



## CLASSIFIED TRANSFER REQUEST

A unit employee desiring a transfer shall file a written request with the personnel office designating the specific assignment desired. For the purpose of this section, a “transfer” shall mean the reassignment of a unit member from one position to another position in the same class or to a position in a similar or related class with the same salary range. The personnel office shall retain the employee’s request for transfer during that calendar year. Unless the transfer request is renewed by the unit member, it shall be removed from the transfer file.

When a new position is created or an existing position becomes vacant, the districts shall, prior to filling the position, give first consideration to those unit employees with transfer requests on file, provided that the employee meets the established qualifications for the vacant position. If transfer is denied, the employee will participate in the interview process for further consideration. Employees who are denied a transfer shall be notified within five (5) working day after recruitment is completed and may request a meeting with personnel to discuss the reasons for denial. The final selection is within the sole discretion of the district.

### PLEASE COMPLETE THE INFORMATION REQUESTED BELOW:

Name: \_\_\_\_\_

Current position: \_\_\_\_\_

Current location: \_\_\_\_\_

### I REQUEST A TRANSFER TO THE FOLLOWING SPECIFIC ASSIGNMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(employee signature)*

\_\_\_\_\_  
*(date)*