

To: BXMU@Ir@Hr

To D9EE Staff

Cc:
Bcc:
From: DMS3@Ir@HR
Subject: Job Bidding Prebid/Transfer Form Change
Date: Tuesday, June 23, 1992 15:38:20 PDT
Attach:
Certify: N
Forwarded by:

FJT

[IND. REL.
MEMO TO SR.
ASST. BUS.
MGR.
6/23/92]

DM
7/9

205.
18.

Please give the following to Darrel Mitchell for his review:

In Phase II of BID EXPRESS which is expected to go on line September 29, the Company is considering streamlining the process by eliminating the need for the employee to identify the form, i.e., Prebid Job Vacancy Application or Transfer Application form. The programmers have informed us that when they do this programming it will be a simple matter to change requirements in the regular system to allow for the same simplification.

Currently, employees must use one form for above entry level submissions and another form for beginning level jobs. If they select the wrong form their application is rejected by the system. If an employee, e.g., puts in a bid to Lineman on a transfer form the system rejects it. If an employee puts in an application for a groundman on a Prebid form the system rejects it. With the change we are proposing, the system will identify prebids vs. transfers by the prebid/transfer code number which has been identified internally when the job is initially set up. Therefore, the employee won't be penalized for using an incorrect form as is currently the process.

Subsections 18.4(b) and 205.4(b) state: FORMS: Prebids must be submitted on the form provided by Company. Subsections 18.5(c) and 205.5(c) state: All transfer requests must be submitted by United States or Company mail on a form provided by Company.

None of the sections specifically state that Prebids must be submitted on Prebid Job Vacancy Application forms or Transfers must be submitted on Transfer Application forms, however, there may be some letter agreements which specifically identify the form by number. Even though the language seems to have been written in such a way as to leave the type of form open I believe we should protect ourselves by mutually agreeing to a single form, if the programmers can accomplish this feat I would like to have a go ahead from you before we set them to the task.

Thanks. Doris

LITA

7/2/92

205.4

18.4

DM/OF; DS

= ok