HUNTINGTON BEACH CITY SCHOOL DISTRICT CLASSIFIED REQUEST FOR VOLUNTARY TRANSFER (within same classification)

In accordance with the Classified Contract Agreement, Article 18, a unit member may submit a Request for Voluntary Transfer form to the Human Resources Office for transfer to positions within their current classification at any time during the work year.

Per Article 18.4.1-18.4.2.1: Submission of an employee request for transfer on appropriate District form. Qualifying unit members shall be offered an opportunity to interview prior to filling a vacancy by an outside applicant. Requests shall be submitted to the Human Resources department. All requests shall automatically become null and void on July 1 of each year and if still interested in transfer the employee must submit a new form.

Probationary unit employees are not eligible to be considered for voluntary transfer.

each classifica	ation.		A separate form must be submitted for
		TELEPHONE:	
CURRENT ASS	SIGNMENT: SCHOOL/DEPART	MENT:	
Classification:			Number of Hours:
Reason for Re	quest:		
Request:	Same Number of H	lours	Less Hours
DATE:	SIGNATURE:		
	uests will be kept on file for a ill desired, a new form must b		June 30). At the end of that time, if a
	FOR	HUMAN RESOURCES USE O	NLY
REFERRED:	Location:		Date:
	Location:		Date:
	Location:		Date:
PULLED:	Date:	Reason: Outdated/Employee Request by:	