

REQUEST FOR CHANGE OF JOB ASSIGNMENT

(AFSCME & UNIT II (NON-CROSSING GUARD PERSONNEL))

REQUEST FOR CHANGE OF

-
- WATCH
-
- DAY OFF GROUP
-
-
- JOB ASSIGNMENT LOCATION

DATE

INSTRUCTIONS:

To request a change of unit/job assignment, watch or day off group, submit completed form to your unit commander. Requests for change of watch or day off group will be held in the unit for future consideration. For change of unit, the commander will sign and forward the form to the Human Resources Division, Employment Section. Request forms may be submitted any time during the year. A separate form is required for each action. All requests expire either when a request for change of unit has been granted or at the end of the current calendar year, whichever comes first.

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| CIVILIAN MEMBER'S NAME (PRINT LAST - FIRST - M.I.) | EMPLOYEE NO. | UNIT NO. |
|--|--------------|----------|

| | | |
|----------------|----------------|---------------------------------|
| HOME TELEPHONE | WORK TELEPHONE | CURRENT WORK LOCATION (ADDRESS) |
|----------------|----------------|---------------------------------|

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| JOB TITLE | TITLE CODE | NAME OF COLLECTIVE BARGAINING UNIT <input type="checkbox"/> AFSCME <input type="checkbox"/> UNIT II |
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CHANGE OF JOB ASSIGNMENT REQUESTED

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|----------------------|-------------------------|----------|
| NAME OF DESIRED UNIT | ADDRESS OF DESIRED UNIT | UNIT NO. |
|----------------------|-------------------------|----------|

CURRENT UNIT - CHANGE OF WATCH OR DAY OFF GROUP

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|---------------|-------|-----------------------|-----------------------|
| DESIRED WATCH | HOURS | DAY OFF GROUP DESIRED | PRESENT DAY OFF GROUP |
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SIGNATURES

| | |
|----------------------|---|
| EMPLOYEE'S SIGNATURE | REVIEWED - UNIT COMMANDING OFFICER, EXEMPT RANK |
|----------------------|---|

HUMAN RESOURCES DIVISION

| | | | |
|---------------------|----------------|---|----------------------|
| DATE OF APPOINTMENT | SENIORITY DATE | NOTIFICATION BY <input type="checkbox"/> PERSONNEL ORDER <input type="checkbox"/> OTHER (Specify) | DATE REQUEST GRANTED |
|---------------------|----------------|---|----------------------|