



# Conejo Valley Unified School District

PERSONNEL SERVICES DIVISION / CLASSIFIED PERSONNEL

## CLASSIFIED ASSIGNMENT TRANSFER REQUEST

### EMPLOYEE'S CURRENT ASSIGNMENT INFORMATION

Name (Last, First): \_\_\_\_\_ **Current**  
 Job Classification: \_\_\_\_\_

Assignment Type: \_\_\_\_\_ Mo/ \_\_\_\_\_ Hrs Work Location \_\_\_\_\_

Your Contact  
 Phone/Email: \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Please respond to the following questions regarding your current employment status:

- Yes  No – I am presently on **probation** in my current assignment. If yes, specify date probation ends: \_\_\_\_\_
- Yes  No – My most recent performance evaluation reflects an overall performance rating of "meets standards" or above. Specify the date of your last performance evaluation, if known: \_\_\_\_\_
- Yes  No – Have you received two or more formal written reprimands in the last six months?
- Yes  No – Have you been subject to formal discipline (e.g. suspension, demotion, etc) during your employment with the District? If so, specify type of discipline and year: \_\_\_\_\_

### TRANSFER REQUEST DETAIL

- ☛ Transfer to Job Classification: \_\_\_\_\_ (**MUST be equal to, or less than current Classification Range on the CSEA Salary Schedule within the same Job Family**)
- ☛ Please specify the type of assignment change(s) that you are requesting (**check all that apply**):
  - WORK LOCATION** – Complete Section A
  - REGULAR ASSIGNMENT TYPE** (i.e. hours and/or work year) – Complete Section B
  - WORK SHIFT** – Complete Section C
  - VOLUNTARY REDUCTION (CHANGE TO LOWER JOB CLASSIFICATION)** – complete Section D

#### SECTION A - SPECIFY PREFERENCE IN WORK LOCATION (**check only one**):

- Change to any other District site
- Change to specific site(s) only: \_\_\_\_\_
- Change to any site within special location area (check all that apply):  Westlake  Thousand Oaks  Newbury Park

#### SECTION B - SPECIFY PREFERENCE IN REGULAR ASSIGNMENT CHANGE (i.e. hours and/or work year):

- Increase work hours to (specify minimum): \_\_\_\_\_
- Voluntary reduction in work hours to (not less than): \_\_\_\_\_
- Increase work year **only** (specify desired work year term): \_\_\_\_\_
- Voluntary reduction in work year to (not less than): \_\_\_\_\_

#### SECTION C - SPECIFY PREFERENCE IN WORK SHIFT CHANGE:

Desired work shift:  Day  Night  Specific Hours: start time: \_\_\_\_\_ a.m./p.m. - end time: \_\_\_\_\_ a.m./p.m

#### SECTION D – SPECIFY THE REQUESTED LOWER JOB CLASSIFICATION (VOLUNTARY DEMOTION):

Requested Job Classification: \_\_\_\_\_

Have you previously held this job classification (Y/N)? \_\_\_\_\_

Reason for voluntary demotion: \_\_\_\_\_

Specify assignment (work year/work hours): \_\_\_\_\_ / \_\_\_\_\_

### EMPLOYEE CERTIFICATION

I understand that my name will be referred to hiring manager(s) for transfer consideration **in accord with the specifics of my request as detailed above** for a period of one (1) year from the date the request is received in the Classified Personnel office.

**\*If your request for a voluntary reduction in work hours/work year and/or a request for voluntary demotion is granted, you will forego all reemployment rights to the higher/current job classification; you will only have reinstatement rights provided that you have attained permanent status in your current job class.**

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

#### CLASSIFIED PERSONNEL OFFICE USE ONLY

Date transfer expires: \_\_\_\_\_ Reviewed/Approved by: \_\_\_\_\_ Transfer Bulletin #: \_\_\_\_\_

Certification referrals: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_

Date transfer obligation met: \_\_\_\_\_ - Certification #: \_\_\_\_\_ - Assignment type: \_\_\_\_\_