

*La Grande School District #1*  
**CLASSIFIED EMPLOYEE REQUEST FOR TRANSFER**

In accordance with the Collective Bargaining Agreement between La Grande School District #1 and the Oregon School Employees Association, Article 10, Vacancies:

2. A transfer request form will be available for any employee who wishes to indicate their desire to change to another position within the same category. The request form does not indicate any promise of a transfer.
3. A current employee must request a voluntary transfer to a different, posted position in another school within the district, within five (5) 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.
4. Any in-district interviews will proceed prior to public interviews. However, in-district interviews may proceed at the same time as public interviews with the approval of the Association. Interviews by the principal of the school will be conducted when one (1) or more qualified staff members apply for the position. The principal of the school is not obligated to interview more than five (5) applicants for the position nor select any one of those interviewed to fill the vacancy.
5. The District retains the ultimate discretion in making the hiring decision.

Employee Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

In response to the posted vacancy announcement, I hereby request a VOLUNTARY TRANSFER from my position as:

\_\_\_\_\_ at \_\_\_\_\_ School to the  
(present position) (present school)

\_\_\_\_\_ position at \_\_\_\_\_ School.  
(like position) (specify school)

I am a veteran \_\_\_\_ Yes/No

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date