



Internal Transfer Request Form

Employees considering an internal transfer must:

- **Have held their current position for at least 12 months, maintained a satisfactory record (documented evaluation of job performance) and have no progressive discipline actions during the last 12 months.**
- **Review the requested position's job description on the "S" drive under Education and Work Experience to understand qualification requirements for the position.**

Section 1: Employee Information

Employee Name	Current Location	Date
Title of Available Position:	Location of Available Position:	
Current Position:	Current Supervisor:	
Describe in detail the educational background and professional skills that qualify you for this position:		

Upon completion of this form, I acknowledge my understanding of the following; That my submission of this form serves as a formal notification of my interest in the above-mentioned position. My submission of this form does not guarantee that I will be transferred into another position. In the interest of adequately filling this position, I will be evaluated, along with other applicants, based upon my experience, skills, and qualifications. for placement consideration.

Employee Signature:

Date:

Section 2: HR Use Only

Forwarded:	Interview Completed:	Job Offered:	Transferred:

Internal Transfer Request Procedures

1. Employee completes the Internal Transfer Request form and submits it to HR and their Supervisor(s).
2. After reviewing the request and verifying qualifications, HR forwards the request to the receiving Supervisor(s).
3. An interview may be scheduled to determine if the receiving school wants to accept the transfer. The interview is optional.
4. The receiving Supervisor(s) makes a decision to accept or decline the transfer and communicates that decision to the current Supervisor(s) and HR.
5. If the transfer is accepted, and the salary remains the same, a PCF is completed by the current supervisor with a minimum of 2 weeks' notice as the effective start date at the other school.
6. Negotiations between the employee and hiring supervisor(s) at both locations need to be agreed upon and communicated to HR.
7. If the transfer is declined, the employee will be notified by HR.
8. If the transfer is for a different position and the salary will change, a new job offer letter needs to be signed by the employee. HR will e-mail the new job offer letter to the current supervisor to be signed by the employee and scanned back to HR. The original letter with no signature will be destroyed.