

HUMAN RESOURCES MEMORANDUM 23-014		DATE ISSUED: 9/25/2023
SUBJECT: ANNUAL POST AND BID TO OUTSIDE WORK LOCATIONS - BARGAINING UNIT 12 – RANK AND FILE (R12)		REFERENCE: Bargaining Unit 12 MOU
TO: Employee Resource Liaisons and Attendance Clerks		SUPERCEDES: HR Memo 22-018

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH ALL BARGAINING UNIT 12 EMPLOYEES

Purpose

The purpose of this Human Resources Memorandum (HR Memo) is to provide information about the annual period post and bid to outside work locations for Bargaining Unit (BU) 12 bidding period from October 1, 2023, through October 30, 2023. Bids become effective January 1, 2024, through December 31, 2024.

Overview

Post and Bid is a provision covered under the Memorandum of Understanding (MOU), which gives permanent full-time rank-and-file employees, who have completed their probationary period, the mandatory right to transfer to another position, when a vacancy occurs within their classification in the department, based on seniority.

Please note, 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 BU 12 Post and Bid Provisions included on page 4 of this memorandum, and Department of General Services (DGS) [Post and Bid Reassignment/ Transfer Request form](#) (DGS OHR 512) for additional information on this process.

Local Work Locations

The local work locations identified for this process include 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 Work Location Post and Bid

Eligibility Process

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

Eligible employees desiring a bid to an outside work location must submit a [Post and Bid Reassignment/Transfer Request form](#) (DGS OHR 512) during the annual open

bidding period held from October 1, 2023 through October 30, 2023. Bids become effective January 1, 2024, through December 31, 2024. Bid requests shall be to permanent full-time positions in the same department and same classification. Employees should only bid for outside work location(s) to which they want to transfer. Bid requests shall be kept on file for twelve (12) months. Employees should only bid for work location(s) to which they want to transfer.

Bid Reassignment/Transfer Request Form

The Outside Work Location Post and Bid packages will be **mailed by the Office of Human Resources (OHR) to the eligible employees' current mailing address on file via the United States Postal Service (USPS) by close of business September 29, 2023.**

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 via USPS, the employee will contact the hiring program's Employee Resource Liaison (ERL). The ERL will verify the employee's mailing address. Once the address has been verified, the ERL must contact their assigned [Classification & Certification \(C&C\) Analyst](#) to verify if the employee is eligible for Post and Bid before mailing a package via USPS to the employee.

The completed [Post and Bid Reassignment/Transfer Request form](#) (DGS OHR 512) should be returned to OHR by using the pre-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

Emailed to:

the DGS Human Resources inbox dgshumanresources@dgs.ca.gov

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, 2023.

Post and Bid to Outside Work Location

A list shall be developed within sixty (60) working days following October 30, 2023. 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.

OHR will calculate seniority based on greatest amount of continuous “departmental seniority” in the class in accordance with Bargaining Unit 12 Article 17.2 Post and Bid to Outside Work Locations.

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 ERL to resolve discrepancies in seniority scores. The ERL will work with their assigned C&C analyst to resolve the discrepancy.

Questions

If employees have questions regarding the information in this memorandum, please contact the Employee Resource Liaison.

If Employee Resource Liaisons have questions regarding the information in this memorandum, please contact the assigned C&C Analyst.

Jennifer Gothier, Personnel Officer
Office of Human Resources

Attachments:

BU 12 Provisions

[Post and Bid Reassignment/ Transfer Request form](#) (DGS OHR 512)

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 “Employee Procedures” and “Manager Procedures” sections of the Post and Bid Reassignment/Transfer Request form for additional information on Employee and Management Procedures. Annual Bidding Period Notification

Annual Bidding Period Notification

OHR shall be responsible for the following:

1. Preparing the Human Resources Memorandum announcing the annual outside local worklocation 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.