

**PERSONNEL COMMISSION**

**LONG BEACH**  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*  
4400 Ladoga Ave.  
Lakewood, CA 90713  
(562) 997-8000 ext. 7380

For Office Use Only
Related Class Transfer

DATE: \_\_\_\_\_

SUBJECT: CLASSIFIED TRANSFER REQUEST

TO: Personnel Commission

I am an employee with permanent status:  Yes  No

Note: Probationary employees are not eligible to request a voluntary transfer except under unusual circumstances.

**Please refer to Chapter 8.1 Rules & Regulations of the Classified Service regarding status attained following Transfer.**

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

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

Work Location: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Note: Your contact information listed above will be updated by PC Staff in our Applicant Tracking System only.**

I wish to be considered for the following:

- Transfer within my present classification.
- Related Class Transfer to the following classification: \_\_\_\_\_

*(Related Class Transfer must fall within the same or lower salary range and within the same job family classification; subject to approval by the Personnel Commission.)*

Please indicate your preference in each of the following categories:

**SITE:**  High School  Middle School  Elementary School  Non-School Sites

**CALENDAR:**  12 month  10 month (220 day, 209 day & 206 day)

**HOURS PER WEEK:**  40 hours/week  20-39 hours/week  Less than 20 hours/week (No Medical Benefits)

Employee Signature: \_\_\_\_\_