

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
HIRING NON-UNION EMPLOYEES
POLICY NO. 214

Job Openings

When a job becomes open for any reason in any classification for a management employee, the Cooperative shall fill such openings by upgrading or transferring employees whether it be from District or main office who wish to transfer according to seniority, ability, and physical fitness to perform the work, before hiring new employees.

The Cooperative shall post on the Bulletin Board notice of such openings, new classification descriptions, wage rates, and date posted.

If any employee believes himself or herself to be qualified to perform the duties of a new classification, the employee shall, within five (5) working days of the posting of such notice, or five (5) working days after receipt of attempted delivery by postal authorities, or certified letter if on layoff, sick, vacation or leave of absence, forward to the Cooperative a "request for upgrading or transfer" to a new classification or opening request. The Cooperative shall give the employee a receipt indicating the employee's "request for upgrading or transfer" to new classification or opening, after the letter has been received and is on file.

Testing

Tests to determine ability may be written or practical or both. Tests shall be fairly administered and scored by both parties subject to the terms of this Board Policy. The rules for testing are:

- 1) The testing must be job related as to performance of the job and aptitude;
- 2) The test must be used as a tool and not as a sole determining factor;
- 3) The person may be by-passed for promotion upon failing the test or refusal to take the test;
- 4) Failure to timely submit an "request for upgrading or transfer" to new classification or request shall cause the employee not to be considered for the promotion or for testing;
- 5) Advanced instruction on the appropriate subject matter of the test shall cause the test to be considered

NOT FAIR.

- 6) Should applicants not meet minimum requirements Management shall re-advertise for the position.
- 7) A copy of the graded written test shall be made available to the employee indicating the date of testing and the name of the person or persons grading the test. At no time will a copy of this test become public information to any other employee.

Approved: 9/24, 1998
Effective: 9/24, 1998


Board Secretary