



Human Resource Services

SHIFT BID REQUEST FORM FOR BUILDING SERVICES AND POLICE DISPATCH EMPLOYEES
Note: The employee is responsible for the accuracy of the bid information submitted.

Job classifications that are subject to the bid system are Custodian 1 and Communications Officer 1.

Form with fields: Last Name, First Name, Date of Request, Position Title, Supervisor's Name, Supervisor's Title

INSTRUCTIONS FOR EMPLOYEES:

Complete and submit this form to Human Resource Services. If a position is to be filled on a permanent basis, Human Resource Services reviews the submitted Shift Bid Request forms. Shift bid requests will be approved based on provisions of the Classified Collective Bargaining Agreement (CBA).

Please contact your supervisor / manager or Human Resource Services if you have questions.

REQUEST SHIFT BID

Check all that apply:

- Day, Swing, Graveyard (Communications Officer 1 only), Full Time, Part Time (Specify FTE):, Days Off: S, M, T, W, Th, F, S

Employee Signature

Date

WITHDRAW SHIFT BID

Only complete and sign the following section if you wish to withdraw your request

- By checking this box I am withdrawing my previously submitted bid request.

Employee Signature

Date

Table with 3 columns: Human Resource Services Use Only, HR Initials, Date. Rows include Bid Approved, Bid Rejected, Bid Amended, Bid Withdrawn.

## The Evergreen State College

### Shift Bid Procedures

#### Building Services and Police Dispatch Employees

#### **OVERVIEW**

Employees in Building Services and Police Dispatch may express their interest in being assigned to a different shift. Job classifications at The Evergreen State College that are subject to the bid system are Custodian 1 and Communications Officer 1. This procedure includes the amended Classified Collective Bargaining Agreement (CBA) Article 7.3 D. language reached via Memorandum of Agreement signed August 7, 2012 governing shift bidding as well as the steps to request and implement shift changes. All forms discussed in this procedure are available at <http://www.evergreen.edu/employment/forms/home.htm>.

#### **CLASSIFIED COLLECTIVE BARGAINING AGREEMENT**

##### **Article 7 - Hours of Work**

##### 7.3 Overtime-Eligible Employees (excluding 7 (k) law enforcement employees)

##### D. Shift Bidding Within Building Services and Police Dispatch

A regular employee in shift work assignments within Building Services and Police Dispatch who has successfully completed a probationary, trial service or transition review period may express their interest to the Employer in having particular work shifts. When a position is going to be filled on a permanent basis, the Employer will determine whether any employees have expressed an interest in that shift. Employees with the highest seniority, as defined in Article 39, Seniority, will receive their choice of shifts when comparable duties are involved and the employee has the skills and abilities necessary to perform the duties of the position.

##### 1. Components of Shift Bid Request

Shift bid requests will indicate the employee's choice of shift, full-time equivalent appointment, and days off. Employees will be responsible for the accuracy of their bids. If the employee's shift bid request does not match exactly the parameters of the vacant position, the employee will not be considered for the vacancy. Each bid request will remain active and in effect until June 30 of each calendar year.

##### 2. Submittal and Withdrawal of Bids

Employee will submit a shift bid request to Human Resource Services. Any bids received by Human Resource Services after Human Resource Services has received notice that the position will be filled on a permanent basis will not be considered for the vacancy. An employee may withdraw or amend their shift bid request, in writing to Human Resource Services, at any time.

##### 3. Refusal of Shift Bid Request

The Employer may reject an employee's shift bid request for one of the following reasons:

- a. The employee has documented attendance or performance problems.
- b. The employee has been awarded a bid within the last six (6) months. The six (6) month period will begin on the first day the employee is assigned to the new shift.

##### 4. Reassignment from a Bid Position

Nothing in Section 7.3 D of the Article will preclude the Employer from reassigning an employee from his or her shift bid position to another position on a different shift or to a position with different days off, provided the employee is notified in writing, of the reason(s) for the reassignment.

#### **ROLES AND RESPONSIBILITIES**

##### **Employees**

In accordance with the Classified CBA and this written procedure, eligible employees who are interested in being assigned to a different shift must complete and submit a Shift Bid Request form to Human Resource Services (HRS). Employees may amend their existing shift bid request by completing and submitting a new Shift Bid Request form to HRS. Employees may withdraw an existing Shift Bid Request by notifying HRS in writing.

Employees should contact their supervisor / manager or Human Resource Services with questions.

## **ROLES AND RESPONSIBILITIES continued**

### **Supervisors / Managers**

A Personnel Request form must be submitted to HRS when a vacancy is to be filled for a permanent position. Upon request from HRS the supervisor / manager will inform HRS of any documented attendance or performance problems for any employee who has submitted a Shift Bid Request form. Once an employee has accepted the new shift position, the supervisor / manager will complete and submit a Personnel Action form and a Work Schedule Change form to HRS. If the supervisor has changed as a result of the Shift Bid Request, the previous supervisor will prepare the PAF and the new supervisor will prepare the Work Schedule Change form.

Supervisors / managers should contact Human Resource Services with questions.

### **Human Resource Services**

HRS will receive and retain completed Shift Bid Request forms and determine when Article 7.3 applies to filling a vacancy. HRS will use the most current Shift Bid Request form on file and determine seniority at the time the Personnel Request form is received. Shift bid requests will be approved or denied by HRS in consultation with the supervisor / manager based on the provisions of the Classified CBA. HRS will notify the most senior employee(s) who are considered but denied. After consulting with the supervisor / manager, HRS will contact the most senior eligible employee with a Shift Bid Request form on file to determine if they are interested in the current vacancy. HRS will notify the most senior employee who accepts the new shift position and the supervisor / manager in writing.

HRS will be available to answer questions from employees and supervisor / managers.