



Michigan's Best-

UAW LOCAL 6000 • P.O. Box 40720 • Lansing, Michigan 48901-7920 • (517) 484-6000
 (517) 484-8489 facsimile • www.uawlocal6000.org

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EXCHANGE TRANSFER REQUEST

UAW Local 6000

Employee's Name		Employee's Name	
Department	Classification	Department	Classification
Work Location		Work Location	
Employee I.D. Number	Phone Number	Employee I.D. Number	Phone Number
Home Address (Street Number and Name)		Home Address (Street Number and Name)	
City	State	Zip Code	City
State	Zip Code	City	State
Employment Type (see reverse side)		Employment Type (see reverse side)	
I request an exchange transfer.		I request an exchange transfer.	
Employee Signature	Date	Employee Signature	Date

RESPONSIBLE MANAGEMENT OFFICIAL'S APPROVAL

Management Official's Name		Management Official's Name	
Title		Title	
Approved Signature	Date	Approved Signature	Date

WORK SITE STEWARD'S REQUIRED APPROVAL

Steward's Name		Steward's Name	
Steward's Work Phone Number		Steward's Work Phone Number	
Steward's Signature	Date	Steward's Signature	Date

TO DEPARTMENTAL APPOINTING AUTHORITY

The foregoing exchange transfer request has the approval of UAW Local 6000. Please process in accordance with departmental regulations and the contract between Local 6000 and the State of Michigan.	
Designated Local 6000 Signature	Date

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Employees must be in the same Department, classification and employment type.

Chief Stewards must grant the preliminary approval for an Exchange Transfer Request. Once the Chief Stewards from both the work sites involved have signed off on the Exchange Transfer Request form, the employees have signed off and Management has signed off, and the Chief Steward has ensured that all the information requested has been completed, the entire document should be forwarded to:

Sue Midura

ADMINISTRATIVE SUPPORT VICE PRESIDENT

U.A.W. LOCAL 6000

P.O. Box 40720

LANSING, MICHIGAN 48901-7920

UAW PHONE: 517-484-6000

UAW FAX: 517-484-8489

EMPLOYMENT TYPE

Refers to the status of an employee, i.e., full-time, part-time, P.I., etc.

/ej opeiu42-afl-cio