

SKILLED TRADES WORKDAYS AND/OR START TIME CHANGE REQUEST FORM

The U/M Skilled Trades Union Agreement with the University of Michigan provides the following procedure concerning a request for a change in workdays and/or start time:

Article 9, Section E, paragraph 9-8 of the Agreement:

*A non-probationary **employee** who wishes to change his/her workdays and/or start time within the same classification and seniority group, **shall submit a written request on a Workdays and/or Start Time Change Request Form (Change Request Form) to his/her supervisor**, identifying a range of start times or a specific start time, and workdays requested. The Change Request Form will be provided by the University. Prior to posting a regular job opening, in accordance with paragraph 20-2, all properly completed and submitted Change Request Forms within the seniority group, which have been on file for at least thirty (30) calendar days at the time a regular job opening occurs, shall be considered by the University for that regular job opening. To be offered the position, an employee must have the requisite skill, knowledge and ability to perform the work required, and the transfer must not adversely affect the operation of the University. If an employee has submitted more than one request for transfer, only the two (2) most recently dated requests will be considered by the University. If an employee turns down an offered position, his/her Change Request Form will remain valid for future regular job openings. In the event two (2) or more employees are considered for the same regular job opening, the employee with the most classification seniority will be offered the position, provided the employee has the requisite skill, knowledge, and ability to perform the work required, and the transfer will not adversely affect the operation of the University. If an employee is considered for a regular job opening and is not offered the position, the employee and Union will receive written notification of the reason(s) for the denial of the employee's request. The University need not accept or approve such requests for a change in workdays and/or start time if the requesting employee has made such a change under this paragraph within the preceding twelve (12) month period.*

IMPORTANT:

This form must be completed by the requesting employee and submitted to their supervisor.

Last Name:		First Name:	
UMID:	Department:	Supervisor:	
Classification Title:		Classification Seniority Date:	
Current Workdays and Hours:			
Requested start time or range of start times: _____	Requested Workdays: <input type="checkbox"/> Workdays fall within Monday - Friday	<input type="checkbox"/> Other, please specify: _____	<input type="checkbox"/> Any workdays _____

EMPLOYEE SIGNATURE:

Supervisor, please submit form to the appropriate office listed below:

Plant Operations

Facilities and Operations HR
2300 Campus Safety Services Building
1239 Kipke Drive
Ann Arbor, MI 48109-2036

Student Life

Human Resources
Northwood Community Center
1000 McIntyre
Ann Arbor, MI 48105-2494

Dearborn Campus

Dearborn Human Resources
1020 Administration Building
4901 Evergreen Road
Dearborn, MI 48128-1491

Information and Technology Services (ITS)

Human Resources
Arbor Lakes Building 1, Room 1370
4251 Plymouth Road
Ann Arbor, MI 48109-3640

University Hospital

Health System Human Resources
North Campus Administrative Complex
Suite 1100 - SPC 2435
2901 Hubbard Drive
Ann Arbor, MI 48109-2435

Flint Campus

Flint Human Resources
213 University Pavilion
303 E. Kearsley Street
Flint, MI 48502-1950

FOR SUPERVISOR USE ONLY:

SUPERVISOR SIGNATURE:	DATE RECEIVED:
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