

MEMORANDUM

DATE: September 24, 2002  
TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 2002-061

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers  
Personnel Officers

FROM: Department of Personnel Administration  
Labor Relations Division

SUBJECT: Annual Post and Bid Period for Unit 12

CONTACT: Julie Chapman, Labor Relations Officer  
(916) 324-9420, CALNET 454-9420  
FAX: (916) 322-0765

Email: JulieChapman@dpa.ca.gov

The annual post and bid period for Unit 12 is October 1-30, 2002, for all departments except Department of Transportation and Department of General Services (Telecommunications Technicians and Senior Telecommunications Technicians positions only.) All bids for transfers to another local work location within the department must be submitted during this period. These bids will be effective January 1, 2003, through December 31, 2003.

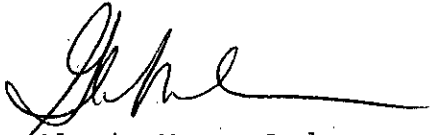
You should post notices of the open post and bid period in each local work location. The notice should include the bidding period (i.e., October 1 through October 31, 2002), the form in which the bid should be submitted, and the person/office responsible for accepting a bid (i.e., a specific name, employee's supervisor, personnel office, etc.).

We have attached a copy of the Unit 12 Reassignment/Transfer Request form (Addendum 4 of the Unit 12 agreement). If your department received approval during the 2001 negotiations to use a departmental-specific form, you may continue to use that form in place of the general Reassignment/Transfer Request form.

The provisions described in this PML are based on Article 17.3, Transfer from Outside the Local Work Location, of the Unit 12 contract.

PML 2002-061  
September 24, 2002  
Page 2

If you have any questions concerning this matter, please contact  
Julie Chapman at (916) 324-9420.

A handwritten signature in cursive script, appearing to read 'G. Moore Andrews', written in black ink.

Gloria Moore Andrews  
Chief of Labor Relations

Attachment(s) will be distributed via hardcopy.



## BARGAINING UNITS 12 REASSIGNMENT/TRANSFER REQUEST

CURRENT CLASSIFICATION:			
EMPLOYEE NAME: <small>(Please print)</small>		SOCIAL SECURITY NUMBER	
CURRENT FACILITY		WORK TELEPHONE NUMBER	
CURRENT WORK SCHEDULE		MY PRESENT SHIFT IS:	
MY CURRENT SUPERVISOR IS:			
SUPERVISOR'S TELEPHONE NUMBER			

I am interested in changing my (check appropriate box):	
WORK SCHEDULE to	(Any/All) <input type="checkbox"/> or Specify
SHIFT to	(Any/All) <input type="checkbox"/> or Specify
ASSIGNMENT to	(Any/All) <input type="checkbox"/> or Specify
(Attach additional sheets of paper if needed)	

I am interested in transferring to the following location(s):	
_____	3 _____
2 _____	4 _____
(Attach additional sheets of paper if needed)	

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

FOR EMPLOYER COMPLETION			
The State hereby acknowledges receipt of this request. (Date request received: _____)			
Name _____	Title _____	Phone Number _____	Date copy returned to employee _____

