



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 **A** and **B**.
- 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 Director will then determine your eligibility and complete “Section C – Transfer Authorization” of the application and e-mail it to the CUNY Office of Human Resources Management (OHRM), Civil Service Support for final review and approval. You will receive notification of your eligibility determination from OHRM 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 in your current permanent title 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.

If you are covered by either the DC-37 White or Blue Collar Contract, you should refer to Article XVIII of the contract for more information.



TRANSFER ROSTER

Application for Competitive Class Titles

GENERAL EMPLOYEE INFORMATION			
Last Name	First Name	Middle Name	
Street Address	City	State	Zip
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 A – 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 B – 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 C – 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 D - TRANSFER REQUEST DETERMINATION

APPROVED

NOT APPROVED

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

Name of Approver

Title of Approver

Signature of Approver

Date Approved