

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
Human Resources

Classified Request for Transfer and/or Change in Assignment

Employee request must be submitted to Human Resources in accordance with Article VII of the Collective Bargaining Agreement between the Hacienda La Puente Unified School District and Chapter #115, California School Employees Association. **This request shall be valid only for the current school year, unless withdrawn in writing.**

NAME _____ Date of Request _____

School/Department _____ Classification _____

Years with District: _____ Length of Service in current Assignment: _____
Current # of hours per week: _____ Current # of months per year (please circle): 10 11 12

I hereby request that I be considered for positions within my classification with:
(please circle) **More** or **Less** hours per week. Requested Work hours per week: _____

I hereby request that I be considered for positions within my classification with:
(please circle) **More** or **Less** months per year. Requested Months per year: (please circle): 10 11 12

I hereby request that I be considered for a transfer within my classification to:
School/Department _____ (**List specific site or if no preference write "any"**)

I hereby request that I be considered for a lateral transfer to (**List desired classification**):
_____ (Approval from Personnel Commission required for lateral transfer requests)

<u>Dates</u>	<u>Training/Experience</u>
_____	_____
_____	_____
_____	_____

NOTE: Employees are advised to periodically update their personnel file with verification of educational, training or other skills/qualifications/accomplishments.

Employee Signature: _____

I am aware of this request _____
Principal/Supervisor

EMPLOYEE RETURN ALL COPIES TO HUMAN RESOURCES FOR PROCESSING
White-Human Resources Canary-CSEA Pink-Immediate Supervisor Goldenrod-Employee

ACTION BY HUMAN RESOURCES

DATE RECEIVED _____ EXPIRATION DATE _____

TRANSFERRED TO _____ EFFECTIVE DATE _____

HUMAN RESOURCES OFFICER _____

PERSONNEL DIRECTOR (for lateral transfers) _____ Approved/Denied (please circle)