

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity
4400 Ladoga Ave.
Lakewood, CA 90713
(562) 435-5708

For Office Use Only

Related Class Transfer

DATE: _____

SUBJECT: CLASSIFIED TRANSFER REQUEST

TO: Personnel Commission

I am an employee with permanent status: Yes No

Note: Probationary employees are not eligible to request a voluntary transfer except under unusual circumstances.

Please refer to Chapter 8.1 Rules & Regulations of the Classified Service regarding status attained following Transfer.

Name: _____ Employee #: _____

Current Classification: _____

Work Location: _____

Home Address: _____

City: _____ Zip Code: _____

Home Phone #: _____ Cell Phone #: _____

E-mail: _____

Note: Your contact information listed above will be updated by PC Staff in our Applicant Tracking System only.

I wish to be considered for the following:

Transfer within my present classification.

Related Class Transfer to the following classification: _____

(Related Class Transfer must fall within the same or lower salary range and within the same job family classification; subject to approval by the Personnel Commission.)

Please indicate your preference in each of the following categories:

SITE: High School Middle School Elementary School Non-School Sites

CALENDAR: 12 month 10 month (220 day, 209 day & 206 day)

HOURS PER WEEK: 40 hours/week 20-39 hours/week Less than 20 hours/week (No Medical Benefits)

Employee Signature: _____