

Cheyney University Policy HR-2010-5002

Policy on AFSCME Employee Bid Application

Approved by: Administration and Finance Council/Presidents Cabinet

History: Issued -- 2-17-2009

Related Policies: n/a

Additional References: n/a

I. Policy

This policy guides the use of the **AFSCME Employee Bid Application** for internal vacancies.

II. Purpose

The purpose of this policy is to outline the process by which current employees in the AFSCME collective bargaining agreement at Cheyney University of Pennsylvania may bid for current openings based on seniority. Following the procedures in this policy does not guarantee that any internal candidate will be selected hired to fill this vacancy.

III. Procedure

In compliance with the AFSCME collective bargaining agreement, current Cheyney University employees who are eligible, based on seniority, may bid on vacancies within **15 calendar days** of the vacancy announcement date. Eligible employees are defined by Article 29, Section 5 as those **“in the classification immediately below the vacancy within the seniority unit.”**)

Application Process for Employees Eligible to Bid:

Once the job announcement is posted internally by the Office of Human Resources, eligible employees wishing to bid for the vacancy must complete and submit the following to the Office of Human Resources **within 15 calendar days**:

1. AFSCME Employee Bid Application Form
2. University application
3. Current resume

Application Process for Employees NOT Eligible to Bid:

Employees who are **not eligible to bid**, based on the previously stated CBA guidelines, are still eligible to apply for internal vacancies. However, **ALL** the required documentation stated on the internal position announcement, must be included. The required documentation stated on the Internal Vacancy

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Announcement in some cases, may be different from the documentation required from external candidates. New transcripts AND recent reference letters may be necessary.

Accompanies HR-2010-502

In compliance with the AFSCME collective bargaining agreement, current Cheyney University employees who are eligible, based on seniority, may bid on vacancies within **15 calendar days** of the job announcement. Eligible employees are defined as those **“in the classification immediately below the vacancy within the seniority unit.”**

Eligible employees wishing to bid for a posted internal vacancy must complete and submit the following within 15 calendar days of the date on the job announcement:

4. AFSCME Employee Bid Application
5. University application
6. Resume

Employees who are **not eligible to bid**, based on the previously stated guidelines, must submit to the Office of Human Resources **ALL** the documentation stated on the internal position announcement. In some cases, new transcripts AND recent letters of reference may be necessary. If an employment offer is made to an internal candidate, the Office of Human Resources will communicate with the employee which documents may be required to complete or update the employee’s personnel file.

Employee Name: _____ Phone: _____

Present Classification: _____

Currently employed in which department: _____

Classification for which you are applying: _____

Department: _____

Employee Signature: _____ Date: _____

The Office of Human Resources will acknowledge receipt of bid by sending a date stamped copy of this AFSCME Bid Application Form via inter-campus mail to the bidding employee.

Employee Bid Application received in Office of Human Resources by:

HR Staff: _____ Date: _____