

**METROPOLITAN STATE UNIVERSITY
REQUEST FOR SENIORITY ROSTER CORRECTION**

Completed forms may be forwarded to Human Resources or sent electronically to human.resources@metrostate.edu.

Requests must be received within the time frame listed in the applicable agreement.

In accordance with the provisions of my bargaining unit agreement, I hereby request the following correction(s) to the Seniority Roster. [Please check all areas that are applicable.]

_____ My name is listed incorrectly. I should be listed as:

_____ My type of appointment is listed incorrectly. I should be listed as:

_____ My full-time/part time status (or percentage if part-time) is listed incorrectly. My status/percentage should be listed as:

_____ My date of initial employment (first date of hire, not first date of full time employment) is listed incorrectly. The date should be listed as:

_____ My start date for a different classification is listed incorrectly. The date and class are:

_____ My date of tenure is listed incorrectly. The date should be listed as:

_____ My years of seniority are listed incorrectly. My years of service should be listed as:

_____ I am not listed on all of the department/program(s) in which I have seniority rights. In addition to my current listing(s), I should also be listed on the roster under the following program/department(s):

_____ Instead of my current listing(s), I should be listed on the following department/program(s):

_____ My previously served classes are listed incorrectly [Explain]

_____ Other: _____

The Human Resources Office will review your request for a correction to the seniority roster indicated above and will notify you of the results of your request. You may be asked to provide additional information or documentation to assist in completing your request.

Employee Name (Print)

Bargaining Unit

Employee Signature

Date