

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
Current Schedule & Shift														
Desired Schedule & Shift														

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