



REQUEST FOR LATERAL TRANSFER-CSEA 367 CLASSIFIED

PLEASE FILL OUT ONLY IF YOU ARE A PERMANENT CSEA 367 CLASSIFIED EMPLOYEE.
Please complete with black or blue pen.

SCHOOL YEAR OF TRANSFER: 2012/2013 Home Phone: _____

NAME _____ Cell Phone: _____
First Last

ADDRESS _____
Street Number or P. O. Box, City, State Zip

PRESENT ASSIGNMENT _____
Your current Assignment/Position

School/Site(s) currently employed

PLEASE COMPLETE THE FOLLOWING:

I would like to be considered for the following advertised classified opening(s): *(please circle)*

- | | |
|----------------------------------|------------------------------------|
| Custodian II-Day Shift | Custodian II-Night Shift |
| Warehouse Keeper/Driver | Grounds Worker |
| Grounds Worker-Specialist | Locksmith |
| Mechanic | Maintenance Technician |
| Lead Grounds Worker | Lead Maintenance Technician |

I would like to be considered for any classified openings that may occur as defined, and in accordance with sections 8.2.1 – 8.2.4 in the collective bargaining agreement (see back):

SIGNATURE DATE

Resume and/or letters of recommendation may be attached. This information is not required but is desirable.
Note: A copy of this form will be sent by the Human Resources Office to your school principal or immediate supervisor.

C: Employee
Personnel File
School site presently assigned to
School site requesting to transfer to

8.2 Voluntary Transfers Within the Unit

- 8.2.1 A unit member wishing to transfer may request in writing to the Human Services Office that the unit member be considered for transfer when a vacancy occurs in a like classification or a classification in the unit for which the unit member is qualified. The District will maintain a list of those unit members requesting such voluntary transfers and notify them of any vacancy occurring.
- 8.2.2 Any position which is declared vacant shall be posted by the District for not less than five (5) full workdays as defined in Section 4.2 of the grievance procedure. All unit members on paid or unpaid leave or during summer recess may request, in writing, a copy of all vacancy notices be mailed to them at their home address.
- 8.2.3 After first consideration is given to those within the classification who have requested transfer according to 8.2.1 above, consideration shall be given to all qualified applicants on the basis of: (1) best qualifications and best interests of the District; (2) appropriate legal requirements regarding employment opportunity as set forth in State and Federal Laws and regulations; and (3) if two or more applications are deemed equal on the above, length of service within the District.

TENTATIVE AGREEMENT July 27, 2004

The California School Employees Association, Chapter 367 (hereinafter referred to as Association) and the Santa Rosa City School Districts (hereinafter referred to as District), having met and negotiated, hereby agree to add the following articles to the collective bargaining agreement, and such amendments shall supersede any provisions with which they may conflict.

Article 8. Transfer

- 8.2.4 **Voluntary Transfer**
A unit member interested in a lateral transfer should file written notice (see Appendix D) with the Superintendent or designee. Such written request will be kept on file until August 1st or until the transfer has been granted, whichever is less.