

NPhA-USW Local 1969 2018 - 2019 Annual Bid Form

Please type or print legibly, and correct any information on this form that may have changed.

Employee	Home Address
Walgreen Employee ID	City/State/Zip
Seniority Date	Phone
Position	E-mail
Home Store Location	

*List below the stores you wish to bid for in the 2018 - 2019 bid season, for full-time positions only.
Indicate the Store number and Store location of your choice, and place overnight preferences as a separate bid.*

Store No. (indicate if overnights)	Location
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____

*Bids must be postmarked, faxed or emailed between September 10, 2018 and October 10, 2018 to be valid. Bids will remain in effect for the one-year period of November 1, 2018 through October 31, 2019. **Please read carefully, the instructions on the reverse side of this form before submitting your bids.***

Send Original to:

Karolina Ciesla
Walgreen Co.
940 S. Frontage Road Suite 1900
Woodridge, IL 60517
Fax: 630-985-7438 or karolina.ciesla@walgreens.com

Send a Copy to:

Katie L. Gerber
NPhA-USW Local 1969
630 N. Washington Street, Suite 202
Naperville, IL 60563
Fax: 630-961-2202 or kgerber@npha.com

GUIDELINES FOR BIDDING

The new bid form for the 2018-2019 bid season is on the reverse side. If you have questions about filing a bid, or if you require additional information please contact the NPhA office at info@npha.com. The following guidelines apply:

1. Any pharmacist whose weekly average hours of work are twelve (12) or greater is eligible to bid.
2. If you are a pharmacist intern who has recently graduated, you should place a bid now because the next bid period will be in September of 2019. You must be registered *before* November 1, 2018 for your bid to be considered.
3. You may bid on a full-time position in any single store location within the bargaining unit. Should a vacancy occur, it will be offered to one of the top **five (5)** eligible bidders willing to accept the position. *Details of bidding can be found in the Collective Bargaining Agreement, Article XI, Section 5 (page 17). The Collective Bargaining Agreement can be downloaded off the website, www.npha.com. If you need an additional bid form, it may also be downloaded off the front page of the website, www.npha.com.*
4. You may bid on a maximum of twelve (**12**) stores; *however*:
 - a) You may accept only **one (1)** bid during the bid period.
 - b) If you are offered and then reject two bids within a bid period, the remainder of your bids will be voided for the balance of the bid period. Refusing a placement in a store for which you did *not* bid will *not* constitute a rejection nor will accepting a placement that you did *not* bid for, invalidate your bids.
 - c) When you are offered a bid location, you have **two (2)** business days to respond with your decision to either accept or reject the offer.
5. Please provide the information requested. *Errors on your bid form may result in an invalid bid.* List the **STORE** number and complete street address (i.e., use 7510 N. Western, Chicago, instead of Howard & Western). A store list is enclosed with the information required to bid. *For easy reference, the store list is sorted by City. Twenty-four-hour locations are indicated by asterisks (***) . Locations with a drive-thru are indicated by plus signs (++) .*
6. ***Do not bid on a projected location or on locations outside the bargaining unit. Please use the existing store numbers and addresses provided. Other locations will not be considered, and we will not contact you to change or correct your bid. If you require an additional store list or if one was not included in your mailing, please email the NPhA office at info@npha.com to request a copy.***
7. If you are interested in the 10 p.m. to 8 a.m. shift, please indicate **overnight (ON)** after the store number. If you are interested in the day *and* the overnight shift, list each shift separately.
8. If you currently are working in a store part-time or are working a split schedule and desire a full-time position at that location, you must place a bid to be considered.
9. Do not bid on an out-of-state location unless you are currently licensed in that state.
10. Bids submitted in the previous 2017 bidding period remain effective through October 31, 2018. If you submitted a bid during the 2017 bid period, or a special bid on a new store/shift between November 1, 2017 and October 31, 2018 and still wish to be considered, **you must resubmit** that bid for the upcoming 2018-2019 bid season.
11. Bids received during the September 2018 bidding period are in effect between November 1, 2018 and October 31, 2019.
12. Send your original bid form to the Walgreen Company and a copy to the NPhA-USW Local 1969. Addresses are on the reverse side of this form. Should you prefer to fax or email your bid form, the fax numbers and emails for both Walgreens and NPhA are provided on the reverse side of this form. *Email is preferred. There is no need to send duplicates.*
13. **Bids must be submitted between September 10, 2018 and October 10, 2018. Bids postmarked, faxed or emailed before September 10, 2018 or after October 10, 2018 will not be accepted.**
14. In addition to this bid period, you may periodically receive a *Special Bid* for a projected new store or shift. *Special Bids* are mailed out approximately 30 days before a shift begins.