

Employee Lateral Request Form for April 1, 2018 – March 31, 2019
Submissions accepted from March 1 – 31/2019 and at time of job postings only

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

- Affinity
- Amica
- Carina A
- Carina B
- Evershed
- Grandview

- Makada
- Namaste
- Trinity
- Our Place
- Our Friendship Centre

Current Part-time Category

- Night-shift 7on/7 off
- Part-time Regular
- Afternoon-shift 7 on/7 off
- **7on 7off afternoon is not a specific category but may be available at some locations****
- Part-time Pool
- Day Support
- Day Support 1:1
- Day Program

Current Full-time Category

- Night-shift
- Weekend Coordinator
- Monday-Friday Group Home
- Monday-Friday Day Program

Comment if you are currently holding a **“term”** position

Desired Program and Position

Desired Program

- Affinity
- Amica
- Carina A
- Carina B
- Evershed
- Grandview

- Makada
- Namaste
- Sisu
- Trinity
- Our Place
- Our Friendship Centre

Desired Part-time Category

- Night-shift 7on/7 off
- Afternoon-shift 7 on/7 off
- **7on 7off afternoon is not a specific category but may be available at some locations****
- Part-time Regular
- Part-time Pool
- Day Support
- Day Support 1:1
- Day Program

Desired Full-time Category

- Night-shift
- Weekend Coordinator
- Monday-Friday Group Home
- Monday-Friday Day Program

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.](#)