

APPENDIX N: Classified Lateral Transfer Request

HEMET UNIFIED SCHOOL DISTRICT

1791 W. Acacia Avenue, Hemet CA 92545

CLASSIFIED EMPLOYEE LATERAL TRANSFER REQUEST FORM

(Probation must be completed in this position to be eligible)

I request a Lateral Transfer for open job posting # _____

Job Classification _____

Number of hours _____

Work Site _____

Employee Name _____

District Employee ID Number _____

Contact Number(s) _____

Contact Email Address _____

Current Job Classification _____

(Must be Identical to Posted Job Classification)

Current Work Site _____

Number of Hours _____

(Must be identical to posted job hours)

SIGNATURE OF APPLICANT

DATE

HR OFFICE USE ONLY

Seniority Date in Classification _____

Permanent Date _____

(Probation completed)

- Employee Notified Lateral Transfer received
- Lateral Transfer reviewed by Site Administrator
- Lateral Transfer Accepted
- Lateral Transfer Denied

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Request.doc