Please consider a change in my work assignment.

I would like to be considered for:

_________ Increase of ___________ hours (ie: ½ hour, 1 hour, etc.)

_________ Decrease of ___________ hours (ie: ½ hour, 1 hour, etc.)

Location change to:

_________ Elementary School
_________ Middle School
_________ High School
_________ Specific School

Additional comments:

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

BCEA Labor Agreement, Article 13. Section 7. Voluntary Transfer – Bargaining unit members wishing to voluntarily transfer for the next school year, to another building or position, shall initiate a written request on the Request for Consideration form with the Human Resources Office and their immediate supervisor and if appropriate the Student Services Supervisor. The written request for consideration must be specific as to building preference, classification and hours.

The Request for Consideration form shall be submitted to Human Resources by April 30th of each year to be considered for a transfer for the next school year. Consideration will be given to transfer requests received during this time period, as assignments are made and openings occur for the next school year. The decision to grant a voluntary transfer must be mutually acceptable to the District and the individual requesting the transfer.

I understand that this is a request for consideration and not a guarantee of any change in my work assignment. Voluntary transfer requests shall be submitted to Human Resources by April 30, 2018.
BCEA & MPEA Employees
Request for Consideration 2018-2019

Signature _______________________________ Date _____________________________