

Fifth Judicial District

Department of Correctional Services

Human Resources Office, 1000 Washington Avenue, Des Moines, IA 50314
(515) 242-6470 • Fax (515) 242-6085

Lateral Reassignments

Employees may request reassignment to different locations throughout the District as vacancies become available through job vacancy announcements. All reassignments will comply with the provisions set forth in the Fifth Judicial District, Department of Correctional Services policy, *Filling Vacant Positions*.

A request for reassignment form must be submitted to the District Human Resource Department. Properly filed reassignment request forms will be given consideration following the closing date for the vacancy announcement. Once a reassignment has been approved, there are no reversion rights to the previous position.

Employee Section – Please complete this section and send to HR prior to the closing date.

Name (Print): _____

Current Position: _____

Location: _____

Position requesting reassignment to:

Position Number: _____

Position Title: _____

By signing below, I confirm that I am requesting a lateral reassignment. I understand that if the reassignment is approved, I will not have reversion rights to my previous position.

Signature

Date

Human Resources Use Only

Length of Service: _____

Any discipline action incurred over the last 12 months? Yes No

A minimum of a satisfactory performance evaluation on applicants' last employee evaluation? Yes No

Would the reassignment mutually benefit the employee and the District? Yes No

Comments:

HR Approval: Approve Deny

District Director or Designee Signature

Date