

APPENDIX 2 Letter Requesting Transfer - New Job Categories

To whom it may concern,

I hereby request that I be transferred to the job category. _____
(material resources advisor or computer analyst), effective June 10, 2024, when the 2023-2028 collective agreement for professional staff and the new classification plan for professional staff come into effect. I believe that this new job category corresponds to the duties I perform in my current position at the school service centre, and that I hold the minimum qualifications required under the classification plan.

- More precisely, I've been employed for (number of years) and I have (regular, supernumerary, substitute) status and a (full or part-time, write the number of hours) position. I am currently classified as _____ and my tasks are as follows: (enter tasks for the new job category's description).

I hold a degree from _____.

I expect a response to my request within two weeks of receiving this letter.

Please contact me for any questions related to this request,

Regards,