

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
CLASSIFIED EMPLOYMENT SERVICES**

**REQUEST FOR TRANSFER (CHANGE OF WORK LOCATION)**

**ATTENTION ADMINISTRATORS AND EMPLOYEES:  
PLEASE READ BOTH PAGES OF THIS FORM FOR IMPORTANT INFORMATION**

**LAST NAME** \_\_\_\_\_ **FIRST NAME** \_\_\_\_\_ **MIDDLE INITIAL** \_\_\_\_\_ **EMPLOYEE NUMBER** \_\_\_\_\_

**BUSINESS PHONE** \_\_\_\_\_  
**HOME PHONE** \_\_\_\_\_

( ) -  
( ) -

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**JOB TITLE** \_\_\_\_\_ **WORK LOCATION** \_\_\_\_\_

**CURRENT WORKING HOURS:** \_\_\_\_\_ **FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CHECK THE ASSIGNMENT AREAS (S) FOR WHICH YOU WISH TO BE CONSIDERED. REFER TO THE ASSIGNMENT AREA MAP.**

<b>CLASSIFIED ASSIGNMENT AREAS:</b>	* Central Offices	* 1 Northwest	* 2 Northeast	* 3 West	* 4 Central	* 5 East	* 6 Southeast	* 7 South	* 8 South Bay
<b>M &amp; O Areas:</b>		* N1 * PUN	* N2 * PUN	* C1 * PUC	* C2 * C3 * PUC * NMC	* C2 * C3 * PUC	* S1 * S2 * PUS	* S1 * PUS	* S1 * S2 * PUS

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- \* **REGULAR ASSIGNMENT**  
I AGREE TO RELEASE THIS EMPLOYEE WITHIN 14 CALENDAR DAYS ONCE THE EMPLOYEE IS SELECTED AT ANOTHER SITE.
- \* **DEFERRED APPROVAL:**  
ADMINISTRATORS MUST REFER TO THE APPROPRIATE COLLECTIVE BARGAINING AGREEMENT TO DETERMINE THE MAXIMUM DEFERRAL PERIOD ALLOWED UNDER EACH COLLECTIVE BARGAINING UNIT. IF YOU HAVE INDICATED A DATE THAT EXCEEDS THE MAXIMUM DEFERRAL PERIOD, IT WILL BE CHANGED TO THE MAXIMUM DATE ALLOWED UNDER THE APPROPRIATE COLLECTIVE BARGAINING AGREEMENT. THE EMPLOYEE'S NAME WILL NOT BE CERTIFIED UNTIL THE DATE INDICATED, AND THE ADMINISTRATOR MAY HOLD THE EMPLOYEE 14 CALENDAR DAYS AFTER SELECTION AT ANOTHER SITE.

I AM UNABLE TO RELEASE THIS EMPLOYEE UNTIL \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

Reason for Deferral (Required): \_\_\_\_\_

**ADMINISTRATORS – PLEASE GIVE THE EMPLOYEE A COPY OF THE SIGNED REQUEST**

**PRINCIPAL, SITE ADMINISTRATOR**

**PRINT NAME** \_\_\_\_\_ **PRINT TITLE** \_\_\_\_\_  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DIVISION/BRANCH/LOCAL DISTRICT ADMINISTRATOR**

**PRINT NAME** \_\_\_\_\_ **PRINT TITLE** \_\_\_\_\_  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PLEASE READ – IMPORTANT INFORMATION** **\*PC5005\***  
**REQUEST TO TRANSFER TO A DIFFERENT WORK LOCATION**

ADMINISTRATORS: WHEN AN EMPLOYEE SUBMITS A REQUEST FOR TRANSFER, IT CANNOT BE HELD OR DISAPPROVED. YOU MUST APPROVE IT FOR EITHER "REGULAR APPROVAL" OR "DEFERRED APPROVAL." IF "DEFERRED APPROVAL" IS SELECTED, YOU MAY ONLY DEFER IT UP TO THE MAXIMUM TIME LIMIT SPECIFIED IN THE APPROPRIATE COLLECTIVE BARGAINING AGREEMENT. PLEASE REFER TO THE APPROPRIATE COLLECTIVE BARGAINING AGREEMENT TO DETERMINE THE LENGTH OF TIME YOU MAY DEFER A REQUEST. IF YOU HAVE INDICATED A DATE THAT EXCEEDS THE MAXIMUM DEFERRAL PERIOD, THE DATE WILL BE CHANGED TO THE MAXIMUM DATE ALLOWED UNDER THE APPROPRIATE COLLECTIVE BARGAINING AGREEMENT.

**CLASSIFIED TRANSFER REQUEST – DEFERRAL PERIOD**

- Unit B: Article XI, Section 2.0: no deferral period
- Unit C: Article XI, Section 3.0: may be deferred up to six months
- Unit D: Article XIV, Section 3.0: may be deferred for up to 45 calendar days
- Unit E: Article XI, Section 2.2: may be deferred up to three months
- Unit J: Article XI, Section 3.0: may be deferred but no time period appears in the CBA
- Unit S: Article XI, Section 3.0: may be deferred for up to three months
- Unit A and H: Article XI, Section 3.0: no deferral period

- A. All transfer requests must be submitted to the **CURRENT** administrator for approval and signature. Once approved, it remains in effect for the duration of the request (see **TIME LIMITS** below).
- B. There is **no obligation** on the part of a hiring authority to select an employee requesting transfer over those persons on eligibility lists or persons approved the reinstatement. Employees will be sent on interviews when vacancies occur in the assignment areas they have selected.
- C. Any employee may request a transfer to a different work location in the same job classification. However, a request made by an employee who is not permanent in his or her present job class or who is still serving in restricted status; will be approved only in the best interest of the District.
- D. **TIME LIMITS:** A request for transfer will be kept active for the length of time specified in collective bargaining agreements. Please refer to the appropriate collective bargaining agreement to determine how long a request will remain active. If no transfer has taken place within the prescribed time, the request will be removed from the active file. **A NEW REQUEST MUST BE SUBMITTED AFTER THE EXPIRATION DATE.**
- E. All requests for transfer, other than for those job classes listed below, should be forwarded to the **CLASSIFIED EMPLOYMENT SERVICES BRANCH – 12<sup>TH</sup> FLOOR, BEAUDRY BULDING.**

**FOR THESE JOB CLASSES:**

Skilled Trades  
Transportation Classes

**FORWARD TO:**

Maintenance & Operations Branch – Beaudry Bldg. 22<sup>nd</sup> floor  
Transportation Branch – Roybal Center

**\*PLEASE NOTE:** To ensure that your request is properly processed, you must have an updated LAUSD profile at all times. To update your profile, please go to [bts.lausd.net/irj/portal](https://bts.lausd.net/irj/portal) and click on "My LAUSD Career".

ACCESS DISTRICT MAPS FOR EACH LOCAL DISTRICT AREA BY VISITING:

[HTTPS://ACHIEVE.LAUSD.NET/DOMAIN/34](https://achieve.lausd.net/domain/34)