



TRANSFER ROSTER

Instructions and Application for Competitive Titles

INSTRUCTIONS

If you are currently serving **permanent** in a **Competitive** title, use the application beginning on page 2 to request placement of your name on the transfer roster at another CUNY college.

- 1) Please fill out the necessary information in Sections **1.A**, **1.B** and **1.C**.
- 2) Send completed application to:
 - a) The Human Resources Department at your college.
 - b) Your union local headquarters (via US Mail).

Your College Human Resources Department will then determine your eligibility and complete Section **2.A**. Your College Human Resources Director will then complete **2.B**. The fully executed application will be e-mailed to Civil Service Support (CSS). You will receive notification of your eligibility determination from CSS via e-mail and, if eligible, your name will be placed on the college transfer roster(s) as requested.

If you have any questions about completing this form, please email Classified.Centex@cuny.edu.

ELIGIBILITY REQUIREMENTS

In order to qualify for placement on a transfer roster, you **must**:

1. Be permanent in your current title and have at least two (2) years of service at your present college since your appointment from a civil service list.

OR

2. Have at least one (1) year of permanent service following a promotion or reassignment. If you do not have one year of service post-promotion or reassignment, you are eligible to transfer at your former assignment level.

Note: Mandatory reassignment shall not bar immediate placement on the roster.

In addition, you **must**:

1. Have no disciplinary action pending or in process against you and have had no disciplinary penalties imposed in the preceding three (3) years; **and**
2. Have at least a satisfactory annual performance evaluation during the immediately preceding two-year period.

Titles covered by a collectively bargained CUNY transfer policy (DC-37 White or Blue Collar Contract) are covered by Article XVIII of the contract. Non-managerial classified titles not covered by a collectively bargained CUNY transfer policy are covered by Personnel Policy Bulletin (PPB) 16-02. Competitive managerial classified titles are covered by PPB 2-03.



TRANSFER ROSTER

Application for Competitive Class Titles

SECTION 1.A – EMPLOYEE INFORMATION

| | | | |
|---|---|---|-----|
| Last Name | First Name | Middle Name | |
| Street Address | City | State | Zip |
| Employee ID # | Email Address (Use CUNY issued email where possible.) | Telephone Number | |
| College at which you are currently employed | | | |
| Permanent Title | | Date Appointed to Permanent Title (from a civil service list) | |
| Present Assignment Level within Permanent Title | | Date you began working at current college at this level | |

SECTION 1.B – QUALIFYING INFORMATION

Civil Service History: (Permanent = appointed from a civil service list)

1. Are you permanent and have at least two (2) years of service in your title at your present college since appointment from a civil service list? ___ Yes ___ No

2. If appointed from a promotional list, have you completed one (1) year of service in your title at your present college **and** at least one (1) year of permanent service in your lower title at your present college? ___ Yes ___ No

If No to "2" above: Did you have at least two (2) years of permanent service in your former lower title at your present college before being appointed from the promotional list? ___ Yes ___ No

If you checked "Yes" to any of the above three questions, please proceed. If not, STOP, you are not eligible at this time.

Disciplinary History:

1. Were there any disciplinary penalties imposed against you in the preceding three (3) years? ___ Yes ___ No

If "Yes," please describe below:

Year: _____ Reason: _____

Year: _____ Reason: _____

Year: _____ Reason: _____

2. Are there any disciplinary actions currently pending or in process against you? ___ Yes ___ No

If you checked "No" to both of the above two (2) questions, please proceed. If not, STOP, you are not eligible at this time.

SECTION 1.C – TRANSFER INFORMATION

1. Why do you wish to transfer? (Attach additional sheets if needed)

For Hardship Cases: Send a letter with supporting documentation to your union official and to Classified.Centex@cuny.edu.

2. Have you transferred from another college before? _____ Yes _____ No

If "Yes," from which college? _____ Date: _____

3. Which college(s) do you want to transfer to? [You may list up to three (3) choices. Please list in order of your preference.]

1) First Choice: _____

2) Second Choice: _____

3) Third Choice: _____

4. If eligible, would you be willing to transfer at a lower assignment level in your current permanent title? _____ Yes _____ No

Signature of Transferee: _____ Date of Request: _____

SECTION B.1 – TRANSFER AUTHORIZATION
(To be completed by a College HR Representative)

Review of Performance:

1. Are there any disciplinary actions currently pending or in process against the employee? _____ Yes _____ No

If "Yes," When? _____

2. Were there any disciplinary penalties imposed in the preceding three (3) years? _____ Yes _____ No

If "Yes," When? _____

3. Has any performance evaluation resulted in an unsatisfactory rating over the past two (2) years? _____ Yes _____ No

If "Yes," please describe the unsatisfactory performance below. If there is no evaluation on file, please describe employee's performance for the past two (2) years: (Attach additional sheets if needed)

SECTION B.2 - TRANSFER REQUEST DETERMINATION
(To be completed by College HR Director or designee)

_____ APPROVED _____ NOT APPROVED

If "Not Approved," give reason(s) for determination:

Name of Approver

Title of Approver

Signature of Approver

Date Approved