



ST. TAMMANY PARISH SCHOOL BOARD
321 N. THEARD STREET
COVINGTON, LOUISIANA 70433
Phone (985) 898-3254 Fax: (985) 898-6409

**Transfer Request
Employee Support Services**

Consideration is requested for a transfer:

From: _____ (present position) _____ (present location)

To: _____ (requested position) _____ (requested location)

Employees shall remain in their current position at their current site for one calendar year prior to being eligible to request a transfer; however, if the time spent in the current position at the current site is less than one year, but the position the employee is requesting would provide a salary increase, then the employee may request the transfer to the new position. Once the employee accepts a new position, the one-year requirement to be eligible to transfer shall commence once again.

Employees in a temporary position must submit a transfer for a permanent position.

This transfer request must be received by the Human Resources Department prior to the deadline on the advertised vacancy. This form may be faxed to (985) 898-6409. It is your responsibility to inform your Principal/Supervisor that you have submitted this Transfer Request.

It is the employee's responsibility to contact the Payroll Department at 985-898-6490 to satisfy any salary questions prior to submitting this form to the Human Resources Department.

*** If you are on Sick Leave, Extended Sick Leave, Leave Without Pay, or Workers' Compensation you may participate in a phone interview. Employees on leave are not allowed on campuses/sites during their absence from work.**

Employee's Name (printed) Employee Identification Number (EIN)

Employee's Signature Date

Employee's Telephone Number

For Office Use Only

Director of Human Resources

Date

Copy- Human Resources Department

Copy- School/Site

Copy- Employee