Requesting a transfer – part-time union employees

If you are a part-time employee who wishes to transfer to another location for non-educational purposes, you may submit a written request, as long as the transfer location is more than fifty (50) miles away from your current location.

What you'll need to do

1. **Meet the minimum requirements.** You'll need to work at UPS for a certain length of time before you're eligible for a transfer. You can review the transfer request form for specific details.

2. **Fill out and submit the transfer request form.** Click on the transfer request below to access the request form. To process your request, you'll need to submit a question through the myHR Support Center (Category: *Career Events*, Sub-Category: *Job Changes*) including the transfer request form approved by your manager and local Labor Manager.

Transfer Request Form

Please note: The request form is only accessible by union employees; however, non-union employees can visit the Hardship Transfer request article for additional information.

Common questions

Will UPS cover my moving costs?

No, you are responsible for all moving costs.

Once my request is approved, what are the next steps?

The district HRBP for your current location will begin searching for an opening in your desired district. However, you should continue to work in your current job assignment/location until given a start date by the destination district HRBP. If there are no current open positions, your transfer will remain valid for up to six months.

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Helpful?   Yes   No

Request Additional Support

UPS/IBT National Master Agreement
Part-Time Employee Transfer Request – Part-Time Union Employees

Name: _____

Date of Request: _____

Employee ID: _____

Current Region/District/Facility/Sort: _____

Destination Location (City/State): _____

       *If you are transferring to a UPS airport facility, please be aware that some locations may have additional screening requirements that must be completed prior to your first day.

First Available Transfer Date: _____

THIS REQUEST FORM MUST BE COMPLETED AND ALL NECESSARY SIGNATURES MUST BE OBTAINED PRIOR TO BEGINNING THE JOB SEARCH PROCESS.

Article 22 – Part-Time Employee Transfer

Part-time employees who wish to transfer to another location for non-educational purposes may submit a written request to the Employer provided the facilities in question are more than fifty (50) miles apart. The transfer shall be allowed subject to the following conditions:

a. *A part time opening exists at the desired location.*
b. *Employees must have attained seniority and been employed by the Employer for at least one (1) year.*
c. *Job classification Seniority shall be end tailed.*
d. *Company Seniority shall be retained for the purpose of number of weeks of vacation, and the number of Holidays in accordance with the applicable Supplement at the new location.*
e. *Any expense, including moving expenses associated with an approved transfer, shall be the responsibility of the employee.*
f. *It is the Employee's responsibility to verify all benefits including, but not limited to, medical, dental, vision, retiree's medical coverages and pensions at the requested transfer location.*
g. *The Employer shall be required to notify the Local Union that has jurisdiction over the requested transfer location that the employee has been transferred to that location.*

I understand that if my request is approved, the origin district will begin searching for an opening in the destination district. However, I understand that until my transfer/move is approved, I will continue to work in my current job assignment/location until I am contacted by the origin district and given a start date by the destination district.

If there is not a current open position, the transfer request will remain valid for a period of six months.

<u>Required Signatures:</u>

Employee: _____ Phone: _____ Date: _____

Business Manager: _____ Phone: _____ Date: _____

Business Manager Printed Name: _____

District Labor Manager: _____ Phone: _____ Date: _____

District Labor Manager Printed Name: _____

        Job Search Approved   Request Denied

If denied, reason for denial:

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