

REASON FOR REQUEST
<i>PLEASE EXPLAIN THE REASON FOR YOUR REQUEST</i>

HOW TO SUBMIT YOUR REQUEST
<p>Forward your completed request form to the Employment Mobility Coordination Unit:</p> <ul style="list-style-type: none"> • E-mail: EmploymentMobilityUnit@ontario.ca • or Fax: (519) 439-7785 <p style="text-align: center;">AND</p> <p>Forward your completed request form to the OPSEU Job Security Unit</p> <ul style="list-style-type: none"> • Email: disclosure@opseusupport.com • or Fax: (416) 448-7462 <p><i>NOTE: Please do not forward to your manager or the managers of your preferred locations.</i></p>

LATERAL TRANSFER PROCESS
<ol style="list-style-type: none"> 1. You will receive a letter from the Employee Mobility Unit and OPSEU acknowledging the receipt and registration of your request, which will be held on file for a period of one (1) year. Your Lateral Transfer Request is valid for a period of (1) year, and it is your option and responsibility to re-submit your forms on or before the expiration date in order to be considered for any possible vacancy that may become available. 2. When a hiring manager intends to fill their vacancy via the lateral transfer process, <u>and</u> the vacancy matches your request, the Employee Mobility Coordinator will forward the file to the OPSEU Job Security Officer for review and approval. 3. If approved by the Employer and OPSEU, you will be provided with an offer to lateral transfer into the vacancy.