



ALVORD UNIFIED SCHOOL DISTRICT

Human Resources
9 KPC Parkway
Corona, California 92879

CLASSIFIED TRANSFER/INCREASE IN HOURS REQUEST FORM

According to the current Classified Collective Bargaining Agreement, **ARTICLE XIV, Section 6 – Transfer, Voluntary:**

- a) A voluntary transfer is a transfer at the employee’s request to another assignment in the same job classification.
- b) A voluntary demotion is a move from one classification to a lower classification at the employee’s request, and will be treated as a transfer, as set forth in this Article.
- c) A transfer/increase in hours request form may be submitted at any time and will remain active for one (1) year from the date the District form is received in Human Resources.
- d) Requests for a specific assignment(s) must be received in the Human Resources no later than the application deadline specified in the District announcement for the job opening.
- e) The request for a transfer will not jeopardize the member’s current assignment.

According to the current Classified Collective Bargaining Agreement, **ARTICLE XI, Section 11 – Adjustment of Assigned Time:**

“Whenever there is a vacant position, permanent members whose workday is less than full time shall be offered increased hours in classification by seniority.”

A request for an increase in hours must be received **prior to the application deadline time/date** for the position in which the employee wishes to be considered.

Name: _____ Date: _____

Present Assignment: _____

Present Number of Assigned Hours: _____

I AM REQUESTING A TRANSFER/INCREASE IN HOURS TO:

Position: _____

Site: _____

Reason for request: _____

Employee’s Signature: _____

Home Phone: _____ Site Phone: _____

Received in the Human Resources Office By: _____

Date: _____