

## **ARTICLE 12 JOB POSTING**

Whenever vacancies within the bargaining unit are available for recruitment, the University shall either post a notice (in writing or electronically) listing the active, available, vacant position(s), or provide for electronic matching of employee skills with vacant positions, or circulate a notice to each unit at the campus/hospital/laboratory where the vacancies occur. The notice shall identify the unit and shift of the job opening and the duration of the recruitment. An employee may apply for posted vacancies before the closing date of the notice in accordance with local campus/hospital/laboratory procedures.