



CLASSIFIED

**HUMAN
RESOURCES
DEPARTMENT**

TRANSFER

AND

**INCREASE IN
HOURS**

OPPORTUNITY

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/parental status, 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)

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- REVISED

Only unit members currently in this position are eligible to apply

Deadline: Sept. 1, 2015 at 4:30 p.m.
Work year: Academic Year
Site/Hours: Creekside, 3 hrs./day
7:30 a.m. - 10:30 a.m.
Midland Elem., 5 hrs./day
8:00 a.m. - 1:30 p.m.
Mtn. View Middle, 5 hrs./day
8:25 a.m. - 1:55 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 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:

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INCREASE IN HOURS

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TRANSFER

SITE: _____

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

Name: _____

Current Assignment/Site: _____ Current work hours: _____

Home telephone number: () _____

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 **Diane Schmidt**, Human Resources Technician, by the deadline date.