

**Dental Assistant Post and Bid**  
**Frequently Asked Questions**

**Q: When does the post and bid process start?**

*A: Post and bid for Dental Assistants begins April 1<sup>st</sup> of every year, starting in 2015.*

**Q: When will the seniority scores be posted?**

*A: The seniority scores should be posted April 1<sup>st</sup> of every year. Seniority scores will be posted at each institution, by management. Seniority scores will not be placed on the union website.*

**Q: How is my seniority score determined?**

*A: Seniority is determined by one point for each qualifying month of full-time Departmental Unit 20 service, with ties broken by one point for each qualifying month of full-time state service. If a further tie exists, it will be broken by "lottery." Ties should not be broken by utilizing the last four digits of an employee's social security number.*

**Q: What if my seniority score is wrong?**

*A: You must contact your supervisor and personnel office by April 15<sup>th</sup> to contest it. If you fail to contest your score by April 15<sup>th</sup> the score posted on April 1<sup>st</sup> will be used for the bid cycle.*

**Q: Who can post and bid?**

*A: Any who is a permanent full-time dental assistant at the institution in which they wish to bid.*

**Q: Can I bid if I am on probation?**

*A: No, probationary employees cannot bid until they have completed probation.*

**Q: I am a part-time dental assistant can I participate in the post and bid process?**

*A: No, you must be a permanent full-time dental assistant in order to participate in the post and bid process.*

**Q: I am on worker's compensation, may I participate in the post and bid process?**

*A: Any dental assistant who is absent from the work site during the bid process for such reasons, including but not limited to EIDL, SDI, Worker's Compensation, leave of absence, annual military leave, illness, etc., may participate in the bid process. Employees must assume the assignment within sixty (60) days of the posting of the bid results. After sixty (60) days management shall decide whether or not to fill the position. If management fills the position it shall be counted neutral until the annual bid cycle. If an employee is unable to assume the assignment within the sixty (60) calendar days, the employee may be placed in another assignment at management's discretion.*

**Q: How will I be noticed of post and bid if I am not at work?**

*A: Your institution should send you a notice in the mail. If you do not receive a notice prior to April 15<sup>th</sup> you should contact your supervisor.*

**Q: What if I decide not to participate in post and bid?**

*A: Management will place you in the position of their choice and you will not be protected by the post and bid contract language.*

**Q: What is the percentage of post and bid versus management positions?**

*A: The Union gets 90% of the positions for posting and Management gets 10%. This typically translates to one or two management positions per institution.*

**Q: Who will I receive the form to bid on a position from?**

*A: You should receive a bid form from your supervisor or the member of management who will be implementing the post and bid. If you do not receive a bid form before April 15<sup>th</sup>, please contact [unit20@seiu1000.org](mailto:unit20@seiu1000.org)*

**Q: I am interested in one of the management positions, what do I need to do?**

*A: If you are interested in one of the management positions at your institution, you must submit in writing a letter of interest to the designated person at your institution in that position.*

**Q: How will the management positions be awarded?**

*A: Management positions are awarded at management discretion. Seniority does not have to be taken into consideration.*

**Q: How will the bid positions be awarded?**

*A: The position will be awarded to the person who bid with the highest seniority.*

**Q: Is management allowed to move me if I am in a bid position?**

*A: Employees holding bid assignments shall not, except in cases in emergency or as otherwise provided for in this section, be involuntarily transferred to another assignment.*

**Q: Another dental assistant called in sick and management needs a dental assistant to assist the provider, can I be floated to the other area?**

*A: Yes, if it becomes necessary to temporarily float employees to another Unit 20 dental assistant position, in order to provide coverage, each institution shall establish a rotational system that distributes floating by inverse seniority on an equitable basis.*

**Q: When is the deadline to turn in the bid forms?**

*A: No later than 4pm on May 1<sup>st</sup>, or 4pm on the following Monday if May 1<sup>st</sup> falls on the weekend.*

**Q: What happens if I do not submit my bid form on time?**

*A: Failure on the part of the employee to submit his/her bid form prior to 4pm on May 1<sup>st</sup> will result in a No Preference Indicated for the employee. Management will then decide the placement of the employee. The position will be counted as neutral and not towards management or the bid positions percentages.*

**Q: When do the assignments begin?**

*A: Assignments begin the first Monday in July, beginning 2015.*

**Q: How long is my bid position guaranteed?**

*A: Until the next bid cycle -- July of the next year.*

**Q: Where can I find the dental post and bid language in the contract?**

*A: While the post and bid is now part of the contract, you will not find it in the printed version or on the PDF version. Currently you will find the language on the Unit 20 webpage in the update story regarding the dental post and bid. Please print it out and insert it into the contract. When the new contract is printed, after bargaining in 2016, the language will be included in the post and bid section of the contract (Article 20)*

**Q: Does a union representative have to be present during the bid?**

*A: There is not a requirement that a union representative be present during the bid or the awarding of positions. If the institution chooses to do a walk up bid, it is recommended that a union representative, usually a worksite steward, be present.*

**Q: What if my circumstances change after the positions are awarded?**

*A: If your circumstances change after positions are awarded and there is an available (vacant) position available you may voluntarily give up your bid position and management may allow you to move into the vacant position. Once positions have been awarded you may not "bump" someone out of their bid position.*

**Q: Can management change/cancel my vacation because of the bid position I bid on?**

*A: No, management cannot change or cancel your vacation solely based on the position you bid on.*