

# UNEMPLOYMENT INSURANCE AGENCY (UIA) HUMAN SERVICES SUPPORT – PRE-DESIGNATED BUMP CARD

(Must be submitted within thirty (30) calendar days of entrance on duty.)

Last Name: (print or type)	First Name: (print or type)	Employee ID Number:
Present Class / Level:		Present Work Location:

In priority order, the Work Location (see attached listing) in my Layoff Unit and the eligible Class / Level in which I will accept a bump are:

Lateral	Demote	Class/Level	Work Location	Lateral	Demote	Class/Level	Work Location		
1.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	6.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	7.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	8.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	9.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	10.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

A. If it is not possible to place you in a permanent appointment, would you accept a temporary appointment in the same order in which you would accept a permanent appointment?

B. If you answer NO, but are willing to accept a temporary appointment, complete an additional form LARA-1013 listing the work locations where you will accept a temporary appointment.

Yes  No

SIGNATURE:	DATE: / /
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ORIGINAL  AMENDED  FORMER HSS CLASS(ES) \_\_\_\_\_

### INSTRUCTIONS: [Your work location, class/level and lateral/demotion choices must be listed in the sequence provided in instructions one (1) and two (2)]

1. In order to possibly retain a job in your current work location:
  - a. List in priority order, your lateral bump choices to a former same-level HSS class(es) (if eligible) and/or your demotion choices in your current class series (if eligible) in your current work location.
  - b. Next, be sure to list in priority order, your demotion choices in a former class series (if eligible) in your current work location. (IMPORTANT: To maximize your opportunity to remain in your current work location, all lateral and demotion choices in your work location must be listed before listing other work location choices within the layoff unit.)
2. In order to possibly retain a job in your current layoff unit, list in your priority order:
  - a. All the work locations in your layoff unit to which you will accept a lateral bump in your current class/level, **THEN**,
  - b. All the work locations in your layoff unit to which you will accept a bump to any former same-level HSS class(es), **THEN**,
  - c. All the work locations in your layoff unit to which you will accept a demotion in your current class series, **THEN**,
  - d. All the work locations in your layoff unit to which you will accept a demotion in a former HSS class series.

**Be sure to designate "Lateral" or "Demote" and write in the Class/Level for each selected work location.**
3. If you have more than 10 work locations and class/level choice combinations in your layoff unit, write them on a separate paper and attach it to this card.
4. Answer Question A and B.
5. Sign this form, date it, and retain a copy.
6. Return this form to LARA Office of Human Resources.

### COMMENTS:

1. If your seniority and/or your work location choices do not entitle you to bump, you will be laid off.
2. The conditions under which a new or amended card may be sent in are provided in Article 13, Section 5.
3. You are advised to retain a copy of this card.
4. Human Resources will fill positions using the information provided on this Pre-Designated Bump Card and the conditions provided in Article 13 of the Bargaining Unit Agreement.

**Please return this form to:**  
**LARA Office of Human Resources**  
**P.O. Box 30004**  
**Lansing, MI 48909**  
**FAX (517) 373-6526**

**UNEMPLOYMENT INSURANCE AGENCY (UIA)**  
**WORK LOCATION LISTING**

- \_\_\_ Cadillac Place
- \_\_\_ Lansing Remote Initial Claims Center (RICC)
- \_\_\_ Lansing Problem Resolution Office (PRO)
- \_\_\_ Grand Rapids Remote Initial Claims Center (RICC)
- \_\_\_ Grand Rapids Problem Resolution Office (PRO)
- \_\_\_ Saginaw Remote Initial Claims Center (RICC)
- \_\_\_ Saginaw Problem Resolution Office (PRO)
- \_\_\_ Gaylord Problem Resolution Office (PRO)
- \_\_\_ Marquette Problem Resolution Office (PRO)
- \_\_\_ Muskegon Problem Resolution Office (PRO) (temp)
- \_\_\_ Mt. Clemens Problem Resolution Office (PRO) (temp)
- \_\_\_ Alpena Problem Resolution Office (PRO) (temp)
- \_\_\_ Benton Harbor Problem Resolution Office (PRO) (temp)
- \_\_\_ Houghton Problem Resolution Office (PRO) (temp)
- \_\_\_ Traverse City Problem Resolution Office (PRO) (temp)
- \_\_\_ Sault St. Marie Problem Resolution Office (PRO) (temp)
- \_\_\_ Kalamazoo Problem Resolution Office (PRO) (temp)