

BLOOMSBURG UNIVERSITY

OFFICE OF HUMAN RESOURCES & LABOR RELATIONS SENIORITY BID REQUEST FORM

I request to be considered for:

Position Title _____
Department _____
Job # _____
Posting Open Date _____
Posting Close Date _____

I am seeking promotion to a position by exercising my Master Agreement Seniority. I am aware of the conditions identified below:

- Permanent, full-time employees in the classification immediately below the vacancy within the seniority unit are eligible to bid in accordance with Article 29, Seniority, Section 5.
 - *Example:* permanent, full-time Custodial Worker 1 bidding on a Custodial Worker 2 position
- Permanent, part-time employees in the same classification as the vacancy within the seniority unit are eligible to bid on permanent full-time vacancies in accordance with Article 29, Seniority, Section 20.
 - *Example:* permanent, part-time Clerk Typist 2 bidding on a permanent, full-time Clerk Typist 2 position
- Active full-time, temporary employees are eligible to bid for permanent vacancies that occur in the same classification as the vacancy in accordance with Appendix R, Temporary Employees.
 - *Example:* active, full-time, temporary Equipment Operator B bidding on a full-time, permanent, Equipment Operator B position
- Bid rights do not apply to entry-level positions or for positions designated as confidential in accordance with Management Directive 515.12, Confidential Employees.
 - *Example:* Administrative Assistant 1, Management Technician
- This request form must be received by the Office of Human Resources and Labor Relations within the posting period – OR – an application (identifying as an internal applicant) in the online applicant tracking system must be submitted within the posting period.

Name: _____ Email: _____ Phone: _____

Signature: _____ Date: _____