

A&R Exercise of Rights

TO: (Agency HR Director)	
FROM:	
DATE:	

I would like to exercise any and all rights under the A&R contract, and State Statutes and Regulations.

Please furnish me in writing the following information immediately:

1. Identify anyone in my classification employed by this agency who has less seniority than me.
2. Identify by name, agency, and location the least senior person in my classification in State service.
3. Identify the classes into which I may bump, including comparable classes. Identify the positions and locations to which I can bump if I elect to bump down within this agency.
4. Identify any vacancies in my class, any comparable class, and any position I am qualified to fill in this agency. Also, identify any current vacant positions within the bargaining unit, which I may fill once the agency (employer) has trained me in certain identifiable skills.

By contract, I have four weeks to exercise my bumping rights. I cannot make a decision on bumping until I have the information I am requesting.