

# VOLUNTARY TRANSFER

A VOLUNTARY TRANSFER IS THE MOVEMENT FROM ONE WORK LOCATION TO ANOTHER WORK LOCATION, AND MAY INCLUDE A CHANGE IN GRADE AND/OR SUBJECT AREA AS LONG AS THE MOVE INVOLVES CHANGING WORK SITES.

ONLY UNIT MEMBERS HOLDING THE APPROPRIATE CREDENTIAL &/OR AUTHORIZATION AT THE TIME OF POSTING WILL BE GRANTED AN INTERVIEW.

THOSE IN THE PROCESS OF GAINING THE APPROPRIATE CREDENTIAL &/OR AUTHORIZATION MAY BE GRANTED AN INTERVIEW WITH THE APPROVAL OF THE ASSISTANT SUPERINTENDENT OF PERSONNEL.

TEMPORARY EMPLOYEES MAY NOT APPLY FOR TRANSFER.

UPON REQUEST, A UNIT MEMBER IN A SPECIAL EDUCATION ASSIGNMENT HOLDING ANOTHER GENERAL EDUCATION TEACHING CREDENTIAL, IS ELIGIBLE FOR A VOLUNTARY TRANSFER OUT OF THE SPECIAL EDUCATION PROGRAM

## THE PROCESS BEGINS

A COMPLETED TRANSFER FORM MUST BE SUBMITTED TO [TRANSFER@CONEJOUUSD.ORG](mailto:TRANSFER@CONEJOUUSD.ORG) FOR EACH POSITION IN WHICH YOU WOULD LIKE TO INTERVIEW.

YOU WILL RECEIVE AN AUTOMATED REPLY FROM [TRANSFER@CONEJOUUSD.ORG](mailto:TRANSFER@CONEJOUUSD.ORG) CONFIRMING RECEIPT OF YOUR TRANSFER REQUEST FORM.

ONCE THE POSITION CLOSES, AND THE PERSONNEL OFFICE DETERMINES WHETHER OR NOT YOU ARE ELIGIBLE FOR THE REQUESTED TRANSFER, THE SITE PRINCIPAL &/OR DISTRICT-LEVEL ADMINISTRATOR WILL SET UP AN INTERVIEW.

# THE FACTORS FOR INTERVIEW

1. UNIT MEMBER HOLDS CORRECT CREDENTIAL/AUTHORIZATION.
2. THE PERSONNEL OFFICE RECEIVED THE TRANSFER REQUEST PRIOR TO THE CLOSING DATE.
3. IF YOUR REQUEST FOR TRANSFER IS DENIED, THE PERSONNEL OFFICE WILL NOTIFY YOU BY EMAIL, AS WELL AS A WRITTEN RESPONSE.
4. YOU MAY WITHDRAW YOUR REQUEST AT ANY TIME PRIOR TO OFFICIAL NOTIFICATION/TRANSFER APPROVAL.
5. A TRANSFER REQUEST SHALL NOT BE DENIED ARBITRARILY, CAPRICIOUSLY, OR WITHOUT BASIS IN FACT.
6. FILING A TRANSFER REQUEST FORM IS WITHOUT PREJUDICE TO YOU, AND SHALL NOT JEOPARDIZE YOUR PRESENT ASSIGNMENT.
7. IN CASES WHERE NO SELECTION IS MADE, OPENINGS/VACANCIES SHALL BE POSTED FOR EXTERNAL CANDIDATES. YOU MAY STILL SUBMIT A REQUEST TO TRANSFER UNTIL THE CLOSING DATE LISTED ON THE VACANCY.

# TRANSFERS BY REASON OF ENROLLMENT REDUCTION/SCHOOL CLOSURE

ANY MEMBER WHO IS INVOLUNTARILY TRANSFERRED OR VOLUNTEERS TO TRANSFER SITES SHALL EITHER BE PAID 2 DAYS OF THEIR DAILY RATE, OR BE PROVIDED WITH 2 RELEASE DAYS IN ORDER TO FACILITATE THE MOVE AT THE DISCRETION OF THE ASSISTANT SUPERINTENDENT OF PERSONNEL.

QUESTIONS???

CALL THE UACT OFFICE:

805.497.8220