

ARTICLE 6

TRANSFERS

1. Employees, ~~department heads,~~ or ~~division heads~~ **the District management** may initiate transfer requests. ~~according to applicable policies and/or regulations.~~ Transfers may be made ~~on the following bases~~ provided that the employee is otherwise eligible for a transfer. ~~according to applicable policies and/or regulations:~~
 - ~~If within a department, upon approval of the department head.~~
 - ~~If within a division and from one department to another, upon approval of the division head.~~
 - ~~If from one division to another, upon approval of the Superintendent.~~
- 2.1. Transfer requests may be initiated by any permanent employee at any time for any equal or lower **classes classification** requiring qualifications of the same general nature. ~~Transfer requests are valid for the fiscal year, and The~~ employees needs to ~~put submit in a~~ transfer requests each year for consideration. **Transfer requests are valid for the fiscal year that The fiscal year** is defined as July 1st through June 30th. Such requests shall be submitted in writing to the Personnel Services Department. The Personnel Director or designee shall determine eligibility for placement on **the** transfer **eligible** lists. Placement on the **eligibility transfer eligible** lists shall not be in any rank order. All persons on the list shall be considered equally eligible for appointment. Employees requesting a transfer and who have been deemed eligible shall be considered along with the top three ranks of candidates on the **eligible eligibility** list. Employees shall be entitled to **at least two** interviews that occur **per class in their eligible classification during the fiscal year.**
- 3.2. Involuntary transfers of **bargaining unit members employees** on a temporary or permanent basis may be made by **the District Management** at any time such **that the** transfer is in the best interest of the District as defined by the District. **An unit member employee** affected by such transfer shall be given **a seven (7) working**

CSEA to DO - 03.24.2025 at 12p
CSEA to DO - 04.18.2025 at 8a
CSEA to DO - 04.18.2025 at 12p
CSEA to DO - 05.09.2025 at 12.10p

DO to CSEA Counter - 03.24.2025 at 2:30 pm
DO to CSEA Counter - 04.18.2025 at 11:00 am
DO to CSEA Counter - 05.09.2025 at 9:00 am

~~day a seven (7) working day~~ notice, ~~as soon as administratively practicable.~~

Upon the request of the member employee, a conference will be held between the appropriate management person District management and the member employee in order to discuss the reasons for the transfer. CSEA The Association will be notified on the same prior working day of the notification to the employee. ~~at least forty-eight (48) hours prior to an employee at the same time as an employee being reassigned to another location.~~ The Association will receive a copy of the written notice to the employee. Notification is to be made seven (7) five ~~(5) seven (7)~~ working days prior to the intended transfer date.

4.3. Only the transfer procedure itself, not the transfer determination, shall be subject to the Grievance Procedure.

5.3. The Personnel Department shall provide the Association with a list of vacant positions by the 1st (first) of each month. The list shall include the following for each vacant position:

1. Hhours per day and time of day that shift takes place and schedule
2. Ssite/department
3. Wworking months per year
4. Status (Recruitment status)

6.4. Any employee may waive their right to a seven (7) five (5) seven (7) day notice.

7.5. The Classified Employee tTransfer rRequest form may be found in Appendix C.

CSEA to DO - 03.24.2025 at 12p
CSEA to DO - 04.18.2025 at 8a
CSEA to DO - 04.18.2025 at 12p
CSEA to DO - 05.09.2025 at 12.10p

DO to CSEA Counter - 03.24.2025 at 2:30 pm
DO to CSEA Counter - 04.18.2025 at 11:00 am
DO to CSEA Counter - 05.09.2025 at 9:00 am

DO to CSEA prior to CSEA's revisions on 03.24.2025



COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

Classified Employee Transfer Request

Current Employment Information

First Name _____
Last Name _____
Work Location _____
Job _____
Title/Classification _____
Contact Number _____
Hours per day _____ Months per year _____

Transfer Request Information

Preferred Location _____
Hours per day _____ Months per year _____
Lateral/lower job
classification
willing to accept _____
Reason for transfer _____

Transfer requests are valid for one year to date of submission. Please review your current application in your personnel file to ensure information is up to date and accurate. Transfer requests will be granted a final interview based on vacancy options.

Employee Signature _____ Date _____

Personnel Approval _____ Date _____

CSEA to DO - 03.24.2025 at 12p
 CSEA to DO - 04.18.2025 at 8a
 CSEA to DO - 04.18.2025 at 12p
 CSEA to DO - 05.09.2025 at 12.10p

DO to CSEA Counter - 03.24.2025 at 2:30 pm
 DO to CSEA Counter - 04.18.2025 at 11:00 am
 DO to CSEA Counter - 05.09.2025 at 9:00 am



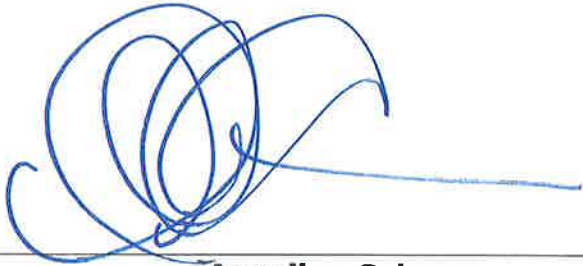
COVINA-VALLEY
 UNIFIED SCHOOL DISTRICT

Classified Employee Transfer Request

CURRENT EMPLOYMENT INFORMATION			
FIRST NAME		LAST NAME	
CONTACT NUMBER		WORK LOCATION	
JOB TITLE OR CLASSIFICATION		HOURS PER DAY	MONTHS PER YEAR
TRANSFER REQUEST INFORMATION			
PREFERRED LOCATION		HOURS PER DAY	MONTHS PER YEAR
LATERAL OR LOWER JOB CLASSIFICATION WILLING TO ACCEPT			
REASON FOR TRANSFER			
<p>Transfer requests are valid for the current fiscal year only (July 1st – June 30th) and must be renewed annually if desired. Employees are encouraged to review their current applications in their personnel file to ensure all information is accurate and up to date. Final interviews for transfer requests will be conducted based on available vacancies.</p>			
EMPLOYEE SIGNATURE		DATE	
PERSONNEL APPROVAL		DATE	

CSEA to DO - 03.24.2025 at 12p
CSEA to DO - 04.18.2025 at 8a
CSEA to DO - 04.18.2025 at 12p
CSEA to DO - 05.09.2025 at 12.10p

DO to CSEA Counter - 03.24.2025 at 2:30 pm
DO to CSEA Counter - 04.18.2025 at 11:00 am
DO to CSEA Counter - 05.09.2025 at 9:00 am



Angelina Cabrera
Chapter 49 President
California School Employees Association

05-09-2025

Date



Michele Doll
Assistant Superintendent of Personnel Services
Covina-Valley Unified School District

May 9, 2025

Date



Michelle Ruiz
Labor Relations Representative
California School Employees Association

May 9, 2025

Date