

Human Resources Department

CERTIFICATED – TRANSFER REQUEST FORM

Transfer Procedures

Transfers will occur in accordance with the Collective Bargaining Agreement between ADTA and the Adelanto Elementary School District, Article 20.

Per ADTA Contract 20.4-A. A Bargaining Unit Member may submit a request for a transfer subsequent to the posting of a vacancy notice and within the (7) seven day timeline of the posting. A Bargaining Unit Member may also submit a request for transfer at any time whether or not a vacancy exists. The request shall be valid and considered for only one (1) year following date of receipt by the District Office.

Eligibility

1. The District in determining a transfer/reassignment selection, may include but is not limited to, the following: (ADTA Article 20.4)

(1) Credentials, (2) Supplemental authorizations/certificates, (3) Service years in the District

(4) Grade level/content area experience (5) Interview ranking, (6) Prior performance, (7) Site specific needs

2. If, after the District's utilization of this criteria, there are two (2) or more Bargaining Unit Members equally qualified for the vacancy, the Unit member with the greatest seniority shall receive said transfer/reassignment.

Selection

1. Bargaining Unit Members who are voluntarily transferred shall be granted at least two (2) days release time before the transfer/reassignment actually occurs if transfer/reassignment is during the school year. (ADTA Article 20.4 G.)

2. The DISTRICT shall provide assistance in moving instructional materials to any new location within the DISTRICT. (ADTA Article 20.4 H.)

Employee Information

Employee Name (First, Last)

Position

Work Location (Department/School)

Preferred Contact Number

I am requesting a voluntary transfer to:

Department/School Site

Position

Employee Signature

Date Signed

Notifications of the status of your transfer request will be sent via e-mail to your District e-mail account. You should check your email regularly after the closing date of the transfer posting for updates on the status of your request for transfer.

Human Resources Department

Seniority Hire Date: _____

Email Sent to Unit Member:

Qualified For Position: Yes No

Email Sent to Admin/IT/Payroll:

1 Year Expiration Date: _____

Position/seniority/evaluation list:

Only Transfer Request, Offered Position

Selected At Interview

Not Selected At Interview