

HUMAN RESOURCES MEMORANDUM 21-021		DATE ISSUED: 09/28/2021
SUBJECT: ANNUAL OPEN OUTSIDE LOCAL WORK LOCATION BID PERIOD- BARGAINING UNIT 13 - RANK AND FILE (R13)		REFERENCE: MOU UNIT 13
TO: Employee Resource Liaisons and Attendance Clerks		SUPERCEDES: HR Memo 20-026

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memo is to inform employees that the annual open outside local work location bidding period for Bargaining Unit (BU) 13 will be held from October 1, 2021, through October 31, 2021. Bids become effective January 1, 2022, through December 31, 2022.

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 include Fresno, Los Angeles, Oakland, Redding, Sacramento, San Bernardino, Riverside, 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 bid to a different plant within their department must submit a [Post and Bid Reassignment/Transfer Request form](#) during the annual open bidding period held from October 1, 2021, through October 31, 2021. Bids become effective January 1, 2022, through December 31, 2022. Bid requests shall be kept on file for twelve (12) months. 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 another Post and Bid package to the employee through the mail after verifying the mailing address with the employee's Attendance Clerk. The hiring program's Employee Resource Liaison (ERL) 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 Reassignment/Transfer Request form should be mailed to:

Office of Human Resources
Post and Bid BU13
P. O. Box 989052 (MS 402)
West Sacramento, CA 95798-9052

Or hand delivered to:

Office of Human Resources
Post and Bid BU13
707 Third Street, 7th Floor West
Sacramento, CA 95605

The form must be delivered or received (postmarked) on or before October 31, 2021.

[Post and Bid Reassignment/Transfer Request list](#)

A list shall be developed within sixty (60) working days following October 31, 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 plant.

OHR will calculate seniority based on greatest amount of "bargaining unit seniority."

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

Local Work Locations

1. If tied, seniority in the classification within the Department.
2. If tied, seniority in the classification within BU 13.
3. If tied, 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. The order of names drawn is the order of seniority for filling that position.

Transfers from Other Plants

1. If tied, seniority in the classification within the Department.
2. If tied, combined seniority of all classifications held within BU 13 within the department.

3. If tied, 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. The order of names drawn is the order of seniority for filling that position.

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

Selection

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

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

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Attachments

cc: Labor Relations

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BARGAINING UNIT (BU) 13 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.

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 major discipline, such as adverse action, 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 31 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.