

MEDICAL COLLEGE OF OHIO

Subject: INTERNAL BIDDING PROGRAM

Policy No.: 05-006

Medical College of Ohio's internal bidding program provides all employees an opportunity to apply for vacant bargaining unit positions.

All classified and unclassified bargaining unit vacancies will be posted on designated MCO bulletin boards for four (4) working days (excluding weekends and holidays). Job postings will include the date of posting, the job title and its assigned pay range, the normal working hours, a summary of the duties and responsibilities, and the required qualifications or training necessary.

Bid Eligibility

All non-probationary employees are eligible to bid on posted positions. Employees may submit bids, specifically describing how their qualifications meet the posted criteria, during the 4-day posting period in Human Resources. Bids will not be accepted after 4:30 p.m. on the fourth day.

Bids submitted by temporary, probationary, and other non-bargaining unit employees may only be considered in situations where there are fewer than three (3) qualified bargaining unit employees.

Human Resources will examine all of the bids for a given vacancy to ensure that each internal applicant possesses the qualifications specified on the posting. Seniority, experience, education/training (certifications, specialty classes, training sessions, etc.), and prior work record (conduct, attendance, etc.), shall be considered in determining the qualifications of internal applicants. Employees must offer this information on the actual bid application in order for Human Resources to determine their candidacy for the position.

Selection

The department's selection shall be made from the three (3) most senior qualified employees. If there are fewer than three (3) qualified bargaining unit employees, temporary, probationary, and other non-bargaining unit employees may be considered.

The successful applicant will assume the position within twenty-one (21) days unless such transfer would have an adverse effect on operational needs.

Human Resources shall notify all applicants of their candidacy for each position. Department managers contact candidates for interview and make hiring decisions. Department managers offer positions to current MCO employees. Human Resources offer positions to external candidates. Department managers shall notify individuals interviewed but not selected. Department heads arrange for effective date of transfer.

Bargaining Unit Exempt Positions

Vacant positions which are exempt from the bargaining unit will be appropriately identified when posted internally.

Source: Vice President for Operations

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