



El Monte Union High School District
Human Resources
Transfer Request Form
Classified and Classified Confidential Employees

Employee Name: _____

Current Position: _____

Current Work Site: _____

I hereby request a transfer to the following specific vacancy: _____

Reason(s) for transfer request: _____

By Submitting this form, I understand the following:

1. Reason for request will be provided.
2. Transfers are only to lateral vacant positions.
3. Requester will inform immediate supervisor.
4. Request is submitted by requester to Human Resources (HR).
5. HR will inform the requester of the determination via the requesting form.
6. HR will determine date of transfer after consulting with both supervisors.
7. If granted a transfer, no voluntary transfer will be allowed for one (1) year.
8. Requests do not guarantee automatic approvals of transfers.
9. If more than one transfer request is received for a vacant position and all are acceptable transfers, the employee with the most seniority will be granted the transfer.

Employee Signature

Date

_____**DO NOT WRITE BELOW THIS LINE**_____

Action: Granted _____ Denied _____

Robin Torres
Assistant Superintendent for Human Resources

Date