

Assignment Change Request Form

Instructions: This form is used to request a change to your current work schedule within your current position. Submit the completed form to the Human Resources Specialist:
Fax: 651-209-1824, *Mail:* CCP, Attn: HR Specialist,
 1885 University Ave, Suite 190, St. Paul, MN 55104

Note: CCP may not be able to honor your request for a change in assignment for various reasons. You will be contacted if the change is approved. Until then, you are expected to continue working your current assignment.

| | | |
|------------------------|-------------|-----------------|
| Date: | First Name: | Last Name: |
| Phone Number: | | E-Mail Address: |
| Your current position: | | |

Please indicate your entire current assigned work schedule:

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|--------|---------|-----------|----------|--------|----------|
| Week 1 | | | | | | | |
| Week 2 | | | | | | | |

Drop Hours: (If Applicable)
 Please indicate the shifts from your current assigned work schedule that you would like to drop from your assignment:

Add Hours: (If Applicable)
 Please indicate the Job Code of the assignment/s you are interested in adding to your current assigned work schedule:

Job Code: _____ Job Code: _____ Job Code: _____

Please indicate the reason you are requesting a change to your assignment:

I understand that by completing this form I am only requesting a change to my work assignment and that my request may be denied by Human Resources for various business reasons. If my request is denied I will continue working my current work assignment.

Signed: _____

| Human Resources Use Only | | |
|---|---|-----------------|
| Current Manager Ref: <input type="checkbox"/> | Request Denied: <input type="checkbox"/> | Reason Denied: |
| HR Manager Ref: <input type="checkbox"/> | Request Granted: <input type="checkbox"/> | Effective Date: |
| File Reviewed: <input type="checkbox"/> | Employee Notified: <input type="checkbox"/> | Job Code: |