

Billings Classified Employees Association Request for Consideration 2017-2018



Name (please print) _____
Current School/Location _____
Current Assignment _____
Current Hours _____
How Long in Current Assignment _____

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, 2017.**

Signature _____ Date _____