



## AFSCME Employee Bid Policy

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**EFFECTIVE DATE** – 6/15/2010

Policy – AFSCME Employee Bid Policy

Policy - HR # 2010-002 (Related document - HR Recruiting Form #10-02)

### ***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 Announcement in some cases, may be different from the documentation required from external candidates. New transcripts AND recent reference letters to demonstrate skills for the new position, MAY be necessary.

