

**DEPARTMENT OF GENERAL SERVICES
BARGAINING UNIT 12
LOCAL WORK AREA POST AND BID
REASSIGNMENT/TRANSFER**

CURRENT CLASSIFICATION:				POSITION NUMBER: - - -	
EMPLOYEE NAME: (PLEASE PRINT)	FIRST	M.I.	LAST		OFFICE/BRANCH NAME
PRESENT WORK LOCATION (ADDRESS/CITY/ZIP CODE)				WORK TELEPHONE NUMBER () -	
PRESENT WORK WEEK START AND END DAYS ARE:	START	TO	END	PRESENT SHIFT HOURS BEGIN AND END:	SHIFT BEGINS TO SHIFT ENDS
CURRENT SUPERVISOR IS:				SUPERVISOR'S TELEPHONE NUMBER () -	

Pursuant to the provisions of Article 17, 2001-2004 IUOE/STATE UNIT 12 MOU, I hereby request that I be considered for the local work location position as referenced below.

RPA Number: -	Post & Bid File By Date on JOB:	Position Number: AGY #-UNIT #-CLASS #-SERIAL #
Working Days of Position Through	Working Hours of Position: a.m. to a.m.	Classification: ENTER CLASS TITLE

I certify that I am currently a full-time permanent employee (having successfully completed my probationary period or having completed all requirements of an authorized State apprenticeship program) in the classification above. I understand that the bidder with the most local seniority will be selected for the position, will be notified of the start date. If I am the most senior bidder and am notified for the start date, I must immediately accept or reject the job offer unless mutually agreed otherwise by the hiring supervisor.

EMPLOYEE SIGNATURE	DATE
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This bid form must be submitted to the contact person identified on the Employment Opportunity Bulletin and received by the Post & Bid File By date.

Hiring Office: Please forward all bid forms to **after** the Post & Bid File By date for seniority calculations.

FOR PERSONNEL USE ONLY					
LOCAL WORK LOCATION TENURE/TIME BASE		LOCAL WORK LOCATION APPOINTMENT DATE		LOCAL WORK LOCATION SENIORITY (MONTHS)	
SSN		SENIORITY VERIFIED BY:		DATE VERIFIED:	
POST AND BID PERIOD VALID FROM :			THROUGH:		

**POST AND BID
BARGAINING UNIT 12
HIRING OFFICE INSTRUCTIONS
Enter today's date**

This is the Post and Bid information for ENTER CLASS TITLE, RPA - , position number
- - - . This Post & Bid process is valid for this RPA only.

SROA/SURPLUS

SROA/SURPLUS list does not exist for this location.

LOCAL WORK LOCATION LIST -

- In accordance with the 2001-2004 MOU, eligible local employees may bid for local positions as they are advertised.
- Eligible employees must have or will have completed their probationary period on or before the "Post and Bid File By" date. The "Post and Bid File By" date can be found of the Employment Opportunity (a.k.a. JOB) bulletin which is advertising this position.
- Local work location employees are to submit their bid (OHR-R12L 10/01/01) form to the contact person identified on the JOB. The "Local" bid form for this position can be found on Outlet/Public Folders/ DGS-OHR/ JOB Opportunities with the JOB posting for this position.
- **All bids received** are to be forwarded to your assigned Personnel Analyst after the "Post and Bid File BY" date of for seniority calculations. The Personnel Analyst will determine eligibility of the bidder. **(If you do not receive any bids, notify your assigned Personnel Analyst, that no bids were received).** Please put the bids in a sealed envelope **addressed to your assigned Personnel Analyst** and write **"CONFIDENTIAL - POST & BID R12"** on the envelope. This will alert the Personnel Analyst to process this information when they are received.
- After the Personnel Analyst calculates the seniority, you will be advised of whom is the most senior bidder.
- The employee submitting the bid request, or, in the case of multiple request for the same vacant position, the employee with the greatest amount of continuous "local work location" seniority in the class **shall be selected over other employees and notified of the start date.** When the winning bidder is notified of the start date, he/she must immediately accept or reject the job offer unless mutually agreed otherwise by the hiring supervisor
- If the most senior bidder does not possess the requisite skills and abilities required of the vacant position; or if the bidder has a sustained disciplinary action (excluding written reprimands); or received a documented substandard review (that identifies performance expectations) in a majority of the requisite skills of their classification within the last 12 months, at the discretion of the employer, the bidder does not need to be considered for transfer.
- If no bids are received for this position and you have advised your Personnel Analysts that no bids were received, you will be sent the "Outside Local Work Location" list for you to be able to contact outside bidders.
- After you have advised the most senior bidder of their start date, please advise your assigned Personnel Analyst and Personnel Services Specialist of the start date.

