

Memorandum

Date : August 12, 2010

To : Associate Directors, Division of Adult Institutions
Wardens

Subject: **POST AND BID PROCESS**

The purpose of this memorandum is to address an issue relating to Correctional Officer, Correctional Sergeant, and Correctional Lieutenant participation in the post and bid process after transferring institutions. Based upon the current fiscal crisis impacting the State and the California Department of Corrections and Rehabilitation, all transfers were required to be hired on a limited-term basis; regardless if the employee was permanent-full time in the same classification prior to transfer.

After the institution establishes the Correctional Officer's, Correctional Sergeant's, or Correctional Lieutenant's seniority score, and has determined the employee has completed the apprenticeship program and probationary period, the employee is to be allowed access to the post and bid process regardless of having been hired upon transfer on a limited-term basis. Institutions are expected to make this adjustment immediately.

If you have any questions, please contact the appropriate Associate Director for direction.



GEORGE J. GIURBINO
Director
Division of Adult Institutions

cc: Scott Kernan
Terri McDonald
Rich Subia