

LATERAL TRANSFER REQUEST FORM
(PLEASE PRINT CLEARLY)

**REGULAR/CLASSIFIED OFFICE ADMINISTRATION GROUP IN PROBATION &
PAROLE OFFICES (MCSCS) ONLY**

LATERAL TRANSFER ELIGIBILITY CRITERIA

- Must hold a full-time or part-time regular/classified position within the Ontario Public Service
- Employees may only lateral transfer into a vacancy in the same job, the same classification and in the same bargaining category, in accordance with their Collective Agreement

EMPLOYEE NAME: _____ WIN #: _____

E-MAIL ADDRESS(ES): _____

CONTINUOUS SERVICE DATE (as indicated in WIN): _____

CONTACT #: _____ OTHER CONTACT #: _____

REGULAR FULL-TIME REGULAR PART-TIME DESIGNATED BILINGUAL

DETAILS OF HOME POSITION	DETAILS OF REQUESTED POSITION
POSITION TITLE: CLASSIFICATION: OFFICE NAME:	POSITION TITLE: CLASSIFICATION: OFFICE(S) NAME: <small>(offices to be listed in order of preference & will be treated as such)</small>

Pursuant to section 41(a) of the Freedom of Information and Protection of Privacy Act, I hereby consent to the use of information about me for the purpose of consideration for a lateral transfer.

EMPLOYEE SIGNATURE

DATE

INSTRUCTIONS:

- Forward completed form the Transition Unit to Karen.Earhart@ontario.ca **OR** fax to 519-661-6182, AND forward completed form to OPSLateralTransfers@opseu.org