

**INSTRUCTIONS**

Permanent full-time employees who wish to be considered for a different location in their classification must complete Sections 1, 2, and 3 of this form and submit to the Office of Human Resources during the open enrollment period. Review Employee Procedures for additional information.

**SECTION 1 – EMPLOYEE INFORMATION**

LAST NAME	FIRST NAME	MIDDLE INITIAL
CURRENT CLASSIFICATION	POSITION NUMBER	
CURRENT FACILITY	CURRENT WORK SCHEDULE (days/hours)	PRESENT SHIFT
SUPERVISOR NAME	SUPERVISOR WORK TELEPHONE NUMBER	

**SECTION 2 – POST AND BID REASSIGNMENT/TRANSFER REQUEST**

**I am interested in changing my (check appropriate box):**

Work Schedule to:	Any /All	OR (specify):
Shift to:	Any/All	OR (specify):
Assignment to:	Any/All	OR (specify):

**I am interested in transferring to the following location(s):**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Attach additional sheets of paper if needed.

**SECTION 3 – EMPLOYEE CERTIFICATION**

As of the date of this bid, I certify that I am a permanent full-time employee (having successfully completed my probationary period).

EMPLOYEE SIGNATURE	WORK TELEPHONE NUMBER	DATE
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**SECTION 4 – OFFICE OF HUMAN RESOURCES**

The State hereby acknowledges receipt of this request.

DATE REQUEST RECEIVED	RECEIVER NAME	TITLE
WORK PHONE NUMBER	DATE COPY RETURNED TO EMPLOYEE	

**OUTSIDE LOCAL WORK LOCATION****POST AND BID REASSIGNMENT/TRANSFER REQUEST FORM - BARGAINING UNIT 12**

OHR 512 (Rev. 9/2021)

**EMPLOYEE PROCEDURES****Local Work Locations**

- Permanent full-time employees who wish to be considered for a position or shift assignment vacancy in their current local work location and current classification must submit a completed Local Work Location Post and Bid Request form to the contact person on the bid form by the post and bid final filing date. The Office of Human Resources (OHR) will calculate the seniority of all local bidders. **The most senior bidder will be selected and notified of the start date. The winning bidder must decide at the time the job offer is made to accept or decline the position.**

**Outside Local Work Locations**

- Permanent full-time employees, who wish to be considered for a different location in their classification, must submit an Outside Local Work Location Post and Bid Reassignment/Transfer form during the annual open enrollment period. The annual open enrollment period is October 1 through October 30. Bids will be effective January 1 through December 31 of the following year.
- Completed forms that are sent via U.S. Mail, should be sent to: R12 Post and Bid, Office of Human Resources, PO Box 989052, 7th Floor (MS 402), West Sacramento, CA 95798-9052. Hand delivered forms must be brought to: 707 3rd Street, Suite 7-130, West Sacramento, CA 95605. Bid forms will be kept on file in OHR for 12 months.
- Bidders will only be contacted for the locations, shifts and workweeks they have requested.
- Employees who choose to transfer waive any rights to claims for moving and relocation expenses.
- Employees selected for transfer to a different local work location have a maximum of five (5) workdays to accept or reject a job offer. A non-response is considered a refusal of the job offer.
- If the employee accepts the job offer, the employee will have a maximum of 30 calendar days to report to the new work location, unless mutually agreed otherwise by the hiring supervisor. If the employee accepts the transfer and does not report to the new location, on the agreed date, the employee shall not be eligible for transfer for the remainder of the bid period.

**MANAGEMENT PROCEDURES****Vacancy**

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

Hiring program submits a Request for Personnel Action (RPA) along with a copy of the position being advertised on CalHR's CalCareer website to the OHR Classification & Pay (C&P) Unit.

The priority of recruitment will be as follows:

1. State Restriction of Appointment (SROA) or Surplus Employees, if no interested SROA or Surplus Employees, then
2. Local Post and Bid, if no interested bidders, then
3. Outside Local Post and Bid, if no interested bidders, then
4. Management may fill the vacancy using any appropriate hiring process (certification process, transfers or reinstatements, etc.), providing there is an approved freeze exemption to fill the position.

Once the post and bid final file date has passed, send the Local Work Location Post and Bid Request forms to your assigned C&P Analyst. The C&P Analyst will provide the seniority scores for qualified bidders. Notify the most senior bidder of their start date. The winning bidder must decide at the time the job offer is made to accept or decline the position. If there are no bids received, notify the C&P Analyst by email that no bids were received for the specific RPA.

- The C&P Analyst will then send the hiring office the Outside Local Post and Bid list. Contact bidders on list by seniority. Employees have a maximum of five (5) workdays to accept or reject the job offer; **IF NO INTERESTED BIDDERS, THEN**
- Management may fill the vacancy using any appropriate hiring process (certification process, transfers or reinstatements, etc.).

### **ADVERTISING POSITIONS**

Upon the decision to fill a permanent full-time position, the vacancy must be posted in each work site within the local work location for a minimum of seven (7) calendar days. The posted vacancy must include the classification, a duty statement or description of duties, requisite skills and abilities, reporting location, the shift and days off, the final filing date, and the contact person's name and telephone number.