

Santa Monica Malibu Unified School District
HUMAN RESOURCES

Classified Employee Notice of Involuntary Transfer

- 8.3.1** The District may initiate a transfer in order to meet District needs. A unit member who is transferred may request a conference and a written statement from his/her immediate supervisor regarding the reasons for the transfer. The affected unit member may request to meet with the Assistant Superintendent - Human Resources to appeal the reasons for the involuntary transfer. Such request must be submitted in writing to the Human Resource Department within ten (10) business days of notification of the transfer. The decision of the Assistant Superintendent, Human Resources shall be considered final and is not subject to grievance.
- 8.3.2** Unit members and the Union shall receive ten (10) business days notice prior to any involuntary transfer except in case(s) of District emergency.

I have been given ten (10) business days notice prior to my involuntary transfer from:

_____ to _____ which will take
Location &/or hours* Location &/or hours*
effect on _____.
Date

***hours may not be reduced on an involuntary transfer.**

Employee's Signature Date

Classification School or Department

Supervisor's Signature Date

Title School or Department

A Unit Member may elect to waive the ten (10) business days notice of involuntary transfer, except in case(s) of District emergency.

____ I elect to waive my right to the ten (10) business day's notice of involuntary transfer.

Employee's Signature & Date Supervisor's Signature & Date