

HUMAN RESOURCES MEMORANDUM 20-026		DATE ISSUED: 09/28/2020
SUBJECT: ANNUAL OPEN OUTSIDE LOCAL WORK LOCATION BID PERIOD- BARGAINING UNIT R13		REFERENCE: MOU UNIT 13
TO: Employee Resource Liaisons and Attendance Clerks		SUPERCEDES: <i>HR Memo 19-014</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) 13 will be held from October 1, 2020 through October 31, 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. A permanent shift change defined as a change in hours and/or days greater than thirty (30) calendar days is subject to Post and Bid.

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, Oakland, Redding, Sacramento, San Bernardino/Riverside, 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, the following shall apply:

A notice of intent to fill the vacancy shall be posted at the work site(s) for BU 13 employees within the local plant 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, assigned work areas, 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 status **at a plant** in their classification may bid should a position become vacant. Permanent status means having successfully passed their probationary period in the class. Employees will be expected to possess the requisite skills and abilities required of the classification. 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 provision of this section.

Selection

The employee requesting the assignment, or in the case of multiple requests for the same position, the employee with the greatest amount of plant service in the class shall be selected over other employees and be awarded the Post and Bid position within 30 calendar days.

The Office of Human Resources (OHR) will calculate the seniority of all local bidders who apply based on "greatest amount of plant service 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 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, 2020 through October 31, 2020; bids become effective January 1, 2021. Transfer 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 Forms

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 Post and Bid forms should be returned in the pre-paid postage envelope included with the Post and Bid documents sent to the employee's mailing address.

The envelope needs to be sent 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

In either case, the form must be delivered or received (postmarked) on or before October 31, 2020.

Seniority

A seniority list shall be developed within 60 working days following October 31, 2020.

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.

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.

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

Selection

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

Questions

If you have any questions regarding the Post and Bid process, please contact your assigned C&P Analyst.

AMY APPLGATE, Personnel Officer
Office of Human Resources

AA: nsw

Attachments

cc: Labor Relations Specialists

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BARGAINING UNIT (BU) 13 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 RPA to advertise the vacant position and submit the RPA 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 DGS ERLs for distribution to their work sites.
- For BU 13, a hard copy of the advertisement also must be posted at the work site for a minimum of 7 calendar days.
- The OHR Customer Resource 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 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.

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.

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 13 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 to 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.