

SKILLED TRADES

INTERNAL POSITION CHANGE REQUEST FORM

The Skilled Trades Union Agreement with the University of Michigan provides the following procedures for internal position changes:

Article 20, Section A, Paragraph 20-2 of the Agreement:

*When a regular job opening exists and prior to an external posting, written notification of the job opening will be posted for fourteen (14) calendar days at all bulletin board locations set forth in Article 8, paragraph 8-1. The internal posting will identify if the job opening will be filled by the classification seniority of qualified candidates or by the best qualified candidate. Employees may request a change from one position to another in the same classification. **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.***

IMPORTANT:

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

Last Name:	First Name:
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UMID:	Department:
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Current Classification Title:

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.org

Position Change Job Opening

Classification Title : _____

FOR GENERAL FOREMAN/MANAGER USE ONLY:

GENERAL FOREMAN/MANAGER SIGNATURE: _____ DATE RECEIVED: _____