

# EMPLOYEE TRANSFER REQUEST

Any employee seeking transfer to another City department must file this form with the Human Resources Department.

Prior to submitting this form, the employee must obtain the approval of his/her present department head. The signature of the new department head will be required after all other normal procedures have been followed and all parties (employee, both department heads and the Human Resources Department) agree to the transfer. This request will expire one (1) year from the date received by the Human Resources Department. If an offer of employment is made and refused, no further transfer request will be considered for one (1) year.

Date: \_\_\_\_\_

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

**(PRINT)**                      **Last**                                      **First**                                      **Middle Initial**

\_\_\_\_\_

**Present Department**                                      **Job Title**                                      **Grade/Step**

Reason for Transfer: \_\_\_\_\_

\_\_\_\_\_

**(CHECK ONE)**       **Approved**                       **Denied**

Signature: \_\_\_\_\_

**Present Department Head**

## DEPARTMENT TO WHICH TRANSFER IS REQUESTED:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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Approved: \_\_\_\_\_

**Director of Human Resources**

\_\_\_\_\_

**Date**

Approved: \_\_\_\_\_

**Accepting Department Head**

\_\_\_\_\_

**Date**

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## HUMAN RESOURCES TRANSMITTAL INFORMATION

Date/Department \_\_\_\_\_

\_\_\_\_\_

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