

Human Resources Department
CLASSIFIED – TRANSFER REQUEST FORM

Transfer Procedures

Transfers will occur in accordance with the Collective Bargaining Agreement between CSEA Chapter 451 and the Adelanto Elementary School District, Article 13.
 Per CSEA Contract 13.1-A. Voluntary Transfer Any unit member may initiate a transfer to any open position in the same classification and job description regardless of part-time or full-time status upon posting of said position. Unit members requesting a transfer shall submit a "Classified Transfer Request Form" at any time during the duration of the posting to the Human Resources Department. A new transfer request form must be submitted for each posting.

- Eligibility
1. Permanent Classified Employee (CSEA Article 8.10)
 2. Be in good standing related to work performance (CSEA Article 13.1 A.8.)
 3. Unit Members may only transfer voluntarily once per school year July 1 – June 30 (CSEA Article 13.1 A.10.)

- Selection
1. If you are eligible for a transfer, and you are the only one to request a transfer to the open position, you will be offered the position (CSEA Article 13.1 A.4.)
 2. If more than one eligible employee requests a transfer, the five eligible employees with the most seniority will be interviewed (CSEA Article 13.1 A.4.)

Employee Information

Employee Name (First, Last)	Classification
Work Location (Department/School)	Preferred Contact Number

I am requesting a voluntary transfer to:

Department/School Site	Classification	
Work Hours	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

Position Hire Date: _____	<input type="checkbox"/> Only Transfer Request, Offer Position
District Hire Date: _____	<input type="checkbox"/> Transfer Interview (Top 5)
Probationary/Conditional <input type="checkbox"/> Yes <input type="checkbox"/> No	Position Ranking (Seniority) _____
Good Standing: <input type="checkbox"/> Yes <input type="checkbox"/> See Attached	Assistant Superintendent of Human Resources Review <input type="checkbox"/> Accept Transfer <input type="checkbox"/> Deny Transfer, per CBA _____ Assistant Superintendent of Human Resources
Transferred Current School Year: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Eligible for Transfer: <input type="checkbox"/> Yes <input type="checkbox"/> CPO Review	
Transfer Request Reviewed by: _____	