

HUMAN RESOURCES MEMORANDUM 11-006		DATE ISSUED: 3/4/2011
SUBJECT: New Post and Bid Procedure for Vacant Positions for Bargaining Unit 15		REFERENCE: None
TO: DGS Managers, Supervisors, Employee Resource Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to inform employees of the new agreement for post and bid procedures for vacant positions for Bargaining Unit (BU) 15 effective February 1, 2011.

Who is Affected

Represented employees in BU 15 with the collective bargaining identifier (CBID) R15.

Eligibility

A full-time employee who has successfully passed probation in their current classification in the Department of General Services by the final filing date of the position being advertised.

Seniority

Permanent full-time statewide seniority in the class calculated up to the last day of the pay period prior to the final filing date of the JOB.

Seniority lists shall be developed by OHR within 3 working days following the close of business on the final file date. OHR will provide seniority scores to the hiring office. The employee with the most seniority will be offered the position.

Procedure

Employees interested in a posted position must indicate interest by submitting a departmental bid request form to the specified contact person by the final filing date. The bid forms will be posted on DGS Outlook and copies will be kept in an accessible location for all BU 15 employees.

An employee may not make more than one successful bid each twelve (12) months. Requests shall be kept on file for 24 months by the hiring office.

The bidder can request the results of the bid from the hiring office five (5) days after close of the bid.

Questions

For further information or clarification regarding this new Post and Bid process, please refer to the Memorandum of Understanding R15 (MOU) or contact your SEIU union representative.

/s/

BETH TOWNSEND, Personnel Officer
Personnel Operations Section
Office of Human Resources

BT:nsw