

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

Request: Transfer Reinstatement Voluntary Demotion

Name: _____

Address: _____

Day Phone: _____ **Home Phone:** _____

Present or Last Job Classification: _____

Work Location: _____

Months Per Year: SY 10 11 12 * PLEASE CHECK ONE

Hours Per Day: 3/3.5 4 5 6 7 8

Other _____

I want to transfer into: Day Shift Night Shift

Months Per Year: SY 10 11 12

Hours Per Day: 3/3.5 4 5 6 7 8

Other _____

Locations:

SANTA MONICA

- | | | | |
|------------------------------------|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Edison | <input type="checkbox"/> Franklin | <input type="checkbox"/> Grant | <input type="checkbox"/> McKinley |
| <input type="checkbox"/> John Muir | <input type="checkbox"/> Pine Street | <input type="checkbox"/> Will Rogers | <input type="checkbox"/> Roosevelt |
| <input type="checkbox"/> Lincoln | <input type="checkbox"/> John Adams | <input type="checkbox"/> Olympic HS | <input type="checkbox"/> SAMOHI |
| <input type="checkbox"/> SMASH | <input type="checkbox"/> Adult Ed. | <input type="checkbox"/> CDS Office | <input type="checkbox"/> District Office |

Other (Please explain)

MALIBU

- Cabrillo Webster Pt. Dume Malibu MHS

Reason for Transfer:

Signature: _____ **Date:** _____

PLEASE READ CAREFULLY

You may only transfer within your current classification unless your classification (job) specification states otherwise. Transfer requests are valid for one year. Reinstatement requests are valid for one year or until expiration of the eligibility based on your separation date, whichever is shorter. You will only be contacted for vacancies at sites that you have selected above.

TRANSFERS: If you have any additional information that you would like to submit along with this request please complete a new employment application for your personnel file. The most recent evaluation and /or new employment application will be sent to the hiring authorities.

REINSTATEMENTS: A new application must accompany this request. Reinstatement must be within 39 months of last date of paid service. Merit Rule 15.2.1 (Ed Code 45309)

VOLUNTARY DEMOTION: A permanent employee may request a voluntary demotion to a vacant position per Merit Rule 9.7.1 (Ed Code 45272)

