

1 **Shift Bid Procedure**

2 **PURPOSE**

3 This document will establish a procedure for Shift Bidding within the DHHS's Divisions.

4 The Nevada Department of Health & Human Services (DHHS) provides services to the citizens of
5 Nevada through the following Divisions:

- 6 Aging & Disability Services
- 7 Child & Family Services
- 8 Health Care Financing & Policy
- 9 Public & Behavioral Health
- 10 Welfare & Supportive Services

11 **PROCEDURE**

12 The DHHS has the right to assign and reassign employees as required due to operational needs and for
13 cross-training purposes.

14 Where a facility has a Shift Bid process for staffing and wishes to hold a Bidding process, they shall be
15 limited to holding that Bidding process no more than once every six months.

16 When a facility initiates a Shift Bidding process, they will: establish a schedule for each Bidding period
17 and provide employees access to such schedule; post a current seniority listing forty-five (45) calendar
18 days prior to the Bidding date; and copy the applicable exclusive representative on the communication to
19 employees that a Shift Bidding process will be taking place.


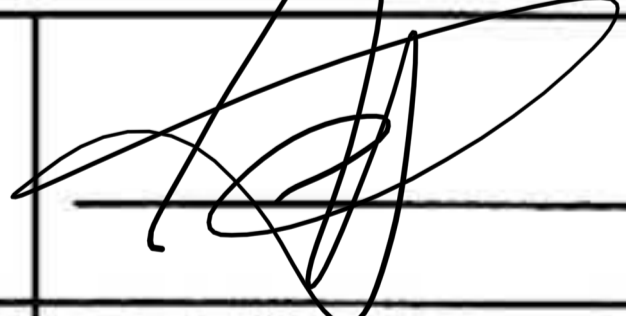
20 If an employee has questions or concerns regarding the seniority list posted, they must contact either their
21 direct supervisor or the Human Resources Office to request a review of the seniority calculation. Such a
22 request must be made in writing or by email within 14 calendar days of the posting of the list. A response
23 from the Human Resources Office must be provided within 7 calendar days. If the employee still
24 disagrees with the seniority calculation provided by the Human Resources Office, the employee has the
25 right to file a grievance through the applicable process.

26 Seniority consideration for the purpose of Shift Bidding is first, the length of full-time equivalent service
27 in a job classification; then, the length of full-time equivalent continuous State service. Initial
28 probationary employees will be hired onto a shift. Thereafter, they shall have the opportunity to
29 participate in a Shift Bidding process.

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31 Dated this __ day of 12/13 2021

Dated this 14th day of December 2021

	
Chris Fox AFSCME, Chief Negotiator	Mande Bowsmith State of Nevada

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