

The AFSCME Agreement, Article 20, Section B, paragraph 20-4, provides the following procedures concerning position and shift changes within a department:

*An employee who wishes to change from one position to another, or from one shift to another, within their classification and department, shall **fill out a "Request for Transfer" form** supplied by the University identifying either a specific position, Unit of Distribution, location and/or days off and the range of starting times and **file it with the department** at a place designated by the department. The employee and the Union office will receive a copy of the completed "Request for Transfer" form.*

This form may be **submitted in December**, for consideration in the following calendar year, to request a change of position or starting time within your present classification in your department. The form is only valid for the following (one) calendar year.

DO NOT USE for promotion or posted jobs. If you wish to bid on a regular job opening in your posting area or another posting area, you must apply electronically on the university employment website: careers.umich.edu.

Last Name:		First Name:		Middle Name:
UMID:		Department:		
Present Classification Title and Pay Grade:			Supervisor:	
Present Work Days:		Present Working Hours:		
Present Hours Per Week:				

REQUEST FOR POSITION OR STARTING TIME CHANGE WITHIN YOUR CLASSIFICATION AND DEPARTMENT.

Shift Preference: <input type="checkbox"/> Day shift (4am-11:59am) <input type="checkbox"/> Afternoon Shift (12pm-7:59pm) <input type="checkbox"/> Midnight Shift (8pm-3:59am)	Requested Work Days: <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	Requested Working Hours: <input type="checkbox"/> 40 <input type="checkbox"/> 20 <input type="checkbox"/> Other _____
Requested In Which Location:		Name of Employee Now Working in Position Requested (if known):
Bargaining Unit Seniority Date:	Currently: <input type="checkbox"/> 12-Month <input type="checkbox"/> Seasonal	Would you consider a Seasonal position? <input type="checkbox"/> Yes <input type="checkbox"/> No
EMPLOYEE SIGNATURE:		Date Signed:

FOR DEPARTMENT USE ONLY:

SUPERVISOR/DEPARTMENT SIGNATURE:

DATE RECEIVED: