

Memorandum

Date : February 11, 2011

To : Correctional Lieutenants
Correctional Sergeants

Subject : **THE SENIORITY ASSIGNMENTS TIME FRAME**

The Correctional Lieutenant and Sergeant Seniority Assignment (SA), time frame is outlined in the following manner. Correctional Lieutenants and Sergeants bid sheets will be made available Monday, February 28, 2011 and must be submitted to the Personnel Assignment Office by 1600 hours on Monday, March 07, 2011. The SA forms will be available in the following areas; the Personnel Assignment Office, all facility watch offices, Intranet emails, and on-line at: www.ccsonet.org and www.cimccpoa.org. Lieutenants and Sergeants can voluntarily walk up, or submit their bid telephonically during their scheduled time. The purpose of submitting a bid form is to ensure that if for any reason a Lieutenant or Sergeant is unable to physically or telephonically appear for their appointment, they will be guaranteed a bid according to their SA selection and seniority number. Lists of the scheduled appointment times have been posted.

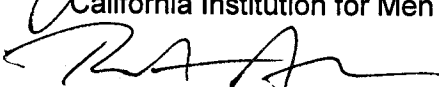
On Tuesday, March 15, 2011 the Walk in Bid Process (WIB) will start at 0800 hours in the Personnel Assignment Lieutenant's Office located in Residence #5; starting with Seniority #1 and following in the appropriate seniority order. Lieutenants with a Seniority Number of 23 to 35 should call prior to their scheduled appointment to ensure that there are SA's available. Sergeants with a Seniority Number of 79 to 132 should call prior to their scheduled appointment. The bids will be effective on Monday, April 4, 2011.

Lieutenants and Sergeants who have completed their probationary period will be allowed to participate in the SA bid process. Anyone who is late for their appointment time will be afforded the opportunity to bid on what is available at that time. There will be no make-up times; therefore, turning in a bid sheet is recommended to ensure an SA.

Note: There will be no overtime or mileage costs incurred as a result of the allotted WIB schedule. Lieutenants and Sergeants who are not able to attend their chosen WIB time due to worksite-related issues, emergencies or off ground-type business, will need to utilize the bid sheet or Telephone Bid Process. NOTE: PARKING FOR RESIDENCE #5 IS LOCATED IN THE VISITOR PARKING LOT ONLY.

If you have any questions in regard to the SA bid process, contact the Personnel Assignments Lieutenant J. Paredes at extension 4120.


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