

PREFERENCE CARD

This card provides bargaining unit employees the opportunity to request preferences for a change in status to fill vacancies that exist in the employee’s cost center and primary job classification.

Employee Name:

Department/Cost Center:

Request Date:

Preference(s) Requested:

- Increase in FTE status, from _____ to _____
- Decrease in FTE status, from _____ to _____
- Change in preferred shift, from _____ to _____
- Change in shift length, from _____ hours to _____ hours
- Change in shift starting time, from _____ to _____
- Change weekend schedule, from _____ to _____
- Change in block schedule, as illustrated in below grid:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Current schedule														
Desired schedule														

Please note any other comments below with respect to your preference(s):