



City of Pittsburgh
Operating Policies

POLICY: Bidding for Vacant Positions	Original Date: 9/1986
	Revised Date: 9/2009

PURPOSE: To establish the policy and procedures to submit bids for vacant positions covered by the collective bargaining agreements.

POLICY STATEMENT: In accordance with the terms and conditions of the collective bargaining agreements between the City of Pittsburgh and the American Federation of State, County and Municipal Employees, Local 2719, and the Pittsburgh Joint Collective Bargaining Committee, the Department of Personnel and Civil Service Commission (P&CSC) will post a Notice of Bid for vacant positions covered by the collective bargaining agreements. Enclosed are sample copies of the Notice of Bid and Employee Bid Forms (completed online only) for AFSCME-Local 2719, PJCBC positions, and Interdepartmental Laborer.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

Please use the following procedure with regard to the Notice of Bid and Employee Bid forms:

- 1)** A specific location in each Division, Bureau or Section of each Department will be designated for posting all announcements of position openings, examinations, and Notices of Bid.
- 2)** Bids will only be accepted online. The Department Head will notify all employees of the locations within the Department for posting the Announcements and Notices of Bid
- 3)** The Department Head will inform the P&CSC of the designated posting locations and the name, title and phone number of the employee(s) designated to maintain the Department's postings.

Also in accordance with the terms and conditions of the collective bargaining agreements, the successful bidder must be notified of his/her selection for the

position in writing. The Notice of Award of Bid Form is to be used for this purpose and initiated by the Department Head or designated supervisor. These forms can be acquired from P&CSC or online at the City's intranet website.

Please use the following procedure in implementing these forms:

- 1)** Use the appropriate form for the position (AFSCME-Local 2719 position or PJCBC position).
- 2)** The form should be addressed to the successful bidder from the Department Head or a designated supervisor. Please press firmly when filling out the form to make clear copies.
- 3)** The title of the position, the Department and the Section, Bureau, or Division, whichever is appropriate, should be noted on the top portion of the form.
- 4)** The Department Head or designated supervisor will complete Section #1 of the form and retain the golden copy. The Department Head or designated supervisor will deliver the form to the employee.
- 5)** The employee will complete Section #2 of the form. In order to accept the position, employees who are covered under the AFSCME-Local 2719 Agreement must return the completed form within five (5) work days.

Employees covered under the PJCBC Agreement must return the completed form within three (3) work days. The date indicated in Section #2 should reflect the appropriate time limit.

- 6)** The employee will complete Section #3 of the form, indicating that he/she accepts or declines the position.
- 7)** The employee will return the form within the specified time limit to the Department Head or designated supervisor who will complete Section #4. The remaining copies will be distributed as follows:

White Copy	Employee
Pink Copy	Department
Yellow Copy	Department of Personnel and Civil Service Commission

8) If the employee does not return the completed Notice of Award of Bid Form within the appropriate time limit, the Department Head or designated supervisor will complete Section #4 of the golden copy and return it to the P&CSC.

Additional forms can be obtained from the Department of Personnel and Civil Service Commission at extension 2710 or from the City's intranet site. If you have any questions concerning the form or its application, please contact your Personnel Department Liaison.