

La Grande School District #1
CERTIFIED EMPLOYEE REQUEST FOR TRANSFER

The Collective Bargaining Agreement between the La Grande School District and the La Grande Education Association states:

When a vacancy arises, the District shall promptly post a notice of the vacancy and notify the Association. The District shall make a job description for each position available. Prior to posting the vacancy, the principal of the school will consider requests from current licensed staff assigned to the school that have indicated an interest in changing positions.

A current certificated employee must request a voluntary transfer to a different posted position in another school with the District within seven (7) working days after the posting date. The request shall be made on the Transfer Request Form and forwarded to the Personnel Office prior to the closing date. The District shall act upon the request within thirty (30) days after receipt thereof.

The principal of the school with the posted vacancy will review the Transfer Request Forms of all District teachers applying for the position. Interviews by the principal of the school will be conducted when one (1) or more licensed staff members apply for the position. The principal of the school is not obligated to interview more than five (5) applicants for the position or to select any one of those interviewed to fill the vacancy.

Applicants from outside the District, including current temporary employees, cannot be considered until the voluntary transfer process for regular staff is completed.

(For complete information on vacancies and voluntary/involuntary transfers, please refer to Article 22 of the Bargaining Agreement.)

To request a transfer, please complete this form and forward it to the Personnel Office in the Administration Building prior to the closing date.

NAME: _____ **Phone:** _____

PLEASE PRINT

I am responding within seven (7) days to the posted vacancy announcement. I hereby request a VOLUNTARY TRANSFER from my position as

_____ at _____
(present position) (present school)

to the _____ position at _____.
(specific position) (specify school)

I am a Veteran _____ (Yes/No)

Comments: _____

Signature of Employee

Date

Signature of Principal

Date