

AFSCME REASSIGNMENT / TRANSFER REQUEST FORM – SAME CLASSIFICATION

Pursuant to Article 11.4, members of the AFSCME collective bargaining unit are eligible to request reassignment (same unit) or transfer (different unit) from their current position into another AFSCME position within the same classification.

This completed AFSCME Transfer/Reassignment Request Form can be submitted to the Office of Human Resources any time during the fiscal year. The request will be valid for the complete fiscal year during which it is submitted, July 1st through June 30th.

Prior to consideration of any members who submit requests under AFSCME Article 11.4 (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 as part of a selections process.

Please complete online and submit this form via e-mail to the Office of Human Resources directly by selecting the Submit button below, or clearly print in ink and submit a paper form.

Current Work Location:

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

Employee Name: _____ **E-mail:** _____

Classification Title: _____

I hereby request Transfer / Reassignment to:

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

Employee Signature: _____

Date: _____