

ARTICLE 6. OPEN BARGAINING UNIT POSITIONS

Section 1. Open Positions

When RAICES posts an open bargaining unit position, it will notify all employees, by posting internally on Paycom or other similar service provider, as determined by RAICES, for a minimum of five (5) working days, of any newly created position or vacancy it intends to fill. RAICES shall create an automated email group to which employees can subscribe to receive new job postings. After five (5) working days, RAICES may post the newly created positions or vacancies externally.

RAICES shall continue its practice of subscribing to Paycom or another similar service provider which facilitates the sharing of posted vacancies. When posting externally, RAICES will use service providers and platforms which seek to reach black, indigenous, and other persons of color, women, as well as members of the LGBTQ+ community. RAICES will also seek to establish and maintain relationships with culturally diverse groups, especially affinity group organizations at colleges and universities, and take steps to have its external postings shared with such groups.

Each bargaining unit job posting shall contain language stating that: RAICES is committed to building an inclusive environment for people of all backgrounds and strongly encourages people of color, women, lesbian, gay, bisexual, transgender, queer, plus (LGBTQ+), and individuals who have been impacted by the criminal system or the immigration system to apply; and, RAICES is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, sexual orientation, gender identity or expression, religion, disability, national origin, protected veteran status, age, or any other status protected by applicable national, federal, state, or local law.

Section 2. Interview Process

To reduce the potential for bias, RAICES will continue its practices of having more than one person interview candidates and of developing rubrics for candidate interviews. If the interview panel recommends hiring a candidate, RAICES shall attempt to contact at least three (3) references provided by the candidate. If the candidate is an internal applicant, external references shall not be required. Instead, RAICES shall contact the candidate's direct supervisor.

All interviews shall be conducted by a panel that includes at least one member of the bargaining unit. Whenever practicable, an interview panel for an external candidate shall not contain any employee who personally referred the external candidate for the position.

The hiring panel shall meet at least 30 minutes before the first candidate interview to ensure all panel members understand the rubric and questions to be asked.

Section 3. Job Offer

Once RAICES has interviewed a candidate for a posted bargaining unit position and has decided to make an offer to the candidate, RAICES will not alter the job title, description or duties. RAICES will not unreasonably delay making an offer to the candidate selected for a bargaining unit position once the decision to hire the candidate has been made. If RAICES determines after making the offer that the duties of the position need to be changed, RAICES will consult with the Union prior to discussing changes with the candidate.

Section 4. Interviewing Internal Candidates

RAICES shall interview qualified employees who apply for an open position in the bargaining unit.

Section 5. Selecting Internal Candidates

RAICES may but is not required to select an employee that meets or exceeds the qualifications of a bargaining unit position. All internal candidates shall be judged based on their qualifications, such as experience, skill, knowledge of the organization, and job-related knowledge. In the event that two or more internal candidates are considered equally qualified and suitable for an open position, RAICES shall make the selection based on seniority.

Section 6. Employees who are not selected

If a RAICES employee is not offered a position through the job bidding process, RAICES will notify the employee by email within five (5) business days of determining that the employee is not going to be selected.

To encourage career growth and development, an employee who is not selected shall have the right to request a meeting with the hiring manager to review and amend, or work with the employee's manager to create a professional development plan to provide steps for the employee to become better qualified for the position.

Section 7. Applicants for Excluded Positions

An employee who applies for a management position and is not interviewed shall be notified of the reasons in writing by Human Resources.

Section 8. Protections for Applicants

A bargaining unit employee who applies for another RAICES position shall not face any retaliation in their current role.