

# **SUNY Cobleskill**

## **BRIDGE PROGRAM**

In addition to the Internal Career Advancement Program, the College offers the "Bridge Program for Classified and Unclassified Service for Internal Career Advancement Opportunities for Classified Service Employees".

### **POLICY STATEMENT**

The State University of New York, College of Agriculture and Technology at Cobleskill recognizes the need for an internal career development program (Bridge Program) for its employees and the need to provide equal employment opportunities for all persons. The College, therefore, will give special consideration for career advancement of Classified Service Employees to vacant positions at the Grade 1 and Grade 2 levels, with some exceptions such as, but not limited to, reorganization of staff and consolidation of duties and responsibilities. <sup>1</sup>All of the applicable provisions specified in the Policies of the Board of Trustees, Article XII, Title C, regarding evaluation and promotion, will be used for Classified Service Employees career advancement special consideration.

### **\* PROCEDURE**

The State University of New York, College of Agriculture and Technology at Cobleskill has established the following procedure for providing career advancement opportunities in the Unclassified Service for its Classified Service Employees. The policy is applicable to all appointments to vacancies at the Grade 1 and Grade 2 levels in the bargaining units, with some exceptions. At the discretion of the Appointing Authority, positions designated Management/Confidential, Grade 2, may also be filled under this procedure.

1. When a position has been cleared by the Director of Human Resources for internal career advancement, the Office of Human Resources will announce the vacancy on campus. The posting will provide ten working days for receipt of applications.
2. Interested, qualified Classified Service Employees must file a letter of application with the Director of Human Resources within a ten day working period following the publication of a vacancy in the campus Bulletin. The Director of Human Resources will acknowledge receipt of the letter(s) of application no later than one day prior to the application deadline.
3. The Director of Human Resources will examine the submitted applications to ensure that basic qualifications of the applicant have been met and will collect applicant flow data as required on the Search Process Report. Qualified applicants' credentials will be forwarded by the Office of Human Resources to the initial recommending official or committee for consideration.
4. All eligible State University of New York, College of Agriculture and Technology at Cobleskill Classified Service Employees who apply for a vacant position within the ten day period must be given consideration before the vacant position is posted off-campus. Classified Service Employees submitting applications after then ten day period will be considered with applications from off-campus if open recruitment is necessary. Applicants who are selected as finalists may be granted a personal interview.

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<sup>1</sup> In the event of reorganization of staff, a current qualified professional or academic employee may be offered reassignment at the discretion of the Appointing Authority to a Grade 2 vacancy prior to any internal or open search process.

5. The initial recommending official or committee will take one of the following actions, in writing, on the application of State University of New York, College of Agriculture and Technology at Cobleskill Classified Service Employees:
  - a. Recommend appointment.
  - b. Find applicant(s) qualified to be considered along with off-campus applicants, thereby recommending open recruitment.
  - c. Find applicant(s) unqualified for appointment and recommend open recruitment.
6. In the event the Director of Human Resources does not receive any applications from campus Classified Service Employees and/or notice by the recommending official or committee that no campus Classified Service Employee has been recommended for appointment, the Office of Human Resources will release the vacant position for a full, open affirmative action search.

\* The procedure will be administered in conjunction with the Internal Career Advancement Program for Professional Staff.