

**ARTICLE TWENTY  
PROMOTIONAL AND SUPPLEMENTARY PAY OPENINGS**

- A. **Posting of Positions:** Notice of any opening for a promotional position shall be posted in all schools and departments by the Division of Human Resources & Equity.
- B. **Notice of Openings:** Notice of any opening for a bargaining unit supplementary pay position shall be posted in the school in which the opening occurs if the position is open only to employees in that school. If the supplementary position is opened to personnel outside the school, the position shall be advertised in all schools and departments. All qualifications being essentially equal, preference in making supplementary appointments shall be given to applicants within the district.
- C. **Content of the Notices:** The notices of openings required by this Article shall include the school, where applicable, in which the opening will occur, the title of the position, effective date of the opening, qualifications, information concerning the securing of and deadline for filing of the application, and the person with whom the applicant is to be filed. All such notices shall be posted at least seven (7) workdays before the deadline for filing applications. During the summer months when the regular school calendar is not in operation or on an emergency basis during the regular school year, a vacant position may be filled on a temporary basis until the procedures of this Article can be followed.
- D. **Qualified Employee:** The applicant must be qualified for the position. Any eligible and qualified employee may apply for the position described in this Article, and all applicants will be given due consideration.
- E. **Application Form:** The applicant can secure application forms from the principal's office or from the Personnel office. The application shall be filed with the appropriate administrator.
- F. **Qualifications:** A qualified applicant for any bargaining unit supplementary pay position will be accepted before any qualified non-applicant may be assigned to accept the position. If qualifications are essentially equal, preference in making appointments to supplementary pay positions shall be given to employees with seniority. All supplementary pay positions shall be annually vacated.

- G. **Preference of Applicants:** All qualifications being essentially equal, preference in making promotional appointments shall be given to applicants from within the district.
  
- H. **Written Notice of Status:** All applicants for positions described in this Article shall receive written notice of the disposition of their applications promptly upon filling of the position involved. All notices required in Section A above shall be made available to the BTU.