



Central Unified School District

CLASSIFIED PERSONNEL – REQUEST FOR TRANSFER

Please complete all fields below:

EMPLOYEE NAME: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Present Site / Department : \_\_\_\_\_

I HEREBY REQUEST A TRANSFER TO THE FOLLOWING SITE / DEPARTMENT / OPEN POSITION:

\_\_\_\_\_

Reason(s) for Transfer Request to the following Site/Department/Open Position are the following :

\_\_\_\_\_

- Transfers may be originated by the Administration or may be requested by an employee. *“Transfers refer to horizontal movement of an employee from one job to another in the same classification and at the same salary rate and may include movement from one site to another”*
- **CSEA Agreement Article 11.G.** The District shall give first opportunity to current permanent employees who have submitted a transfer and who meet the following criteria:
  - Is an employee of the District for at least two (2) years
  - Meets the job description qualifications
  - The last performance evaluation indicates a “meets” or “exceeds” standard; bargaining unit members who receive an “unsatisfactory” and/or “requiring improvement” mark are disqualified from the transfer process
  - Demonstrates positive employment history as evidenced by documentation
- Where more than one unit member meets all the criteria, the most senior individual shall be given the initial opportunity
- Transfer requests may be accompanied by Letters of Recommendation and Resumes.
- Transfer request must be signed by Site and Department supervisors and Department Supervisors must forward TRANSFER to HR for *final* approval.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Site Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Immediate Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

----- DO NOT WRITE BELOW THIS LINE HR USE ONLY -----

Date of Action: GRANTED  DENIED

Assistant Superintendent HR Signature/Designee  
Date

<i>Office use only:</i>
RFP # _____
Transfer Request to PNO # _____