



# Human Resources Department

14000 Fruitvale Avenue  
Saratoga, CA 9507-5698

## REQUEST FOR A VOLUNTARY TRANSFER OF ASSIGNMENT – ADMINISTRATIVE UNIT

**Qualifications:** Any employee who applies for a voluntary transfer must meet the minimum qualifications of the position that he/she is requesting transfer into, as verified by the Human Resources Department. The transfer must be approved by the transfer-in supervisor and the College President/Chancellor, and the Associate Vice Chancellor of Human Resources.

**Signature Requirements:** Once this form has been completed and the employee has signed it send it to Human Resources for final signatures and processing.

### CURRENT POSITION INFORMATION

Employee Name: \_\_\_\_\_ Datatel ID # \_\_\_\_\_ Date: \_\_\_\_\_

Position ID# \_\_\_\_\_ Current Position: \_\_\_\_\_

FTE: \_\_\_\_\_ # of Mos. \_\_\_\_\_ Department: \_\_\_\_\_

WVC

MC

DISTRICT

Transfer Type:  Lateral (*same pay range, Admin Handbook, Section 19*)

### TRANSFER POSITION INFORMATION

Transfer to (position title): \_\_\_\_\_ Position ID# \_\_\_\_\_

FTE: \_\_\_\_\_ # of Mos. \_\_\_\_\_ Department: \_\_\_\_\_

WVC

MC

DISTRICT

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

### REQUIRED SIGNATURES

\_\_\_\_\_  
Associate Vice Chancellor / Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
College President / Vice Chancellor / Designee

\_\_\_\_\_  
Date

Human Resources Use Only:

Effective Date of Transfer: \_\_\_\_\_

HR Specialist Initial \_\_\_\_\_

HR/ras/07-28-09