B&G Internal Bidding Policy

The following is an outline of the internal bidding process based on the Memorandum of Understanding between the University of Minnesota and the Teamsters Local 320.

Each Team Manager and Senior B&G Supervisor is responsible for coordination of the Area bidding process in their area when a vacancy becomes available. University Services Human Resources is the contact for Department-Wide bid postings.

Area Bidding Procedures
- When a vacancy becomes available in a first level supervisor’s area, the supervisor will complete the internal bid posting form and post it in an accessible location.
- First level supervisors collect the completed bidding forms.
- Seniority rosters are used to verify estimated seniority hours.
- Bids are awarded to the candidates with the most master seniority.

Department-Wide Bidding Procedures
- Supervisors complete the internal bid posting form and forwards to University Services Human Resources.
- HR will then e-mail the department-wide bid postings to all district Sr. B&G Supervisors for posting in their designated areas. All department-wide bids Postings should be posted for five working days, Monday-Friday.
- Completed bidding forms are collected by supervisors and FAXED directly to HR.
- Estimated seniority will be checked against the official seniority roster and Reconciled, if necessary. The bid will be awarded to the candidate with the most Master seniority.
- The supervisors affected by the transfer will be notified in writing of the bid recipient by copy of the bid award letter. New assignments become effective the first work day of the following week.