



# The University of Michigan Request for Transfer AFSCME Represented Employees Only

**Date Received by Department** \_\_\_\_\_

The AFSCME Agreement provides the following procedures concerning position and shift changes within a department:

An employee who wishes to change from one position to another position or from one shift to another shift within his or her own classification and department, shall fill out a "Request for Transfer" form supplied by the University, identifying either a specific position or the 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 filled-out "Request for Transfer" form.

This form may be submitted at any time to request a change of position or starting time within your present classification in your department. **DO NOT USE** for promotion or posted jobs.

If you wish to bid on a regular opening outside your department, which has been posted on the Regular Job Opening list, you must use the Bidding Form.

Employee Name (last, first middle)	
UMID	
Present Classification Title and Pay Grade	
Department	Supervisor
Present Working Hours	Present Work Days
Present Hours Per Week	

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

Range of Starting Times Requested
Work Days Requested
In Which Location?
Name of Employee Now Working in Position Requested (if known)

**Signature** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

Return this form to the office which is responsible for position or shift changes within your department.

A Request for Position or Shift Change **must be on file for 30 days** at the time a regular job opening occurs, before it must receive consideration. If more than one Request has been filed, only the two (2) most recent must be considered in making position or shift changes.

Copies to:

EMPLOYEE  
DEPARTMENT  
UNION