DEPARTMENT OF GENERAL SERVICES
OUTSIDE LOCAL WORK LOCATION
POST AND BID REASSIGNMENT/TRANSFER REQUEST FORM - BARGAINING UNIT 13

THIS FORM IS VALID FROM OCTOBER 1, 2020 THRU OCTOBER 31, 2020

INSTRUCTIONS
Permanent 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 _____

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 _____

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EMPLOYEE PROCEDURES

Local Work Locations

- Permanent 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 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 31. 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: R13 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.

MANAGEMENT PROCEDURES

Vacancy

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.

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

The priority of recruitment will be as follows:

1. Local Post and Bid, if no interested bidders, then
2. Outside Local Post and Bid, if no interested bidders, then
3. State Restriction of Appointment (SROA) or Surplus Employees, if no interested SROA or Surplus Employees, 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. **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. Fill the vacancy with request of employee with most seniority outside the local work location. Employees have a maximum of 5 workdays to accept or reject the job offer; **IF NO INTERESTED BIDDERS**,
- SROA/Surplus candidates will have priority over other recruitment methods after the Local and Outside Local Post and Bid is cleared. **IF NO INTERESTED SROA/SURPLUS, 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 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.