ARTICLE 6

TRANSFERS

1. Employees or District management may initiate transfer requests. Transfers may be made provided that the employee is otherwise eligible for a transfer.

2. Transfer requests may be initiated by any permanent employee at any time for any equal or lower classification requiring qualifications of the same general nature. The employees needs to submit a transfer requests each year for consideration. Transfer requests are valid for the fiscal year that 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 lists. Placement on the eligibility 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 eligibility list. Employees shall be entitled to interviews that occur in their eligible classification during the fiscal year.

3. Involuntary transfers of employees on a temporary or permanent basis may be made by District Management at any time such that the transfer is in the best interest of the District as defined by the District. An employee affected by such transfer shall be given a seven (7) working day notice. Upon the request of the employee, a conference will be held between District management and the employee in order to discuss the reasons for the transfer. The Association will be notified on the same working day of the notification to the employee. The Association will receive a copy of the written notice to the employee. Notification is to be made seven (7) working days prior to the intended transfer date.

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

5. 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. Hours per day
   2. Site/department
   3. Working months per year

6. Any employee may waive their right to a seven (7) day notice.

7. The Classified Employee Transfer Request form may be found in Appendix C.

COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

Classified Employee Transfer Request

Appendix C

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		

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.

EMPLOYEE SIGNATURE	DATE
PERSONNEL APPROVAL	DATE

Angelina Cabrera
Chapter 49 President
California School Employees Association

12-12-2025
Date

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

12·12·25
Date

Michelle Ruiz
Labor Relations Representative
California School Employees Association

12/12/25
Date