

Appendix C - Force Reduction Bumping Series

Bumping is allowed within the series for any classification(s) listed next to or below the position that is targeted to be laid off, provided:

- 1) the person bumping possesses all posted requirements of the position; and,
- 2) the person bumping possesses greater seniority than the person holding the position; and,
- 3) the person holding the position is the least senior employee at that level.

Bumping will occur laterally or downward with the first position to meet all three conditions described above. Bumping is not allowed from one series to another unless the affected employee has previously held the classification (see Article 20 B. 3. a.) and remains fully qualified (see Article 11 A. 4.). If a classification is not listed below, the position is not part of a bumping series.

SERIES A

- 11 Financial Aid Advisor
- 11 Purchasing Representative
- 10 Development/PR Representative
- 10 Account Clerk II
- 9 Development Account Clerk
- 9 Account Clerk I

SERIES B

- 11 Pre Professional Service Representative
- 11 Outreach Services Representative
- 11 Academic Secretary II
- 10 Student Activities & Auxiliary Representative
- 10 Box Office Representative
- 10 Student Records Technician II
- 9 Registration Representative

SERIES C

- 10 Academic Secretary I
- 10 Career Counseling Representative
- 10 Trio Center Representative
- 10 Facilities Representative
- 9 Student Success Center Representative
- 9 Secretary III
- 9 Health Sciences Secretary (Clin Agmts)

SERIES D

- 9 Library Clerk II (circulation)
- 9 Library Clerk II (technical services)
- 8 Secretary II
- 8 Receiving/Mail Services Specialist (switchboard)
- 8 Receiving/Mail Services Specialist I (receiving)
- 7 Secretary I
- 7 BASICS Office Assistant
- 6 University Center Attendant

SERIES E

- 13 General Facilities Technician
- 11 General Maintenance Mechanic
- 10 CPO/Sports Center Representative
- 9 Painter
- 9 Maintenance Worker
- 7 Utility Worker
- 5 Custodian

SERIES F

- 12 Printing Services Representative
- 10 Print Shop Operator
- 10 Press/Finisher Operator

SERIES G

- 11 Sr. UIS Support Technician
- 10 UIS Support Technician
- 7 Office of Instructional Technologies Assistant

* INCUMBENT MUST POSSESS POSITION REQUIREMENTS/CERTIFICATIONS IN ORDER TO BUMP LOWER CLASSIFICATION.