

## **SLC CLERK BIDSHEET**

### **NOTICE REGARDING BIDDING DEADLINE**

**It is the responsibility of the bidding employee to see that bids for the above assignments are entered in the phone or computer bidding system prior to 11:00 pm CST on closing date listed on page 1 of attached Notice. Bids received after this time/date will be invalid.**

### **NOTICE REGARDING PIN NUMBERS**

Effective 2-25-05 the Personnel Office cannot change or issue employee Personal Identification Numbers (PIN). Employees are responsible to safeguard their PINs and arrange to change it if lost or forgotten. Employees should contact POSTALEASE at 1-877-477-3273 to change a PIN and allow a minimum of ten days for the new PIN to be issued.

Effective 4-28-14, your 4-digit USPS PIN (Personal Identification Number) will no longer be used to access HR Self-Service web applications for eJob Bidding. Please remember to update your Self-Service Profile. However, for IVR (phone bidding) only, employees will be able to access this application using their EIN (Employee Identification Number) and 4-digit PIN after 4-28-14.

### **NOTICE REGARDING RETREAT RIGHTS**

Employees with retreat rights are required to bid any residual vacancy in that section. Failure to bid for the first available vacancy will end such retreat right.

### **NOTICE REGARDING TRAINING**

**It is the responsibility of the employee who is awarded a bid where training or exam qualifications are required, to contact the PEDC to make arrangements for training at 974-2963. You need to call within 8 days of the Award Notice so that your training can begin within the required 10 days.** Training Unit hours for SPBS and BMEU training are as follows: **0730-1630 Monday through Friday, closed Saturday & Sunday.** Employees who receive or are assigned a bid must call within these hours and make arrangements for training. No exceptions will be made.

**Employees who receive a Data Conversion Operator bid must call Dawn Whitaker at 973-5557 to schedule an exam date and time.**

### **NOTICE REGARDING LIGHT/LIMITED DUTY BIDDERS:**

**BIDDERS:** If you are temporarily disabled, you are allowed to bid for vacant positions. However, you must furnish by the closing time/date of this announcement medical certification from your treating physician that you will be able to perform the duties of the bid-for position within six (6) months of the bid award. A current physician's note must be submitted with each new bid sheet that you bid on.

**Documentation should be submitted as follows:** Current P/D employees submit to Laura Hubrich; Current C/S employees submit to the SLC Postmaster's Office, Patricia Jackson; Current REC employees submit to Dawn Whitaker.

**Failure to submit this medical certification before the closing time/date of the bid will disqualify your bid.** If you provide the required certification and are the senior bidder, further information will be sent to you about additional medical certification requirements.

### **NOTICE REGARDING PART-TIME REGULAR BIDDING:**

**BIDDERS:** Newly established full-time duty assignments are posted to full-time employees eligible to bid. Vacant full-time duty assignments are posted to full-time employees eligible to bid.

### **NOTICE REGARDING REPOSTED DUTY ASSIGNMENTS:**

When duty assignments are reposted, such repostings of level 6, 7, and 8 duty assignments will be limited to employees within the same and higher salary levels and status; and repostings of level 5 duty assignments will be limited to those employees in that salary level and status.

### **NOTICE REGARDING REMAINING A LIVE BIDDER:**

If you are determined to be a successful bidder on any duty assignment and you wish to remain a live bidder on any previously bid upon duty assignment; you must notify management in writing that you wish to remain a live bidder on the previous bids within 10-days of being designated the successful bidder (See Article 37.3.F.8.a). Such notification must identify the duty assignments by job number and posting number. This notice should be submitted as noted above in ***NOTICE REGARDING LIGHT/LIMITED DUTY BIDDERS.***

**To enter your bids, there are two options:**  
**1-877-477-3273, option 2 or online at <http://liteblue.usps.gov>**  
**(TDD/TTY 1-866-260-7507)**