

**CLASSIFIED NON-REPRESENTED  
REASSIGNMENT / TRANSFER REQUEST FORM – SAME  
CLASSIFICATION**

Entitlement to District transfers and reassignments for non-represented employees follows Article 11.2.2 of the CSEA collective bargaining contract. Non-represented employees 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 request form must be submitted directly to the Office of Human Resources.

Employees 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:** \_\_\_\_\_