

Employee Lateral Request Form for April 1, 2019 – March 31, 2020
Submissions accepted from March 1 – 31/2019 and at time of job postings only

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

Eligible date for next transfer:

Approval – office use only

Lateral location:

Lateral effective as of :

Signature :

Date :