

## IFPE - EMPLOYEE TRANSFER REQUEST

Date of Request: \_\_\_\_\_

In accordance with Article XVII, Section 3, RC-29, an employee may file a request for transfer if desiring to transfer with the same position classification (title) to a different work location or other Agency. The transfer request shall expire after one year from date of receipt. If an employee declines three (3) transfers after requesting a transfer, he/she shall be removed from the transfer list. An employee who transfers under this section will not be eligible to transfer again for one (1) year.

### Current Employment Information:

Name: \_\_\_\_\_ Work County: \_\_\_\_\_

Title: \_\_\_\_\_ Option: \_\_\_\_\_

Status: Probationary \_\_\_\_\_ Certified \_\_\_\_\_ Seniority Date: \_\_\_\_\_

Agency: \_\_\_\_\_ Division: \_\_\_\_\_

Office Phone: \_\_\_\_\_

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

Social Security #: \_\_\_\_\_

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### Requesting Transfer to:

Agency: \_\_\_\_\_ Title/Option: \_\_\_\_\_

Location preference: \_\_\_\_\_ County: \_\_\_\_\_