

# CORRECTIONAL SERGEANTS

## Continuous and Conditional Post and Bid Request Form

**Effective: 5/9/2011**

**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 HRS, 4/15/2011**  
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 SELECTION # NEXT TO THE  
NUMBER IN THE BLANK **SIGN AND DATE ON BOTTOM.** PLEASE PRINT ALL CHOICES LEGIBLE, **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**  
**NOTE:** CORRECTIONAL SERGEANTS ON PROBATION AND ONE YEAR LIMITED TERM SERGEANTS ARE EXLUDED FROM THE  
CONTINUOUS/CONDITIONAL SENIORITY ASSIGNMENT BID PROCESS PER SECTION H(10). PLEASE **DO NOT** SUBMIT A BID IF THIS  
**NOTE:** SGT'S WILL HAVE 5 WORKING DAYS FROM THE DUE DATE OF THIS FORM TO RESCIND THIS BID SHEET. SGT'S WILL HAVE  
APPLIES.

UNTIL 1600 HOURS ON **4/20/2011** TO RESCIND THEIR BID SHEET. SGT'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.)**

*Bid# Post# Post Name Watch / Hr RDO A/P Relief Post Description /*

135210	HCA - M SGT/INFIRMARY	1/W 22:00-06:00	TW		
220332	SGT - R&R	2/W 07:00-15:00	SSH		CONDITIONAL
RS2601	REL SGT RCC/OPS	2/W VA:RY- :	WT		SUN- RCC CNTL MON-RCC CNTL TUES-HOLIDAY RELIEF WED-RDO THUR-RDO FRI- PALM HALL SAT-PALM HALL
RS2803	REL SGT RCE/RCC	2/W VA:RY- :	MT		SUN- RCE #1 MON- RDO TUES- RDO WED- RCC FACILITY THUR- RCE #2 FRI- RCE #2 SAT RCE#1
VRS002	V/R SERGEANT	VA:RY- :	VAR	X	
VRS004	V/R SERGEANT	VA:RY- :	VAR	X	
VRS005	V/R SERGEANT	VA:RY- :	VAR	X	
VRS006	V/R SERGEANT	VA:RY- :	VAR	X	

**A/P = ARMED POST**

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

RETURN IT TO THE PERSONNEL ASSIGNMENT OFFICE NO LATER THAN **1600 HRS, 4/15/2011**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_