



**COLLEGE OF THE DESERT
OFFICE OF HUMAN RESOURCES
CLASSIFIED TRANSFER REQUEST FORM**

This form can be submitted by Classified employees to initiate a lateral transfer to a position within their same classification.

Last Name, First Name COD Email

Job Title Department Campus Location

Current Hours per Week Months per Year Work Schedule

CSEA, Collective Bargaining Agreement:

15.5: A unit member may initiate a request for a lateral transfer to a vacancy within the employee's same job classification, by submitting the transfer request at any time to the Human Resources Office. Unit members on the transfer request list as of the closing date of the recruitment for the this vacancy within their same job classification shall be offered an interview with the hiring manager along with other eligible applicants. The employee shall submit an application for the benefit of the hiring manager's and committee's review during the interview process. Following the interview, the District will inform the unit member if the transfer request is approved or denied. A unit member's transfer request shall remain on file in the Human Resources Office for twelve (12) months, or when the transfer occurs, or when the employee is promoted or leaves the District, whichever occurs first.

FOR HUMAN RESOURCES USE ONLY:

- Date Received: _____
- Expiration Date: _____
- Reason Form Removed (expired, new position, etc.): _____