

CLASSIFIED EMPLOYEE REQUEST FOR TRANSFER

FOR SCHOOL YEAR: _____

This request expires on June 30th of the current school year. For consideration of most requests, a current satisfactory evaluation must be on file. Probationary employees are not eligible for transfers.

CURRENT JOB TITLE: _____

REQUESTING THE FOLLOWING:

€ Transfer to another school site or department – (specify site or dept) _____

NAME: _____ LAST 4 DIGITS OF SOCIAL OR EID# _____

MAILING ADDRESS: _____
Number and Street City State Zip Code

TELEPHONE: _____ WORK PHONE: _____

CURRENT WORK SITE: _____

SIGNATURE: _____ TODAY'S DATE: _____

As per **Article XIV: Transfers** of the bargaining unit:

- Transfer requests are good for the current school year only.
- All requests must be approved by the HR Department for eligibility.
- Upon approval, employee shall be placed on the Transfer Eligibility List.
- The site or department with the vacancy shall interview employees on the Transfer Eligibility List for the vacant position. If you are selected, you will be notified by the HR Department.

COMMENTS:

FOR OFFICE USE ONLY:

€ APPROVED Reason _____

€ DISAPPROVED Reason _____

Director of Human Resources _____ Today's Date: _____