

# WASHINGTON UNIFIED SCHOOL DISTRICT

## Classified Transfer Request

Name \_\_\_\_\_ Current Job Title \_\_\_\_\_

Current Work Site \_\_\_\_\_ Shift \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Pursuant to Article 6, Section 6.2.2, of the CBA, I am requesting a transfer into the following position:

\_\_\_\_\_  
Position Title & Vacancy # (as stated on Vacancy Notice)      Location (as stated on Vacancy Notice)

\_\_\_\_\_  
Employee's Signature      Date

### To be completed by Administration:

Approved effective \_\_\_\_\_

Denied due to Article 6, Section:

6.2.3.1 Employee is either not permanent, does not have satisfactory attendance, or their last written evaluation was not rated overall as satisfactory (*1 transfer request only*)

– OR (*2 or more transfer requests*) –

6.2.3.2.1 Prior written evaluations or unique skills related to the position

6.2.3.2.2 Prior experience in the vacant shift

6.2.3.2.3 Operational interests of the District

6.2.3.2.4 Should the above be equal, then Seniority with the District, as defined in Article 20.2.2, shall be the determining factor

\_\_\_\_\_  
Program / Site Administrator      Date

### To be completed by Human Resources:

\_\_\_\_\_ Agenda      \_\_\_\_\_ Copy to employee

\_\_\_\_\_ Contract to payroll      \_\_\_\_\_ Copy to employee file

Position #: \_\_\_\_\_ Date Processed: \_\_\_\_\_ By: \_\_\_\_\_