

Employee Lateral Request Form for April 1, 2016-March 31, 2017

Employee Profile			
Employee Name: Click here to enter text.		Provide phone number to contact you at: Click here to enter text.	
Employee Email Address: Click here to enter text.			
Current Program and Position			
Current Program		Current Part-time Category	Current Full-time Category
Affinity <input type="checkbox"/> Amica <input type="checkbox"/> Carina A <input type="checkbox"/> Carina B <input type="checkbox"/> Evershed <input type="checkbox"/> Grandview <input type="checkbox"/>	Makada <input type="checkbox"/> Namaste <input type="checkbox"/> Sisu <input type="checkbox"/> Trinity <input type="checkbox"/> Our Place <input type="checkbox"/> Our Friendship Centre <input type="checkbox"/>	Night-shift 7on/7 off <input type="checkbox"/> Part-time Regular <input type="checkbox"/> Afternoon-shift 7 on/7 off <input type="checkbox"/> **7on 7off afternoon is not a specific category but may be available at some locations** Part-time Pool <input type="checkbox"/> Day Support <input type="checkbox"/> Day Support 1:1 <input type="checkbox"/> Day Program <input type="checkbox"/>	Night-shift <input type="checkbox"/> Weekend Coordinator <input type="checkbox"/> Monday-Friday Group Home <input type="checkbox"/> Monday-Friday Day Program <input type="checkbox"/> <hr/> Comment if you are currently holding a “term” position
Desired Program and Position			
Desired Program		Desired Part-time Category	Desired Full-time Category
Affinity <input type="checkbox"/> Amica <input type="checkbox"/> Carina A <input type="checkbox"/> Carina B <input type="checkbox"/> Evershed <input type="checkbox"/> Grandview <input type="checkbox"/>	Makada <input type="checkbox"/> Namaste <input type="checkbox"/> Sisu <input type="checkbox"/> Trinity <input type="checkbox"/> Our Place <input type="checkbox"/> Our Friendship Centre <input type="checkbox"/>	Night-shift 7on/7 off <input type="checkbox"/> Afternoon-shift 7 on/7 off <input type="checkbox"/> **7on 7off afternoon is not a specific category but may be available at some locations** Part-time Regular <input type="checkbox"/> Part-time Pool <input type="checkbox"/> Day Support <input type="checkbox"/> Day Support 1:1 <input type="checkbox"/> Day Program <input type="checkbox"/>	Night-shift <input type="checkbox"/> Weekend Coordinator <input type="checkbox"/> Monday-Friday Group Home <input type="checkbox"/> Monday-Friday Day Program <input type="checkbox"/> <hr/> Comment if you are interested in both “term” and “perm” position(s)

For additional information: reference the Collective Agreement Article 12.04
 A lateral transfer is a transfer from one program to another in the same classification; OR from Weekend Coordinator to Monday to Friday in any program; OR from one part-time category to another.

New eligibility date for lateral – office use only

Eligible prior to one year : yes no

If yes, explain: [Click here to enter text.](#)

Eligible date for next transfer: [Click here to enter a date.](#)

Approval – office use only

Lateral location: [Click here to enter text.](#)

Lateral effective as of : [Click here to enter a date.](#)

Signature :

Date : [Click here to enter a date.](#)