

MARCH PREFERENCE FORM

This Form is to be used only to request a change of days on and days off and/or shifts for employees with the same job title in the same work area or group, in accordance with Article 9.6 of the collective bargaining agreement. It is not to be used as a request for promotion or for any change of work assignment that will also involve a change in present job title or grade.

Key Elements

- Work Unit seniority shall be applicable in determining employee rights.
- Forms may only be submitted during month of March and are to be provided to current supervisor.
- Supervisors will forward completed Forms to OPP-HR.
- New schedules will be put into effect the following fall semester.

Name _____ PSU ID _____

Title _____ Grade _____

Shift _____

Days Off _____

Present Work Area _____

Work Unit Seniority Date _____

More than one preference may be requested.

Shift _____ Days Off _____

Shift _____ Days Off _____

Shift _____ Days Off _____

Signatures: _____
Employee Date

Supervisor Date

**Supervisors email completed form to respective location:
Custodial (skl100@psu.edu) OR Trades (oppshrcon@psu.edu)**

OPP Use Only:

Work Unit Seniority Date: _____

Effective Date: _____

New Work Assignment: _____