



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

CLASSIFIED REQUEST FOR TRANSFER

What is a Request for Transfer? The purpose of a Transfer Request is to request additional hours to the number of weekly hours currently assigned, or to request transfer to a different school site, a different classroom at your current site, or to a different department, within your current classification (job title). This form may also be used to request Voluntary Demotion into a lower classification.

Transfer Requests are not intended for transfers into higher, promotional, or unrelated classifications. If employees are interested in higher, promotional, or unrelated classifications, completing interest cards or applications on Edjoin is necessary. If you are unsure whether a Request for Transfer is the appropriate form to use for your request, please contact the Personnel Commission department prior to submission. We are happy to help.

The Agreement between the Ocean View School District and the CSEA Chapter #375 provides an employee's request for transfer must be submitted in writing on the Personnel Commission Transfer Form, to the Personnel Commission office. The employee may then be considered with other applicants for vacancies in the class. No obligation shall exist to fill a position by transfer. Please reference Article 8 of the OVSD/CSEA Contract and Personnel Commission Rule 8.2 for further details.

My current information is as follows:

Employee Name: _____
Classification (Job Title): _____
Work Location _____
Current Number of Assigned Weekly Hours _____ Email Address _____
Home Phone _____ Cell Phone _____

I would like to be considered for the following:

Classification(s)/Job Title(s)* _____
Please note that Transfer Requests cannot be submitted for transfer into a higher/promotional or unrelated classification.
Location(s) _____
Hours Per Week _____
(A number range is preferred, i.e. 15-20 or 20+, instead of any)
Comments _____

*You may request a transfer for the following:

- **Current Classification** - This is the classification you are currently working in, and you must have passed your probationary period. This request can be for an increase or decrease in hours, and/or an alternate location.
- **Lateral Classification** - This is a related classification on the same salary range. The determination of whether classes are sufficiently related to permit transfer between them shall be made by the Director, Classified Personnel. *Please consult with Personnel Commission staff for clarification if you are selecting this option.* (Ext. 1401, 1403, 1404)
- **Voluntary Demotion** - A position with a lower maximum salary rate that falls within the promotional line of the present classification.
 - ★ Voluntary Demotions require the approval of the employee's present Department Head, and that of the Department Head to which he/she is to be assigned. [Merit Rule 8.2.8.A] ☐ ***I have read and understand that approval from my present Department Head and that of the Department Head to which I may be assigned are both required for a voluntary demotion request to transpire.***

Please include my name on the Transfer List for the above classification(s). I understand that this request will enable me to be considered for the position(s) along with other eligible candidates. I further understand that although there is no obligation to fill the position by transfer, the hiring supervisor may consider and act upon my transfer request, and is required to interview me at least once for the same classification.

Employee's Signature: _____ Date: _____

Please forward to the Personnel Commission Office

Transfer requests are valid from January 1 through December 31 of the current school year.

To ensure continued interest in transfer, a new request must be submitted each year.

OCEAN VIEW SCHOOL DISTRICT JOB OPPORTUNITY INFORMATION: www.edjoin.org