

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

SUBSTITUTE REQUEST TO TRANSFER TO CLASSIFIED POSITION

CMCSS substitutes are eligible to complete a transfer request for available *classified* positions in the district after meeting the following criteria:

- 6 months of continuous employment with CMCSS
- 500 completed substitute hours

Substitutes who wish to be considered for transfer should complete a request for transfer in the Employee Transfers portal in ClassLink. Once received, the Director of Classified Employment will ensure the minimum criteria has been met and will approve the transfer request.

The request does not guarantee that a transfer will be made. Each request will be considered in terms of all factors and conditions contained in the CMCSS Transfer Policy ([HUM-A058](#)).

Implementing Procedures: None.

Associated Documents:

CMCSS Transfer Policy ([HUM-A058](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/2/15	IR	
5/18/15	A	Removed link to HUM-F005, added SUB-F012
1/14/19	B	Removed "90% Quality Rating...". Changed Substitute PM to HR Coordinator.
11/15/21	C	Removed reference to SUB-F012, since that form has been replaced by the Employee Transfers portal in ClassLink.
9/11/23	D	Changed the substitute staffing representative in paragraph 2 to the Director of Classified Employment.

***** End of Policy *****