

**VACANCIES, PROMOTIONS AND DEMOTIONS**

**Vacancies**

When vacancies occur within the District, or when new classified positions are created, District employees shall be given written notice as outlined in the agreement between Capistrano Unified School District and classified bargaining units. The best qualified applicants shall be recommended for employment.

**Promotions**

Promotion is defined as being the movement of an employee from one classification to another whether the salary is higher, lower or the same, provided such employee made application for the position. Promotions will be made upon the basis of employee's exhibited ability to perform in the new position. Seniority is a secondary consideration for promotions. Employees who have not completed an initial six-month probationary period in the District shall not be eligible for promotion.

**Demotions**

When an employee is promoted to a new position, he/she shall be assigned a new probationary period of six months. If an employee fails to measure up to the requirements of a new position, he/she shall be demoted and returned to his/her previously held classification as outlined in the agreement between Capistrano Unified School District and classified bargaining units. Additionally, permanent employees may be demoted for cause.

(See article on Transfers and Promotions, Agreements between Capistrano Unified School District and the California School Employees Association.)