Article 6.

14.4. Types of Appointments (Service Periods).

A. Regular Appointments for positions scheduled to work a service period of twelve (12) months per year.

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B. Cyclic Appointments for positions scheduled to work less than a service period of twelve (12) full months each year due to known, recurring periods in the annual cycle when the position is not needed or due to known budgetary restraints.
    1. At least fifteen (15) calendar days before the start of each annual cycle, incumbents of cyclic positions will be informed in writing of their scheduled periods of cyclic leave without pay in the ensuing annual cycle. Such leave without pay will not negatively impact months of service for calculating:
        a. Periodic increments for step increases.
        b. The employee's vacation time off accrual rate

C. Work During the Cyclic Leave of Absence
    1. When additional work is required of a cyclic position during a period of which the position was scheduled for cyclic leave without pay, the additional nonpermanent work will first be offered to the incumbent. The incumbent will be allowed at least three (3) working days in which to accept or decline the offer.
    2. When additional pre-scheduled work is available during the cyclic leave without pay period that is declined or cannot be completed by the incumbents, the work will be offered to other Cyclic Appointment employees prior to internal employees, or posted for external applicants. The work will be offered in the following order, based on seniority to employees in:
        a. Cyclic Appointments in the same job classification.
        b. Cyclic Appointment in different job classifications with the essential skills to perform the work.
    3. Compensation. Employees who elect to accept work in a different job classification will be compensated at the rate of pay of the position they have accepted. However, if an employee accepts work in a lower classification and their current rate of compensation falls within the pay range for that classification, they will maintain their current rate of pay within the lower classification.
    4. Both the Employer and the Union are encouraged to utilize the Joint Union Management Committee process to resolve problems/concerns related to the cyclic leave without pay assignments.

14.5. Promotions and Transfers.

The University encourages job advancement and promotion from within. It is the responsibility of each employee seeking promotion or transfer to provide the Employer with complete information regarding the employee's skills and qualifications relative to the position sought. The Employer will make the application process, necessary submittals and the essential skills of the vacant position clear to prospective applicants. All employees will be informed of the processes and steps necessary for advancement. This may be done as part of the annual performance evaluation.

A. **Definitions.**
For the purpose of this Article the following definitions apply:

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1. Promotion – Movement to a position in a job class with a higher salary range maximum.
2. Transfer – Movement to a position within another department in the same classification.
3. Lateral Movement – Movement of employee to a position in a different class which has the same salary range maximum as the employee's current class.
4. Voluntary Demotion – Movement to a position with a lower salary maximum, where the position is attained through the employment process. This section does not apply to employees who demote as part of corrective action.

14.6.

Cyclic appointees who have indicated a desire for a twelve (12) month position will be considered for twelve (12) month positions available within their work unit so long as they comply with the requirements of the application process.

14.7.

Notice that applications are being accepted for vacant bargaining unit positions will be published by the Employer and will be made available in places intended to reach bargaining unit employees for a minimum of seven (7) calendar days prior to the closing of the application period. The University may limit the scope of the posting area if applications only from within the posting area are accepted.

14.8.

It is the intent of the Employer to fill vacancies as soon as possible within budgetary limitations and where replacements are needed.

14.9.

A. The Employer will determine if applicants possess the essential skills required of the position. Essential skills are the minimum qualifications listed in the job description for the classification and any specific position requirements. Consistent with its current practices, the Employer will refer to the appropriate hiring authority all current bargaining unit applicants possessing the essential skills prior to referring any non-bargaining unit applications. Where the skills, abilities and experience of the vacant position applicants are considered equal, the Employer will offer the position to a bargaining unit applicant. In accordance with applicable law, affirmative action goals or disability accommodations will be considered when filling vacancies.
B. At least two (2) bargaining unit applicant per job requisition, who is a regular monthly employee and who possesses the essential skills, shall be among those

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granted an interview for bargaining unit positions. Which bargaining unit applicant(s) the Employer chooses to interview shall not be grievable.

C. Applicants from within the bargaining unit who are not offered the position may request a non-grievable explanation as to why the position was not offered. Employees may grieve if they believe the requirements for posting or other hiring processes were not followed.

14.10. Movement between positions within the University.
Employees who transfer, promote, move laterally, or voluntarily demote shall serve a trial service period. Paid or unpaid leave taken during the trial service period shall extend the length of the trial service period on a day-for-a-day basis for any day(s) that the employee takes paid time off, leave without pay, or shared leave, except for leave taken for military service. Either the Employer or the employee may end the appointment by providing notice, and the employee shall have the option to revert to their former position if it is still vacant, be considered for reassignment in the same classification in the same department as their former position, or be placed on the rehire list. Upon request, the Employer will provide the employee a written explanation. Both the trial service requirement and reversion rights (Employer and employee) apply to employees accepting positions represented by a different Union.

14.11. Promotion or Lateral Movement.
Promotional or lateral movement appointees will serve a six (6) month trial service. During the first two (2) months of the trial service period, promotional or lateral movement employees have preemptive rights to their former position. After the first two (2) months but during remainder of trial service, employees who are not staying in the new position shall have the option to revert to their former position if it is still vacant, be considered for reassignment in the same class as their former class in the same department as their former position or be placed on the rehire list.

14.12

WFSE members who take positions represented by other CBA's for which they have not held permanent status will follow the trial service language for the WFSE CBA upon reversion. If their previous position is no longer available, they will revert to the rehire list for the position they held permanent status in immediately prior to taking the non-WFSE position.

14.13. Transfer.
Transfer appointees will serve a six (6) week trial service. At any time during the six (6) weeks the employee has preemptive rights to their former position if the position is vacant, be considered for reassignment in the same classification in the same department as their former position, or be placed on the rehire list.

14.14. Voluntary Demotion.
Any employee who voluntarily demotes to a classification in which they have previously held permanent status will serve a six (6) week trial service. At any time during the six

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(6) week trial service period, the employee has preemptive rights to their former position if the position is vacant, be considered for reassignment in the same classification in the same department as their former position or be placed on the rehire list. This section does not apply to corrective action related demotions.

14.15.

An employee who demotes to a classification in which they have not previously held permanent status will serve a six (6) month trial service. During the first two (2) months on the new job, these employees have preemptive rights to their former position. After the first two (2) months but during the remainder of trial service, employees who are not staying in the new position shall have the option to revert to their former position if it is still vacant, be considered for reassignment in the same class as their former position, or be placed on the rehire list.

14.16. Temporary Assignment To a Higher Position.
The employing official may temporarily assign an employee the duties and responsibilities of a higher-level class for up to one (1) year. Such appointments shall be made in increments of no more than six (6) months.

The employee shall be paid a temporary salary increase (TSI) of at least five percent (5%) increase over the present salary but not to exceed the maximum of the range for the higher classification. When assigned or directed to perform the duties of a higher-level class, such increases shall be effective the first day of the assignment, on a hour for hour basis.

14.17.

Employees shall receive reasonable paid release time for job interviews for University positions (which may include sitting for an examination at the University). Such time must be approved in advance by the supervisor subject to unit staffing needs.

Tentatively Agreed To:

For the Union:	For the Employer:
Signed by: Becky K. Stephens 530E07D4212E4C6...	DocuSigned by: Catherine Scheid 9BED1964C6434D0...
Date: 9/20/2026	Date: 9/20/2026