

The Local Line

"A PPA Award Winning Publication"

The Official Voice of the
Northwest Illinois Area Local

Floor Edition

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Clerk Craft Report by: Calvin Taylor CCD 601

Q and A on Bidding

On April 18, 2006, the 89 vacant clerk craft bids were posted. There have been many questions about these bids and the procedures for submitting a bid. Some employees are bidding for the first time. Some are bidding for the first time using PS Form 1717 and not the computer or phone bidding. Here are some of the answers to some of the questions that employees have been asking

Who can bid?

The bids are available to all clerks.

When is the deadline?

The bid form must be submitted by 8:30AM on April 28, 2006

Where is the bid box?

The bid box is located in the Employee Information Center

When will the awards be posted? The awards must be posted by May 8, 2006.

How are the bids awarded?

The bids will not be awarded on a first come first served basis. The awarding of these bids are on a seniority basis. It does not matter if your 1717 is turned in before a senior employee turns in theirs. For example: If it is the junior's 1st selection and the senior bidder's tenth selection, the senior bidder will awarded the position.

How many bid forms will you need?

You do not need to fill out a different sheet for every bid. Each form can hold 60 bid selections. If you need more than 60 selections, start your second sheet by numbering the next selections as #61 and continue from there. The bottom part of the bid form will be returned to the address provided. Be sure this is filled out. Sign the back page and fill in all information requested such as number of bids submitted and the posting number.

Can the bids be withdrawn?

Yes, if an employee has submitted bid(s), shall have the right to withdraw, in writing and it must be in the bid box by the deadline April 28, 2006 at 8:30AM.

Can limited and light duty employees bid?

Limited and light duty employees can bid. If they are awarded a job while on limited or light duty, medical certification will be required. The employee will be notified by mail that they were awarded a bid and medical certification must be submitted to Personnel 14 days from the date on the letter sent to the employee requesting documentation. A copy of the job description will accompany the letter for your doctor to review.

Please read the PS Form 1717 for more instructions.

Special points of interest:

Q & A on Bidding

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