POST AND BID
BARGAINING UNIT 12
HIRING OFFICE INSTRUCTIONS

Enter today's date

PROMOTING A LOCAL DEPARTMENT OF GENERAL SERVICES' EMPLOYEE

There is an existing employment list for this location.

- If there is an existing employment list, you have the option to promote a local Department of General Services' employee from the employment list.
- If you elect this option, you need to contact your assigned Personnel Analyst to advise him/her that you wish to proceed with this option. The Personnel Analyst will advise the Certification Unit to proceed with the certification process. The employee must be in a reachable rank.
- If you have no reachable local DGS employee you wish to promote, or elect not to use this option, you can proceed to the next step.

OUTSIDE LOCAL LIST - There is a / is no list for the Outside Local Work Location

- Since the "Local" Post and Bid process requires the **most senior bidder "will be selected"**, you will not receive the "Outside Local Post & Bid" list until it is determined that there are no bidders in the "Local Work Location". After you have advised your Personnel Analyst that you received no local bids for your position, you will be sent the "Outside Local Post & Bid".
- The list for outside local work bidders will list bidders interested in your location at the top of the list. The most senior bidder will be listed first. You only need to contact the unshaded bidders. Outside local bidders who have requested other work locations will be shaded out and do not need to be contacted.
- You may contact the outside local bidders in any order, however, you need to make it clear to the bidders that the job offer is based on if they are the most senior bidder interested in the position.
- Bidders outside the local work location will have up to five working days to decide on the job offer.
- You need to record when you contacted the bidders, their response to your contact and forward this information to your assigned Personnel Analyst.
- Complete the date of contact and the results of your contact as follows:
'I' - for interested 'W' - for waived or not interested.
- If you have made a job offer to the most senior interested bidder, please advise your assigned Personnel Analyst.
- If you have no interested bidders, you can proceed to the next step.

OTHER RECRUITMENT METHODS

- E-mail the results of the Post & Bid to your assigned Personnel Analyst and Maryann Kafka. The results will be attached to the specific RPA to verify that the Post & Bid was completed for the RPA recruitment process.
- The **certification for this RPA WILL NOT be** requested until the results of Post & Bid is received.
- If the above Post and Bid steps have been cleared, you may now consider reinstatements, transfers, the certification process, or other recruitment options.

REMINDER: THE CERTIFICATION FOR THIS RPA WILL NOT BE REQUESTED UNTIL THE CERT UNIT HAS BEEN NOTIFIED THAT THE POST AND BID HAS BEEN CLEARED.

**DEPARTMENT OF GENERAL SERVICES
BARGAINING UNIT 13
LOCAL WORK AREA POST AND BID
REASSIGNMENT/TRANSFER**

CURRENT CLASSIFICATION:				POSITION NUMBER: - - -
EMPLOYEE NAME: (PLEASE PRINT)	FIRST	M.I.	LAST	OFFICE/BRANCH NAME
PRESENT WORK LOCATION (ADDRESS/CITY/ZIP CODE)				WORK TELEPHONE NUMBER () -
PRESENT WORK WEEK START AND END DAYS ARE:	START	TO	END	PRESENT SHIFT HOURS BEGIN AND END:
				SHIFT BEGINS TO SHIFT ENDS
CURRENT SUPERVISOR IS:				SUPERVISOR'S TELEPHONE NUMBER () -

Pursuant to the provisions of Article 14, 2001-2004 IUOE/STATE UNIT 13 MOU, I hereby request that I be considered for the local work location position as referenced below.

RPA Number: -	Post & Bid File By Date on JOB:	Position Number: AGY #-UNIT #-CLASS #-SERIAL #
Working Days of Position Through	Working Hours of Position: a.m. to a.m.	Classification: ENTER CLASS TITLE

I certify that I am currently a full-time permanent employee (having successfully completed my probationary period or having completed all requirements of an authorized State apprenticeship program) in the classification above. I understand that the bidder with the most local seniority will be selected for the position, will be notified of the start date. If I am the most senior bidder and am notified for the start date, I must immediately accept or reject the job offer unless mutually agreed otherwise by the hiring supervisor.

EMPLOYEE SIGNATURE	DATE
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This bid form must be submitted to the contact person identified on the Employment Opportunity Bulletin and received by the Post & Bid File By date.

Hiring Office: Please forward all bid forms to **after the Post & Bid File By date for seniority calculations.**

FOR PERSONNEL USE ONLY					
LOCAL WORK LOCATION TENURE/TIME BASE		LOCAL WORK LOCATION APPOINTMENT DATE		LOCAL WORK LOCATION SENIORITY (MONTHS)	
SSN		SENIORITY VERIFIED BY:		DATE VERIFIED:	
POST AND BID PERIOD VALID FROM :			THROUGH:		

**POST AND BID
BARGAINING UNIT 13
HIRING OFFICE INSTRUCTIONS
Enter today's date**

This is the Post and Bid information for ENTER CLASS TITLE, RPA - , position number
- - - . This Post & Bid process is valid for this RPA only.

