

Ramp Shift Bid Cover Letter – Bid effective 05/04/2019

- Full Time Bid Line Phone number 773-686-4166
- Part Time Bid Line Phone number 773-686-4166
- Crew Chief Bid Line Phone number 773-894-7498
- Crew Chief Bid location: Attendance Office Thursday April 18, 2019
- Full Time Bid location : Hal Jerklins office G5 Administration area
- Part Time Bid Location: Hal Jerklins Office G5 Administration area
- Part Time bid will commence on Thursday April 18, 2019
- Full Time bid will commence on Friday April 19, 2019
- Bid times and bid will also be posted on the ORD Hub Page under Envoy
- Bids and Bid times will also be posted on your Envoy Staff
- Bid will be updated hourly as bidding commences on the ORD Hub Page
- Each Employee will have an assigned 5 minute time period to bid his/her shift. **Please have your selections ready at your assigned time and bid by shift number.**
Example: (FT123) once you make your bid selection it may not be changed.
- If you cannot be here in person to bid or call at your assigned bid time, you may leave a copy of your bid choices with a Union Rep or Deborah Buccelli in Attendance office.
- Employees on LOA, IOD (injury on duty) or restricted duty must be cleared to full duty prior to the commencing of bidding on Thursday April 18, 2019 **(06:00AM)** in order to bid.
- Employees that are not cleared to full duty by the deadline will choose a shift from the open lines. In the event that no lines are available the employee will be placed in the Support pool.
- Verify that your seniority date is correct. Any seniority discrepancies must be corrected prior to the start of the bidding process to ensure you are in the correct position for bidding. No adjustments will be made if your corrected time slot has passed.

