

**LONG BEACH COMMUNITY COLLEGE DISTRICT  
LONG BEACH CITY COLLEGE**

**TRANSFER REQUEST FORM**

Employee Name: \_\_\_\_\_

Current Classification: \_\_\_\_\_

I wish to be considered for transfer to the classification(s) of:

\_\_\_\_\_

**Check one:**

Transfer to same classification – same range

**The following transfers require Personnel Commission Approval:**

Transfer to closely related classification at the same range (as determined by the Personnel Commission). Employee must write a letter to the Personnel Commission requesting a transfer with rationale. (Transfer must be approved by the Personnel Commission prior to the interview.)

Transfer to lower, closely related classification (as determined by the Personnel Commission). Employee must write a letter to the Personnel Commission.

Voluntary demotion, in Lieu of Layoff, to a vacant position in a lower class or equal class (if qualified for the equal class).

Re-employment to a prior classification to an equal or lower range, closely related classification (as determined by the Personnel Commission). Employee must write a letter to the Personnel Commission requesting transfer with rationale. (This transfer must be approved by the Personnel Commission prior to the interview.)

**I wish to be considered for transfer to:**

Liberal Arts Campus only

Pacific Coast Campus only

Either Campus

I understand this request will remain active for one (1) year from the date requested, if the transfer is to the same classification.

The transfer(s) that require Personnel Commission approval will be active one (1) year from the date approved by the Personnel Commission.

\_\_\_\_\_  
Signature of the Requester

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Reviewer/Human Resources

Dates and classification employee contacted for interview:

\_\_\_\_\_  
Date Approved by Personnel Commission  
(if required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request Effective from \_\_\_\_\_ to \_\_\_\_\_