

**CSEA REASSIGNMENT / TRANSFER REQUEST FORM
– SAME CLASSIFICATION**

Pursuant to Article 11.2.2, members of the CSEA collective bargaining unit are eligible to request reassignment (same unit) or transfer (different unit) from their current position into another District position within the same classification.

This completed CSEA Transfer/Reassignment Request Form can be submitted to the Office of Human Resources no later than five (5) working days after the vacant position has been announced.

Prior to consideration of any members who submit requests under CSEA Article 11.2.2 (et seq.), requestors who submit this form will be given first consideration for all openings within their same classification.

Respondents are required to submit a current resume, letter of application and/or other materials in order to be considered for reassignment or transfer in this process.

Please complete this form online and submit via e-mail to the Office of Human Resources directly by selecting the Submit button below.

Work Location:

Skyline College College of San Mateo Cañada College Chancellor's Office

Employee Name: _____

Classification Title: _____

E-mail: _____ **Office Extension:** _____

Name of Immediate Supervisor: _____

Division: _____

Employee Signature: _____ **Date:** _____