

SKILLED TRADES

INTERNAL POSITION CHANGE REQUEST FORM



The Skilled Trades Union Agreement with the University of Michigan provides the following procedures concerning open internal position changes within seniority groups:

Paragraph 20-2, Section A of the Agreement:

When a regular job opening exists within an overtime unit of distribution as listed in Appendix D and prior to external posting, written notification of the job opening will be posted for fourteen (14) calendar days at various bulletin board locations throughout the respective seniority group where the job opening exists. Employees within the units of distribution in the respective seniority group may request a change from one position to another in the same classification in another unit of distribution within the same seniority group. The employee's request will be written on a form, provided by the University, submitted to the department head (or equivalent level of supervision), identifying the specific job opening and its location. Such internal position changes to a regular job opening will be offered to an employee who has the qualifications as set forth in paragraph 20-10, provided such an internal position change does not adversely affect the operation of the University. In the event two (2) or more employees request the same internal position change, the provisions of paragraphs 20-6 and 20-9 shall be applicable to the selection process.

Important:

This form must be submitted to the Department Head (General Foreman/Manager) during the 14 - day internal posting period.

Last Name:		First Name:		Middle Name:
UMID:			Department:	
Current Classification Title:		Current Overtime Unit of Distribution or Shop Number:		
Current Supervisor:				
EMPLOYEE SIGNATURE:				

Note: This form is not to be used to apply for External Job Postings. An employee who wishes to apply for an External Job Posting outside of their current classification or seniority group should refer to www.umjobs.com

Position Change Job Opening

Classification Title : _____

Overtime Unit of Distribution: _____

FOR GENERAL FOREMAN/MANAGER USE ONLY:

GENERAL FOREMAN/MANAGER SIGNATURE:

DATE SUBMITTED: