

SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
925 Del Paso Blvd., Sacramento, CA 95815

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**LATERAL TRANSFER FORM**

As specified in SETA Personnel Policies and Procedures Section 5.08 (D): For a regular employee to be considered for transfer, a written lateral transfer request, on a form provided by the Agency, must be filed with Personnel. SETA may require an application or supplemental information be provided to determine if an employee meets minimum requirements. For complete information on transfers, please see Section 5.08 of the SETA Personnel Policies and Procedures.

This form is to request a lateral transfer, not a location transfer.

Employee Name: \_\_\_\_\_  
(Print)

Current Classification: \_\_\_\_\_

I am applying for a lateral transfer to the following position:

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**Classification**

I understand that in order to be eligible for transfer the following conditions must be met:

- ◆ I must be a SETA employee holding regular status (this means you have passed your initial probationary period).
- ◆ I must currently hold regular status in this classification to request a lateral transfer.
- ◆ A regular employee in another classification with a salary not more than or less than five percent (5%) from the salary range of the new classification may also request transfer, provided the employee meets the minimum qualifications of the new classification.
- ◆ When a regular vacancy occurs in one of the classifications listed in Attachment C (of the Agreement between SETA and AFSCME, local 146) an employee holding status in the designated lower classification may also request a transfer to the designated higher classification, understanding that they may still be required to complete an application and interview process (which includes screening, exam, interviews).

This request shall be valid only through December 31st of the present calendar year.

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