



Transfer Request

Date: _____

Linda Ball Thomas, Human Resources Director
300 North Campbell
El Paso, Texas 79901

I, _____ of the _____
Department hereby request that my name be placed on the TRANSFER LIST in accordance with CSC
Rule 5, Section 12, for the position of _____

(your current official job title)

Section 12. Transfer to Same Class and Grade.

Whenever an employee in any department of the City wishes to transfer to a position in another department, the employee must be recommended by the transferring department and must have not been disciplined or placed on a performance improvement plan in the last 12 months. Employee shall retain his grade and pay rate, provided: (Amended 7/31/07,8/25/09, 9/17/13)

- a. *The position is in the same class and grade as the one from which transfer is made; or*
- b. *The employee has been performing services substantially similar in nature and having similar requirements as to education and experience to those of the new position, as determined by the Human Resources Director. Seniority credit where applicable will be given to the employee for the number of years he has been performing similar work in the former department. (Amended 2/1/94, 8/7/07)*

I have been employed by the City since: _____

What is the reason you are requesting this transfer?

- I am a permanent, full time employee. Yes No
- I have been placed on a performance improvement plan in the last 12 months.. Yes No
- I have received disciplinary action in the last 12 months. Yes No
- I have completed all sections of this form. Yes No

Signature: _____

(Please Print)

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Employee ID #: _____ Last 4 of SS#: _____