

EMPLOYEE TRANSFER REQUEST

Date of Request: _____

In accordance with Article XIX, Section 7, RC-6, 9, 14, 28, 62, 63 and 69, an employee who has completed their original six month probationary period may file a request for transfer if desiring to transfer within the same position classification (title) to a different work location or other Agency. The transfer request shall be effective for two (2) years unless you refuse an offered position, in which case your request for transfer will be considered void. Employees may not transfer under Section 7 more than once every 24 months.

In accordance with Article XIX, Section 7, RC 42, an employee desiring to transfer to the same position classification in a different work site shall file a request for transfer form, which shall be effective for one (1) year. Employees may not transfer under Section 7 more than once every 12 months.

Current Employment Information:

Name: _____ Work County: _____

Title: _____ Option: _____

Status: Probationary _____ Certified _____ Seniority Date: _____

Agency: _____ Division: _____

Office Phone: _____

Employee Signature: _____

Social Security #: _____

Requesting Transfer to:

Agency: _____ Title/Option: _____

Location preference: _____ County: _____