

# Yosemite Community College District

## Request for Transfer – Leadership Team

According to Section J – Reassignment/Transfer, Part 3 - Transfer, Leadership Team members may request to move to another position either within or across occupational lines. Please complete, sign and submit this confidential form to the office of the Vice Chancellor for Human Resources. The request is valid for one year from the date of receipt by Human Resources. The request is renewable for subsequent years upon submittal of a new form to the office of the Vice Chancellor of Human Resources.

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Campus requesting transfer from:            MJC            CC            CS

Current area/division: \_\_\_\_\_ Current Supervisor/Manager: \_\_\_\_\_

Current Job Classification: \_\_\_\_\_

Campus requesting transfer to:            MJC            CC            CS

Job Classification(s) you would consider: \_\_\_\_\_  
 \_\_\_\_\_

Please check each you will consider:    Full-time            Part-time            # Months \_\_\_\_\_

This is my first request for lateral transfer

This is a request for renewal

**Notification:** The District shall send/leave a message on your YCCD email account and the telephone number listed below. It is the employee's responsibility to notify the District by the end of the second business day if s/he would like to be considered for the position. If the employee does not respond, the District will open the position. This does not preclude the employee from applying for the open position.

Preferred telephone number: \_\_\_\_\_ Preferred email address: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

All parties shall maintain confidentiality.  
 Please submit completed form to the Vice Chancellor of Human Resources Office  
 Phone: 209.575.6506 or Fax: 209.575.6333

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**For Human Resources Use Only**

Date Received: \_\_\_\_\_ Request will expire on: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Notified of Vacancy	Department	Interview	
		Accepted	Declined