

August 20, 1973  
Revised December 18, 1996

**BIDDING PROCEDURE**  
**ASSET MANAGEMENT SERVICES BUSINESS UNIT**  
**FACILITIES MAINTENANCE BUSINESS GROUP**  
**CUSTODIAL BUSINESS TEAM**

To the extent that it is consistent with the most efficient operation of the Facilities Maintenance Business Group (FMBG), the following procedures will be observed in filling vacant custodial stations within the General Office Building (GOB) Custodial Business Team.

All designated stations in the GOB shall be included in this Bid Procedure. Station designation is the responsibility of Management as provided in the Memorandum of Understanding (MOU). However, Custodial Services Attendants input to station designation will be solicited.

**NOTICE OF VACANCY** - A bulletin giving notice of a vacancy in an assigned station shall be posted on the Business Team bulletin board (Room A-6) for not less than 20 (twenty) working days. During the interim, the immediate supervisor may temporarily fill the vacancy. The bulletin will include the type of vacancy and a brief description of the duties, the location, the working schedule, the bid closing date, and any other pertinent information.

**Vacancy** - A station shall be considered vacant under the following conditions:

1. Termination of employment by retirement, abandonment, or removal for cause.
2. Bid to another job or station.
3. Completion of probation in another class.
4. Leave of absence or disability in excess of 12 (twelve) months.

**Temporary Vacancy** - A station shall be considered temporarily vacant under the following conditions:

1. Department layoff
2. Military service
3. Disability leave less than 12 months
4. Start of probation in another class

Anyone awarded a Temporary Vacancy station may remain on that station until such time as the permanent bidder returns. A Temporary Vacancy shall be considered vacant after 12 (twelve) months.

**ELIGIBILITY TO BID (FMBG)** - Custodial Services Attendants who have completed their probationary period are eligible to bid.

**FAILURE TO BID** - It shall not be required that an employee exercise his/her bidding privilege, nor shall his/her failure to do so in any way prejudice any future bids. An employee shall declare his/her intention not to bid in writing on the bid form.

**CUSTODIAL SERVICES ATTENDANTS (CSA) ASSIGNMENTS** - GOB CSAs may bid on open stations on the basis of seniority in class as a GOB/CSA. If open positions remain after all GOB/CSAs have had an opportunity to bid on stations, the open stations or vacant utility positions will be bid on the basis of Central Services Organization/CSA seniority and then DWP/CSA seniority.

**UTILITY CREW** - All stations that do not have an assigned bidder shall be filled by personnel from the Utility Crew or by regular CSAs assigned on overtime by the Head Custodian or his/her designee. Any person wishing to vacate a station which he/she has bid on, may request reassignment to the Utility Crew.

**DAY SHIFT** - All day shift positions shall be Utility positions. All employees currently on day shifts shall be grandfathered on those shifts, if they so desire (unless specially assigned for the good of the service). Thereafter, all day shift utility positions shall be bid in accordance with the previous section on CSA Assignments. All day shift duties are assigned by the Head Custodian or his/her designee.


Amendment B to this agreement, "Special Assignments" to days, shall be amended as necessary and shall be filed in the Head Custodian's office and with the Union.

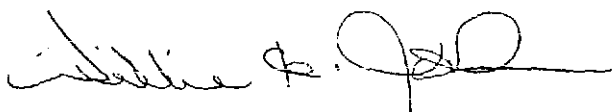
**CUSTODIAL BREAK-IN TIME** - A bidder awarded a station will be given a reasonable break-in time. This period will be four (4) weeks. In the event the bidder is not able to satisfactorily perform the duties of the station after sufficient training has been provided, he/she will be removed from the position and placed in the Utility Crew.

**STATION DUTIES** - Management will consult with employees and the Union regarding station duties that may have to be modified because of changes.

**WORK ON OTHER STATIONS**- CSAs will not be asked to work on another station before the work on his/her own station is completed.

**OPEN STATIONS** - If a station is open during a shift, the work of that station will be done on overtime by one or more assigned-station CSAs after their regular work has been completed, or by Utility Crew members on regular time or overtime.

  
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**AMENDMENT TO BIDDING PROCEDURE  
FACILITIES MAINTENANCE BUSINESS GROUP  
CUSTODIAL BUSINESS TEAM  
(December 1996 - January 1997 Items A to E Only)**

**P.M. SHIFT**

- A. Thirty-nine (39) stations are designated for the P.M. shift (see attached Bid Procedure).
- B. Employees may keep their current stations, unless the station has been eliminated (rest room stations, one elevator station, the A/B split station).
- C. Management, employees, and the Union will work together to verify current station assignments.
- D. Employees currently assigned to rest room stations, the A/B split station, and the one vacated elevator station will have first choice of open stations after stations have been claimed under Section B (above). These employees will select their stations on the basis of seniority among themselves (one time only upon implementation of this amendment).
- E. Remaining GOB custodial employees may bid according to the normal bid plan **CSA Assignment** paragraph.

**AMENDMENT B**  
**SPECIAL ASSIGNMENTS**

The following CSAs are currently assigned to day utility for special circumstances: Vienna Oliphant (until January 31, 1997) and Ruben Ceballos (indefinitely). Eva Sanchez shall retain the bid station on days until she vacates the station. Currently, six positions exist on day shift, which includes two special circumstances positions.