ARTICLE X
HIRING

When the University has a vacant position in the bargaining unit, which it intends to fill, it will send the Union a copy of the job advertisement with proof of service attached. The job advertisement for a vacant position will remain open for applicants for at least fourteen (14) calendar days following the date of notification to the Union. Upon the completion of the hiring for that position, the University will notify the Union that the position has been filled.

During the term of this Agreement the University will use various methods to procure the services of temporary maintenance workers based on situational requirements and constraints. One such method the University will use is to procure temporary maintenance workers directly from the union hiring hall.

Short term work or when employee are out on a temporary (short or long term leave of absence) or for short term project work, the university will attempt to contact the hiring hall, while concurrently following the regular posting process as outlined in paragraph 1 above.

In those instances in which the University uses the hiring hall, it will notify the appropriate union of its needs. Within two working days of the University’s request, the union will refer a diverse pool of qualified applicants for the position or positions. The University is free to hire or reject the applicants referred through this process. If the University does not fulfill its staffing needs after the two-working day union-referral period, the university will be free to utilize other recruitment effort including limited hires.

In the event that a limited appointment employee attains 1,000 hours of qualifying service within a rolling twelve (12) months, without a break in service of at least one hundred twenty (120) consecutive calendar days, the incumbent’s appointment shall convert to career. The University shall notify the employee of the eligibility for conversion.

a. Qualifying service includes all time on pay status in one or more limited appointments at the campus/hospital. Pay status shall not include on-call or overtime hours.

b. Such career conversion shall be effective on the first day of the month following attainment of one thousand (1,000) hours of qualifying service.
c. Any break in service of one hundred twenty (120) days or longer shall result in a new twelve (12) month period for purposes of calculating the one thousand (1,000) hour requirement.

3. The automatic conversion to career status, as provided in Section B.2. above, will not occur when:
   
a. An employee who was hired as a replacement for another person who is on an extended leave that exceeds one thousand (1,000) hours; or
   
b. The position into which the employee is hired is not an “ongoing” position, in that the position is established and funded for less than a year at any percent of time, or
   
c. The funding for the position is “one time” funding, of eighteen months or less, or
   
d. The employee was hired specifically to work on a short-term project lasting no more than one year.

4. Employees in limited appointments may have their appointment terminated or have their time reduced at the sole discretion of the University and without recourse to the grievance and arbitration procedures of this Agreement.

5. An employee who is appointed to a limited appointment will be automatically terminated as of the last day of the appointment unless there is an earlier separation or a formal extension of the appointment.

The use or non-use of the hiring hall shall not be subject to the grievance or arbitration procedure set forth in the collective bargaining agreement unless the exercise thereof violates an express written provision of the agreement.