

A & R EMPLOYEES UNION REQUEST FOR TRANSFER

- Requirements:
1. Memorandum of Understanding VII governs swapping of employees between agencies (pg. 88 of contract)
 2. Swaps may only be within same job classification.
 3. Swaps are voluntary transfers. There is no right of return to your former agency
 4. The Union or the Agency must initiate a swap (you must contact listed members in your job class; when you and another member are willing to swap, contact the union office).
 5. Each agency will fully disclose personnel records.

Please print clearly or type.

Title: _____	Current Work location (town): _____
Agency: _____	Date appointed to current class title: _____
Last Name: _____	Work Phone: (____) _____
First Name: _____	Home Phone: (____) _____
Home Address: _____ _____	Email: _____

Indicate, in order of preference, the employment districts you would accept a transfer to (using the letter codes from the PLD-1 application).

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____

A	Any Location	G	Torrington	L	Meriden	Q	Hartford	V	Middletown
B	Stamford	H	Waterbury	M	Bristol	R	Windsor	W	New London
C	Norwalk	I	Ansonia	N	New Britain	S	Enfield/Somers	X	Norwich
D	Trumbull	J	Hamden	O	Farmington	T	Wethersfield	Y	Plainfield
E	Bridgeport	K	New Haven	P	Manchester/E. Hartford	U	Mansfield	Z	Glastonbury
F	Danbury								

NOTE: Completion of this A&R transfer request DOES NOT eliminate the need to complete the DAS transfer request.

Return completed request to the A&R Union Office via mail at 805 Brook Street, Rocky Hill, CT 06067 or via fax (860)953-1377
Any questions can be directed to the A&R Union Office 1-800-842-4443 or (860) 953-1316

Member signature: _____ Date: _____