

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** September 24, 2002
REFERENCE CODE: 2002-062

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel Officers

FROM: Department of Personnel Administration
Labor Relations Division

SUBJECT: Unit 13 Post and Bid

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

Email: JulieChapman@dpa.ca.gov

During the recent negotiations, the State and the International Union of Operating Engineers (IUOE) agreed to revise the post and bid process (Article 14) for filling vacancies in Bargaining Unit 13.

The revised process requires posting vacancies at each worksite within the local work location for a minimum of 7 calendar days once management decides to fill a vacant permanent full-time position. The posted vacancy must 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 the contact person's name and telephone number. You should post the vacancy in a manner that allows Unit 13 employees within the local work location to view the postings.

The new agreement continues to provide an annual post and bid process for transfers outside the local work location. This new bidding period is October 1 through October 30. Bids received between October 1, 2002, and October 30, 2002, are effective January 1, 2003. All Unit 13 employees, including those with bids on file from the January 15, 2002, through February 15, 2002, bid period must re-bid during the October 2002 bidding period to be considered for transfer during the 2003 calendar year. However, bids submitted during the January 15, 2002, through

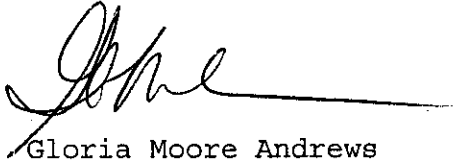


PML 2002-062
September 24, 2002
Page 2

February 15, 2002, bidding period remain in effect until February 15, 2003, for employees who fail to participate in the new bid period in October 2002.

We have attached the Unit 13 Post and Bid form, which shall be used in departments other than those in Addendum B of the Bargaining Unit 13 contract who may have departmental-specific forms.

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



Gloria Moore Andrews
Chief of Labor Relations

Attachment(s) will be distributed via hardcopy.



**BARGAINING UNITS 13
POST AND BID FORM**

CURRENT CLASSIFICATION:		
EMPLOYEE NAME: (Please print)		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):

1 _____	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