LOCAL WORK LOCATION LIST -

- In accordance with the 2001-2004 MOU, eligible local employees may bid for local positions as they are advertised.
- Eligible employees must have or will have completed their probationary period on or before the "Post and Bid File By" date. The "Post and Bid File By" date can be found of the Employment Opportunity (a.k.a. JOB) bulletin which is advertising this position.
- Local work location employees are to submit their bid (OHR-R13L New 09-27-02) form to the contact person identified on the JOB. The "Local" bid form for this position can be found on Outlet/Public Folders/ DGS-OHR/ JOB Opportunities with the JOB posting for this position.
- **All bids received** are to be forwarded to your assigned Personnel Analyst after the "Post and Bid File BY" date of for seniority calculations. The Personnel Analyst will determine eligibility of the bidder. **(If you do not receive any bids, notify your assigned Personnel Analyst, that no bids were received).** Please put the bids in a sealed envelope **addressed to your assigned Personnel Analyst** and write **"CONFIDENTIAL - POST & BID R13"** on the envelope. This will alert the Personnel Analyst to process this information when they are received.
- After the Personnel Analyst calculates the seniority, you will be advised of whom is the most senior bidder.
- The employee submitting the bid request, or, in the case of multiple request for the same vacant position, the employee with the greatest amount of continuous "local work location" seniority in the class **shall be selected over other employees and notified of the start date.** When the winning bidder is notified of the start date, he/she must immediately accept or reject the job offer unless mutually agreed otherwise by the hiring supervisor
- If the most senior bidder does not possess the requisite skills and abilities required of the vacant position; or if the bidder has a sustained disciplinary action (excluding written reprimands); or received a documented substandard review (that identifies performance expectations) in a majority of the requisite skills of their classification within the last 12 months, at the discretion of the employer, the bidder does not need to be considered for transfer.
- If no bids are received for this position and you have advised your Personnel Analysts that no bids were received, you will be sent the "Outside Local Work Location" list for you to be able to contact outside bidders.
- After you have advised the most senior bidder of their start date, please advise your assigned Personnel Analyst and Personnel Services Specialist of the start date.

POST AND BID
BARGAINING UNIT 15
HIRING OFFICE INFORMATION
enter today's date

This is the Post and Bid information for JANITOR, RPA(s) , position number 308- -2011- . This Post & Bid list is **valid for this RPA only**. You need to be concern about current full-time employees in your city or employees in other cities who have indicated interest in transferring to the city of your management unit. If an employee has not obtained permanent status full-time as of October 31, 2002, they were not eligible for Post & Bid.

SROA/SURPLUS

SROA/SURPLUS list does not exist for this location.

LOCAL WORK LOCATION LIST - There is a / is no list for your city

- The local list bidders are listed with the most senior employee listed first. This list will include bidders who work in the local work area and bidders who work outside the local work area who are interested in transferring to your local work area.
- If the bidder has advised us of their shift or workweek preference it will be listed under the appropriate columns. You only need to contact the bidders who have placed a bid in for the same shift or workweek of your position.
- If the bidder has not advised us of their preference, the column will be blank. You will need to contact them regarding your position.
- If the bidder is no longer eligible or indicated they are only interested in a specific shift, their entire row will be shaded. You do not need to contact this bidder.
- It is recommended that the initial contact you make is to find out if the bidder is **interested** in your position. Once you find out if the bidders are interested in your position, you need to let them know you will get back to them regarding the position. You may contact the bidders in any order, **however**, you need to make it clear to the bidders that the job offer is based on if they are the most senior bidder interested in the position. If you are unable to reach the bidder, you need to contact the person designated as the "Alternate Contact Person" regarding the position.
- Once you have determined which bidders are interested in your position, you can contact your assigned Personnel Analyst to check the employee's file for negative material within the previous 12 months. After you have been advised if there is any negative material for the bidders, you will **then make a firm job offer** to the most senior bidder. Please advise your assigned Personnel Analyst of the effective date of the hire so that the winning bidder is removed from the P&B list.
- You need to record when you contacted the bidders, their response to your contact and forward this information to your assigned Personnel Analyst.
- Complete the date of contact and the results of your contact as follows:
 - "NI" - Not Interested (this would be for bidders who were contacted on the initial contact)
 - "W" - Waived a firm job offer.
 - "H" - Hired (indicate effective date of hire)
 - "I" - for interested bidders (this would be for bidders contacted who are below the name of the employee hired for this RPA.)
- If you have no interested bidders, you can proceed to the next step.