

CORRECTIONAL LIEUTENANTS

SENIORITY ASSIGNMENT BID REQUEST FORM

EFFECTIVE: November 8, 2010

(PRINT)
 NAME _____ PPAS # _____ SENIORITY POINTS _____
 SENIORITY NUMBER _____ LAST 4 SSN# _____ SENIORITY DATE _____

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE PERSONNEL ASSIGNMENT OFFICE NO LATER THAN 1600 HOURS ON OCTOBER 15, 2010
 PLEASE BE SURE TO **PRINT YOUR NAME AND ENTER YOUR CORRECT PPAS NUMBER**.
 BID FOR YOUR DESIRED POST BY PLACING A 1 FOR FIRST CHOICE, 2 SECOND CHOICE ETC. PLACE YOUR SELECTION NUMBER NEXT TO THE POST
 NUMBER IN THE BLANK BOX. **SIGN AND DATE ON BOTTOM**. PLEASE PRINT ALL CHOICES LEGIBLY, AND **DOUBLE CHECK** YOUR FORM TO
 ENSURE YOU HAVE PICKED THE CORRECT POSTS.

WE WILL NOT BE RESPONSIBLE, NOR WILL WE CHANGE ASSIGNMENTS DUE TO EMPLOYEE ERRORS OR ILLEGIBLE ENTRIES.

NOTE: CORRECTIONAL LIEUTENANTS ON PROBATION AND ONE YEAR LIMITED TERM LIEUTENANTS ARE EXCLUDED FROM THE
 CONTINUOUS/CONDITIONAL SENIORITY ASSIGNMENT BID PROCESS PER SECTION H (10). PLEASE **DO NOT** SUBMIT A BID FORM IF THIS APPLIES.

NOTE: LT'S WILL HAVE 5 WORKING DAYS FROM THE DUE DATE OF THIS FORM TO RESCIND THIS BID SHEET. LT'S WILL HAVE UNTIL 1600 HOURS
 ON **OCTOBER 22, 2010** TO RESCIND THEIR BID SHEET. LT'S WILL BE RESPONSIBLE TO REPORT TO THE PERSONNEL ASSIGNMENT OFFICE AND
 REQUEST TO RESCIND THEIR BID SHEET.

ENTER YOUR PICKS NEXT TO THE CORRESPONDING POST#. (1 BEING YOUR FIRST CHOICE, 2 BEING YOUR SECOND ETC.)

CONTINUOUS POSITIONS					
BID#	POST#	POST NAME	HOURS	RDO'S	RELIEF POST DESCRIPTION/COMMENTS
	RL3402	RELIEF MSF/RCE LT.	14-22	WT	RCE(F/S), PRG-A(S/M), SK LV(TU)
	RL3203	RELIEF LT. OPS/B	14-22	WT	(SM) SAB WATCH COMM. (T) HOL REL. (F) HOL REL (S) SICK REL.
	RL3706	RELIEF #6 RCW/RCC LT.	14-22	TW	(SM) HGS/RCW (TH) HOL REL. (FS) RCC LT.
	VRL003	VACATION RELIEF LT.	VARY	VARY	

CONDITIONAL POSITION					
N/A	N/A	N/A	N/A	N/A	N/A

**NOTE: SICK LEAVE AND COVERAGE RELIEF POSITIONS WILL BE ASSIGNED TO THE SAB. LT'S WILL BE
 ASSIGNED BEHIND SICK CALL-INS, VACANCIES ETC ON A DAILY BASIS.**

RETURN THIS FORM TO PERSONNEL ASSIGNMENT OFFICE BY 1600 HOURS ON OCTOBER 15 2010.

 SIGNATURE

 DATE