



CONEJO VALLEY UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
750 Mitchell Road, Newbury Park, CA 91320
Phone: (805) 498-4557

CLASSIFIED REASSIGNMENT NOTICE

POSITION ACTION REQUESTED BY: _____
Administrator / Department Head Name Department / School Site

EMPLOYEE INFORMATION:

NAME: _____ JOB CLASSIFICATION: _____

CURRENT SITE _____ CURRENT POSITION CONTROL # _____

CURRENT ASSIGNMENT/ STUDENT/ PROGRAM: _____

CURRENT WORK HOURS: _____ CURRENT FTE: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Shift Starts					
Lunch Starts					
Lunch Ends					
Shift Ends					

NEW ASSIGNMENT: _____ EFFECTIVE DATE _____

SITE _____ POSITION CONTROL # _____

NEW ASSIGNMENT/ STUDENT/ PROGRAM: _____

NEW WORK HOURS: _____ NEW FTE: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Shift Starts					
Lunch Starts					
Lunch Ends					
Shift Ends					

REASON: CHANGE TO STUDENT SUPPORT ☐ PROGRAM NEED ☐ OTHER: ☐

EXPLANATION: _____

ACKNOWLEDGEMENT SIGNATURES:

INITIATING SUPERVISOR DATE

HUMAN RESOURCES DATE

EMPLOYEE (ACKNOWLEDGING RECEIPT) DATE

DELIVERY DATE/ NOTICE TO CSEA