



Human Resources, Billings Public Schools
415 North 30th Street, Billings, Montana 59101-1298
Phone: (406) 281-5041 Fax: (406) 281-6196

BCEA & MFPE Employees Request for Consideration 2025-2026

Name (please print) _____

Current School/Location _____

Current Assignment _____

Current Hours _____

How Long in Current Assignment _____

If you are planning on retiring/resigning this year, please list your last day of work: _____

Please consider a change in my work assignment.

I would like to be considered for:

_____ Increase of _____ hours (ie: 1/2 hour, 1 hour, etc.)

_____ Decrease of _____ hours (ie: 1/2 hour, 1 hour, etc.)

Location change to:

- _____ Elementary School
- _____ Middle School
- _____ High School
- _____ Specific School _____

Additional comments: _____

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 January 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, 2025.**

Signature _____ Date _____