

AFSCME (A-1 BARGAINING UNIT)  
TRANSFER REQUEST / BID SHEET

(Form can be completed in MS Word and then print a copy to sign and submit)

In accordance with the AFSCME Collective Bargaining Agreement, employees desiring to transfer to or exercise their classification seniority to bid on a posted vacant position are to use this Transfer Request/Bid Sheet form.

A letter of **interest, resume and names, addresses and phone numbers of three professional references** must accompany the Transfer Request/Bid Sheet form.

Please complete the following:

<b>Name:</b>	
<b>Present Classification:</b>	
<b>Classification Transferring to/Bidding for:</b>	
<b>Posting Number:</b>	
<b>Position Number:</b>	

**Transfer:**

Transfer requests must be received by Human Resources within five (5) work days following the posting. Only regular Full-Time or Part-Time employees in the same classification as the vacancy will be considered for transfer. When applying for a transfer, include in your letter of interest your reason for requesting a transfer. It is management's sole discretion to agree to a transfer.

**Bid:**

In accordance with the Collective Bargaining Agreement, employees in the classification immediately below the vacancy to be filled may bid for the posted vacancy.

**Availability:**

Employees desiring to be considered for a posted vacancy who do not possess bidding rights for the position, or who wish to apply for a position that has no bidding rights, may complete this form.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Submit all materials to Human Resources, 205 Old Main, by the deadline date as posted.