

HUMAN RESOURCES MEMORANDUM 21-020		DATE ISSUED: 09/28/2021
SUBJECT: ANNUAL OPEN OUTSIDE LOCAL WORK LOCATION BID PERIOD- BARGAINING UNIT 12 – RANK AND FILE (R12)		REFERENCE: MOU UNIT 12
TO: Employee Resource Liaisons and Attendance Clerks		SUPERCEDES: HR Memo 20-025

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memo is to inform employees in Bargaining Unit (BU) 12 that the annual open outside local work location bidding period for BU12 will be held from October 1, 2021 through October 30, 2021. Bids become effective January 1, 2022 through December 31, 2022.

A vacancy shall be deemed to exist when a position is unoccupied as a result of retirement, transfer, termination, resignation, death, reassignment, new position, promotion, change in tenure to permanent, or new funding and the employer decides to fill it.

Please refer to the Department of General Services (DGS) [Post and Bid Reassignment/Transfer Request](#) form and page 5 of this memorandum for additional information on this process.

Local Work Locations

The local work locations identified for this process are: Fresno, Los Angeles, Marysville, Oakland, Redding, Riverside, San Bernardino, Sacramento, San Diego, San Francisco, San Jose, Santa Ana, Santa Rosa, Stockton, and Van Nuys.

Outside Local Post and Bid

Eligibility

A list is established for each class by designated work location for this process.

Eligible employees desiring a transfer to a different work location must submit a [Post and Bid Reassignment/Transfer Request](#) form during the annual open bidding period held from October 1, 2021 through October 30, 2021. Bids become effective January 1, 2022, through December 31, 2022. Bid requests shall be to permanent full-time positions in the same department and same classification. Employees should only bid for work location(s) for which they want to transfer.

Bid Reassignment/Transfer Request Form

The Outside Local Post and Bid packages will be **sent by OHR to the mailing address on file** of eligible employees **by September 30, 2021**. Packages include a blank Post

and Bid Reassignment/Transfer Request form, a copy of this HR Memo, and a paid postage envelope to mail the completed Post and Bid form to OHR.

If an eligible employee does not receive the Post and Bid package through the mail, OHR will provide a copy of the Post and Bid package to employee through the mail. The hiring program's Employee Resource Liaison must contact their assigned [Classification & Pay \(C&P\) Analyst](#) to verify if the employee is eligible for Post and Bid before providing a package to the employee.

The completed Post and Bid Reassignment/Transfer Request form should be returned by using the paid postage envelope that was included in the Post and Bid package that was sent to the employee's mailing address.

The Post and Bid form should be mailed to:

Office of Human Resources
Post and Bid BU12
P. O. Box 989052 (MS 402)
West Sacramento, CA 95798-9052

Or hand delivered to:

Office of Human Resources
Post and Bid BU12
707 Third Street, 7th Floor West
Sacramento, CA 95605

The form must be delivered or received (postmarked) on or before October 30, 2021.

[Outside Local Listing](#)

A list shall be developed within sixty (60) working days following October 30, 2021. This list will reflect all bidders who have requested to be placed on the post and bid lists for locations other than their local work location.

If no employees in the local work location submit a bid for the advertised vacant position, employees from the outside the local work location will be contacted.

The C&P Analyst will provide a list of names to the ERL to contact any bidders who are interested in the vacant position.

The Office of Human Resources will calculate seniority based on greatest amount of continuous "local work location" seniority in the class.

To resolve any seniority ties, the following will be the order of tiebreakers:

Local Work Locations

1. If tied, seniority in the BU 12 class within the Department.
2. If tied, seniority in any BU 12 class within the Department.
3. If tied, seniority in BU 12 anywhere within the State Service.
4. If tied, a drawing: Each person writes name on paper and places in a

container. A neutral person, non-manager, non-supervisor, and non-interested party in the selection process will draw a name from the container.

Employees should contact their supervisor to resolve discrepancies in seniority scores.

Questions

If you have any questions regarding the Post and Bid process, please contact your assigned C&P Analyst.

AMY APLEGATE, Personnel Officer
Office of Human Resources

AA:sd

Attachments

cc: Labor Relations

This page intentionally blank.

BARGAINING UNIT (BU) 12 POST AND BID PROVISIONS

State Restriction of Appointment (SROA) or Surplus Status

Employees who work at departments that have been identified as surplus or placed on the SROA list and have responded "interested" on a contact letter, must be interviewed for the position. Candidates on SROA or surplus will be considered before the Local and Outside Post and Bid process has been cleared.

Mandatory Placement

The parties recognize that the post and bid process shall not contravene employee rights to mandatory reinstatement or placement as required by Government Code.

Requisite Skills and Abilities

Employees placed under the post and bid provisions must possess the requisite skills and abilities of the vacant position.

Discipline/ Substandard Review

Any employee who has a sustained disciplinary action or received a documented substandard review (that identifies performance expectations) in a majority of the requisite skills of their classification within the last twelve (12) months, may, at the discretion of the employer, not be considered for transfer under the provisions of Post and Bid.

Employee and Management Procedures

Please refer to the back of the Post and Bid Reassignment/Transfer Request form for additional information on Employee and Management Procedures. Annual Bidding Period Notification OHR shall be responsible for the following:

1. Preparing the Human Resources Memorandum announcing the annual outside local work location bidding period which is held from October 1 through October 30 of each year.
2. Preparing and mailing the post and bid packages to each eligible employee. A post and bid package will be provided to eligible employees who did not receive a bidding package through the mail.
3. Maintaining a log of employees who were sent a post and bid package to verify where the package was sent.