

HUMAN RESOURCES MEMORANDUM 20-025		DATE ISSUED: 09/28/2020
SUBJECT: ANNUAL OPEN OUTSIDE LOCAL WORK LOCATION BID PERIOD- BARGAINING UNIT R12		REFERENCE: MOU UNIT 12
TO: Employee Resource Liaisons and Attendance Clerks		SUPERCEDES: <i>HR Memo 19-013</i>

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Overview

The annual open outside local work location bidding period for Bargaining Unit (BU) 12 will be held from October 1, 2020 through October 30, 2020. Bids become effective January 1, 2021 through December 31, 2021.

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.

Local Post and Bid

General Process

No list will be established for local post and bid.

When the employer decides to fill a vacancy or change the tenure of a position from limited to permanent the following shall apply:

A notice of intent to fill the vacancy shall be posted at the work site(s) for BU 12 employees within the local work location for a minimum of seven (7) calendar days. This notice shall include the classification, a duty statement or description of duties, requisite skills and abilities required of the position, reporting location, the shift and days off for the position to be filled, the final filing date, and contact person's name, email address and telephone number.

Eligible employees interested in a posted vacant position must submit the DGS Post and Bid Request form (DGS OHR 56) to the specified contact person, by the final filing date.

Eligibility

Eligible employees are defined as:

Employees holding permanent full-time status **at the work location** in the classification of the posted position. Permanent status means having successfully passed his/her probationary period in the class, and, if required, successfully completed all requirements of an apprenticeship program on or before the final filing date of the position being advertised. Employees must possess the requisite skills and abilities required of the vacant position. Any employee who has a sustained disciplinary action, excluding written reprimands, or received a documented substandard review (that identifies performance expectations) in a majority of the requisite skills of their classification within the last 12 months, may, at the discretion of the employer, not be considered for transfer under the provision of post and bid.

Selection

The employee submitting the bid request, or in the case of multiple requests for the same vacant position, **the employee with the greatest amount of continuous “local work location” seniority in the class shall be selected over other employees and notified of start date.**

The Office of Human Resources (OHR) will calculate the seniority of all local bidders who apply based on “continuous local work location” seniority in the class.

Bid Form

The Post and Bid Request form (DGS OHR 56) can be found with the position being advertised on the California Department of Human Resource’s [CalCareer website](#). Each employee is responsible for submitting the bid form to the contact person listed on the post and bid form by the final filing date.

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, 2020 through October 30, 2020; bids become effective January 1, 2021 through December 31, 2021. 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 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, 2020**. 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.

OHR will provide a copy of the Post and Bid package to employees who did not receive a package through the mail. The hiring program 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 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 envelope needs to be sent 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

In either case, the form must be delivered or received (postmarked) on or before October 30, 2020.

Seniority

A seniority list shall be developed within 60 working days following October 30, 2020, the final filing date. 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.

These lists will be sent to the hiring programs to contact bidders who are interested in vacant positions after local post and bid has been cleared.

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

Selection

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

Questions

If you have any questions regarding the post and bid process, please contact your assigned Classification & Pay Analyst.

AMY APPLGATE, Personnel Officer
Office of Human Resources

AA: nsw

Attachments

cc: Labor Relations Specialists

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BARGAINING UNIT (BU) 12 POST AND BID PROVISIONS

Advertising Positions and Submission of Post & Bid Form

- The Employee Resource Liaison (ERL) will prepare the Post and Bid Request form (DGS OHR 56) and attach it with the Request for Personnel Action (RPA) to advertise the vacant position and submit the RPA to their C&P Analyst.
- Once the RPA is approved for advertisement, the OHR Certification Unit will email a copy of the advertised position and Local Post and Bid form to all DGS ERLs for distribution to their work sites.
- For BU 12, a hard copy of the advertisement also must be posted at the work site for a minimum of seven (7) calendar days.
- The OHR Customer Resources Unit will post a hard copy of the advertised position on the bulletin board at 707 Third Street, 7th floor, West Sacramento reception area.

The Post and Bid Request form (DGS OHR 56) must be used by the employee to bid for the advertised position.

The Post and Bid final filing date applies only to current local employees in the classification.

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.

Seniority Ties

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.

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 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.

Bid Form Process

OHR will calculate the seniority scores for all interested bidders and establish a Post and Bid list of all bidders. This listing will include the locations, shifts and the seniority scores for each bidder.

After the Post and Bid list is established, OHR will establish lists for the BU 12 work locations. These lists will be provided to the hiring programs after the Local Work Location Post and Bid process has been cleared. All bid forms received will be kept on file for 12 months.

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

List to be Used to Contact Bidders

After the RPA is approved by OHR and the Local Work Location Post and Bid is cleared, the C&P Analyst will email the hiring program a customized Outside Local Work Location list to be used for the RPA. The existing list for the location will be modified to reflect bidders for the specific work schedule and shift of the RPA and appear at the top of the list in seniority order.

The hiring program will be provided instructions on how to use the list.