

**PREFERENCE CARD**

This card will provide the opportunity for bargaining unit employees to request a preference to fill shifts and/or schedules within a cost center when a vacancy exists in the employee's job classification.

**Department/Cost Center:** \_\_\_\_\_

**Request Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name:** \_\_\_\_\_

**No requested preferences at this time**

**Preference requested, as noted below:**

- Increase in Number of Hours: From (current) \_\_\_\_\_ to \_\_\_\_\_ (desired)
- Decrease in Number of Hours: From (current) \_\_\_\_\_ to \_\_\_\_\_ (desired)
- Preferred Shift: From (current) \_\_\_\_\_ to \_\_\_\_\_ (desired)
- Weekend Scheduling: From (current) \_\_\_\_\_ to \_\_\_\_\_ (desired)

**Please illustrate your preference in the grid below.**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Current Schedule &amp; Shift</b>														
<b>Desired Schedule &amp; Shift</b>														

**Please note any other comments below with respect to your preferences:**