



REQUEST FOR TRANSFER CLASSIFIED STAFF PERSONNEL

This request does not guarantee that a transfer will be made. Each request will be considered in terms of all factors and conditions contained in Administrative Policy.

Procedure for Requesting Transfer

- **Six month review period must be completed before transfer request can be made.**
- It is required that you discuss your request for transfer with your principal/supervisor.
- Obtain a Request for Transfer form from either the principal's/supervisor's office, Human Resources Department, or CMCSS website.
- Complete form; submit copy to the principal/supervisor no later than the last day of the vacancy posting.
- Original transfer form will be filed in personnel file in HR. Employee may receive a copy upon request to HR.

1. Name: _____ 2. Date: _____

3. Present Work Location: _____

4. Present Work Assignment: _____

5. Posted vacancy at (location): _____

6. To the position of: _____

Understanding that the criteria for consideration of a request for transfer are: (a) qualifications of the position as contained in the job classification, (b) qualifications of the position as contained in the vacancy posting. My reasons for the request are:

Continue on separate sheet, if necessary.

Contact Telephone Number

Signature of Employee

The immediate supervisor shall approve or disapprove and inform the employee of the decision. If approved, send to the Human Resources Department. If disapproved, notify the employee and forward original to the Human Resources Department.

Approved Disapproved _____

Date

Supervisor

If request is disapproved, supervisor is to state reason for decision:

Continue on separate sheet, if necessary.

