



**ELK GROVE UNIFIED SCHOOL DISTRICT
AFSCME TRANSFER REQUEST**

Received in HR

A transfer is defined as a move from one site or location to another within the same classification.

Complete the transfer form and submit to the Human Resources Department. It will remain on file for the current fiscal year.

All employees in good standing who have completed their probation are eligible to apply for a voluntary transfer. Transfer requests on file with Human Resources will be given interview consideration.

Section A: To be completed by employee

Last Name:	First Name:
EIN:	Day Phone:
Email address:	Evening Phone:
Classification:	Current site:
In current classification since: _____	Current # hours per day (contract): _____
Probationary period completed? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Traditional <input type="checkbox"/> 10-month <input type="checkbox"/> 12-month
PLEASE CHECK ONE	
<input type="checkbox"/> I am applying for a specific site(s) in my current classification. Site: _____ NOTE: If an employee declines an interview and/or declines an official offer with equivalent FTE for requested site, s/he will be removed from the transfer list. Any future transfer requests must include a specific site.	<input type="checkbox"/> I want to be considered for any site with a vacancy in my current classification. NOTE: If an employee declines three (3) interview offers for a position with equivalent FTE, s/he will be removed from the transfer list for the remainder of the current school year. S/he will be eligible to submit a transfer request for the following school year.
Employee Signature:	Date:

Section B: to be completed by Human Resources

Evaluation OK date _____
<input type="checkbox"/> Eligible for transfer
<input type="checkbox"/> Not eligible for Transfer
Comments: _____
Human Resources: _____ Date: _____
NOTE: A copy of your most recent performance evaluation must be attached to the transfer request.