

**UPS/IBT National Master Agreement
Part-Time Employee Transfer Request – Union Employees**

Name:

Date of Request:

Employee ID:

Current Region/District/Facility/Sort:

Destination Location (City/State):

First Available Transfer Date:

THIS REQUEST FORM MUST BE COMPLETED AND ALL NECESSARY SIGNATURES MUST BE OBTAINED PRIOR TO BEGINNING THE JOB SEARCH PROCESS.

Article 22 Section 6 – Part Time Employee Transfer

Part-time employees who wish to transfer to another location for non-educational purposes may submit a written request to the Employer provided the facilities in question are more than fifty (50) miles apart. The transfer shall be allowed subject to the following conditions:

- a. *A part-time opening exists at the desired location.*
- b. *Employees must have attained seniority and been employed by the Employer for at least one (1) year.*
- c. *Job classification Seniority shall be end-tailed.*
- d. *Company seniority shall be retained for the purpose of number of weeks of vacation, and number of holidays in accordance with the applicable Supplement at the new location.*
- e. *Any expenses, including moving expenses associated with an approved transfer, shall be the responsibility of the employee.*
- f. *It is the Employee's responsibility to verify all benefits including, but not limited to, medical, dental, vision, retiree's medical coverages and pensions at the requested transfer location.*
- g. *The Employer shall be required to notify the Local Union that has jurisdiction over the requested transfer location that the employee has been transferred to that location.*

I understand that if my request is approved, the origin district will begin searching for an opening in the destination district. However, I understand that until my transfer/move is approved, I will continue to work in my current job assignment/location until I am contacted by the origin district and given a start date by the destination district.

If there is not a current open position, the transfer request will remain valid for a period of six months.

	Signature	Phone#	Date
Employee:			
Business Manager:			
District Labor Manager:			

Job Search Approved

Request Denied

If denied, reason for denial: