



OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501

www.oxnardsd.org

Transfer/Demotion/Restoration Application

Full Name			
Email		Cell #	
Request	<input type="checkbox"/>	Transfer - same classification (possible change in location or hours)	
	<input type="checkbox"/>	Lateral Transfer - different classification, same salary range*	
	<input type="checkbox"/>	Voluntary Demotion - classification in a lower salary range*	
	<input type="checkbox"/>	Restoration - returning to a classification previously held	
*Contingent upon review by the Director of Classified HR based on duties, minimum qualifications, and examination content.			

Current Position		Advertised Position	
Classification		Classification	
Location		Location	
Work Schedule		Position #	
Hours/Days (e.g., 8/246)		Transfer Notice #	

Required for Probationary Employees Only: Per CSEA Article 17.7, probationary employees requesting a transfer must submit rationale which will be reviewed for consideration by the Assistant Superintendent of Human Resources.

I am requesting a transfer because:

Stipends/pay differentials currently held will **NOT** be transferred to a new position. Stipends/pay differentials are indicated on the transfer notice and are attached to the position, not the employee.

Employee Signature		Date	
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HUMAN RESOURCES USE ONLY	
Transfer Request <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Probationary Transfer Request <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Director, Classified Human Resources Signature	Assistant Superintendent, Human Resources Signature