

Job Bid Guidelines 02/11/08

- 1) Bids will be filled out in duplicate, signed by appropriate authority, one being retained, the other signed copy will be returned to the employee for their record.
- 2) The employee will list their desired bids in order of preference, the first column for their first two days, and likewise for the second column. Your bid consists of three components: a) your shift; b) your section; and c) your job. The first bid you are awarded must remain in continuity with you 2nd two days. e.g. if you are awarded a day bid on your first two days, only day bids on your second two days will be entertained. This applies to an awarded section also.
- 3) Bids are awarded by use of seniority. When bids are awarded, the bid Officer (union board member or steward) will start in the first column and will award your bid in descending order, and when an available bid is reached in the first column, that bid will be awarded. The same procedure will be used to award a bid on your second two days. You are not required to bid in combinations.
- 4) If you wish to stay in your current section, check the box at the top of the sheet. This way, if you are awarded only two days of your bid request, you remain in your section and will be placed in the various pool on you remaining days until you secure a job.
- 5) Officers who have secured a partial bid must continuing bidding to secure a job on your two various days. Failure to bid or to secure a job on the next round of bids may result in you being awarded an available job that is still open at the conclusion of the bid round.
- 6) You may place a bid "ANY JOB" in one or both columns if you wish to secure a particular shift. You may be awarded a shift and section and be placed in the various pool until the next session of bids, when you will be required to secure a job.
- 7) When a shift of bids is locked out, no one may place any bids within that shift. This means Officers already on a shift may not bid within the shift to switch jobs.
- 8) Once all bid jobs and shifts are awarded, bids may continue to be awarded to Officers who placed bids on that shift and section provided: 1: that bids were accepted from all officers to bid on that shift and section, and 2: No officer from another shift or section who placed a bid to move onto the closed shift or section will be displaced. If this occurs, bids will be locked out at that point. Officers who have not secured a bid job or awarded a bid shift may be transferred to another shift or section in compliance with article VIII section 4(a) of the contract. This means that until you secure a bid you may be moved to a shift or section where manpower is needed, and that shift and section will be yours until the next bid round is completed and you secure a bid. Otherwise you may be reassigned again to fulfill manpower needs.