

## Coast Community College District Reorganization/Reassignment Plan

Goal:	To reduce personnel costs and garner savings to mitigate budget reductions
Fiscal Goal:	\$1,000,000 + for Fiscal Year 2009/2010
Methodology:	Freeze external recruitment and hiring for all vacant positions with the exception of Full-time Faculty, Presidents, and Vice Chancellors
Effective Date:	December 10, 2009

### Implementation Procedures:

1. Each College and District Office site will evaluate all vacant positions and identify those that must be filled, specifically positions that are deemed essential and critical for college/district operations, strategic mission, legal, health, and/or other life safety requirements.
2. Vacant positions deemed essential for replacement will be reviewed at the District Presidents' Council for any potential consolidation of functions/responsibilities between institutions.
3. A position that is determined necessary for replacement by the Presidents' Council will be further examined for lateral reorganization/reassignment by the college/district site where the vacancy resides.
4. If a site reorganization/reassignment is not viable, then the District Office of Human Resources will review the District-wide transfer list and initiate lateral transfer interviews as appropriate with the site supervisor and/or personnel screening committee.
5. Procedures for full-time faculty transfers and reassignments will be implemented in accordance with Article XXII of the collective bargaining agreement.
6. If the District-wide transfer process does not yield a viable candidate, an internal recruitment process will be conducted within the district for ten (10) days or until filled.
7. Only full time CCCD employees will be eligible to apply for the vacant positions; temporary/hourly employees may not apply.
8. The maintenance of present diversity balances will be considered in all transfer, downgrade, and internal recruitment decisions.

All vacant positions as a result of the internal transfers and hiring will be reviewed to determine if replacement is needed. A net loss of positions is expected at an estimated one million dollars.

Note: Because a net loss of positions is the expected outcome at an estimated savings of one million dollars, all vacant positions generated as a result of the internal transfer and hiring procedures outlined here will in turn be subject to the same review process in order to be filled.