TRANSFER & INCREASE IN HOURS OPPORTUNITY

MORENO VALLEY UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES OFFICE: 25634 Alessandro Boulevard, Moreno Valley, California 92553
PHONE: (951) 571-7500, ext. 17575 Web Page: www.mvusd.net

INSTRUCTIONAL ASSISTANT

Only unit members currently in this position are eligible to apply

CLASSIFIED

HUMAN RESOURCES DEPARTMENT

TRANSFER

AND

INCREASE IN HOURS

OPPORTUNITY

Deadline: **April 24, 2019 at 4:30 p.m.**
Work year: Academic Year
Site/Hours: **Cloverdale Elementary School**
3 hrs/day, 11:30 a.m. - 2:30 p.m.
Vista Heights Middle School
6.5 hrs/day, 8:30 a.m. - 3:30 p.m.

NOTE: Current employees shall remain in a position for at least one (1) year from the beginning date of an initial probation or promotional probationary period in order to be considered. (Per Contract, Article 22 - Transfers.)

TRANSFER INFORMATION

To be considered for the above referenced position(s) or any other positions which may become available as a result of transfers or additional growth positions, **you must complete a Classified Employee Transfer Application Form and return it to Human Resources.** If you currently do not have a Classified Employee Transfer Application Form on file and wish to be considered for this position, complete the bottom portion of this form and submit to Human Resources prior to the deadline.

INCREASE IN HOURS INFORMATION

Increase in hours **may** become available as the result of the above transfer opportunities, or additional growth positions. To be considered for increase in hours in this classification, complete the bottom portion of this form and return it to Human Resources prior to the deadline.

Per Article 18, Section 4(a) of the current Collective Bargaining Agreement, "Unit members thus reduced in hours and unit members working at less than the maximum hours set forth in Appendix A shall, wherever practicable and consistent with the needs of the District, be offered increase hours in classification, in order of seniority based upon District seniority number, as additional hours become available, prior to the District hiring new unit members in that classification."

I am interested in being considered for the above listed position:

☐ **INCREASE IN HOURS** ☐ **TRANSFER**

SITE: _____ _____ _____

_____

I understand that this position is being offered according to the current Collective Bargaining Agreement.

Name: _____

Current Assignment/Site: _____ Current work hours: _____

Current Contact #: _____

I am aware that the above-named employee is applying for the position listed on this form.

_____ _____
Principal / Supervisor Signature Date

Return the appropriate form(s) to **Andrea Anderson,** Human Resources Analyst, by the deadline date.

NON-DISCRIMINATION POLICY

Moreno Valley Unified School District is an equal opportunity employer and shall not discriminate against employees, job applicants, students/ parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital/parentalstatus, disability, sexual orientation, or Vietnam-era veteran status. District programs and activities shall be free from unlawful discrimination.

Sexual harassment of or by any person in the work or educational setting shall not be tolerated; it shall be a violation of District policy to engage in any conduct which constitutes sexual harassment.

Complete District policies on non-discrimination, and sexual harassment are available through the Human Resources Division.
(BP 4030, BP 0410a, BP 4119.11)