



Classified Transfer Request

Name _____ Current Job Title _____

Current Work Site _____ Shift _____

Phone # _____ Email _____

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**

_____ **Human Resources** _____ **Date**

To be completed by Human Resources:

_____ Notified EE of decision	_____ Notified Admins at both site of transfer
_____ Agenda	_____ Copy to employee
_____ Contract to payroll	_____ Copy to employee file

Position #: _____ Date Processed: _____ By: _____