



ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS FOR ELIGIBLE CLASSIFIED STAFF

ELIGIBILITY REQUIREMENTS

You must meet **all** of the following eligibility requirements:

- 1) At least two (2) years of permanent service at present college following appointment from a civil service list or after a voluntary transfer; or
- 2) At least one (1) year of permanent service following a promotion or reassignment unless the transfer is at the employee's former assignment level. (**Note:** Mandatory reassignment shall not bar immediate placement on the roster); and
- 3) Must have no disciplinary action pending or in process against him/her and have had no disciplinary penalties imposed in the preceding three (3) years; and
- 4) At least a satisfactory annual performance evaluation during the immediately preceding two-year period.

INSTRUCTIONS

Use this application to request placement of your name on the transfer roster at another CUNY college.

Please fill out the necessary information in **Sections A and B** online and save it in a manner identifying Transfer Roster (TR), your college, and your last name and first initial (for example: TR-HNTR-SmithJ) before you print this form out. Or save it as a .pdf file before emailing it out. Finally, distribute copies of the completed application to:

1. Your present College Human Resources Director (via e-mail of saved .pdf file)
2. Your union local headquarters (via US Mail)

Your College Human Resources Director will then determine eligibility and complete “Section C – Transfer Authorization” of the application and email it to the Office of Human Resources Management – HRMS. You will receive notification from HRMS via e-mail of your eligibility determination 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 call (212) 794-5567.



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SECTION A – QUALIFYING INFORMATION

Are you permanent in your title and have at least two (2) years of service at your present college since appointment from an Open Competitive Civil Service list	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If appointed from a promotional list, have you completed one year of service?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you checked "no" to either of the above questions, please stop here. You are ineligible to apply for a transfer at this time		
Disciplinary History:		
Were there any Disciplinary penalties imposed in the preceding three (3) years? If so, please describe below	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Year: <input style="width: 100px;" type="text"/>	Reason: <input style="width: 800px;" type="text"/>	
Year: <input style="width: 100px;" type="text"/>	Reason: <input style="width: 800px;" type="text"/>	
Year: <input style="width: 100px;" type="text"/>	Reason: <input style="width: 800px;" type="text"/>	
Are there any disciplinary actions currently pending or in process against you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you checked "Yes" to either of the above questions, please stop here. You are ineligible to apply for a transfer at this time		

GENERAL EMPLOYEE INFORMATION

Last Name:	First Name:	Middle Name:
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Street Address:	City	State
<input style="width: 95%;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 50px;" type="text"/>
College Where You Are Currently Employed:		
<input type="checkbox"/> Baruch College <input type="checkbox"/> Borough of Manhattan Community College <input type="checkbox"/> Bronx Community College <input type="checkbox"/> Brooklyn College	<input type="checkbox"/> Central Office <input type="checkbox"/> City College <input type="checkbox"/> Law School <input type="checkbox"/> College of Staten Island <input type="checkbox"/> Hostos Community College <input type="checkbox"/> Hunter College	<input type="checkbox"/> John Jay College <input type="checkbox"/> Kingsborough Community College <input type="checkbox"/> LaGuardia Com. College <input type="checkbox"/> Lehman College <input type="checkbox"/> Medgar Evers College
<input type="checkbox"/> NYC College of Technology <input type="checkbox"/> Queens College <input type="checkbox"/> Queensborough Community College <input type="checkbox"/> The Graduate Center <input type="checkbox"/> York College		
Email Address: <input style="width: 80%;" type="text"/> (Use Cuny issued email where possible.)		
Permanent Title: <input style="width: 80%;" type="text"/>		
The date you were appointed from a Civil Service List in the above permanent Title: <input style="width: 300px;" type="text"/> (mm/dd/yyyy)	Present assignment level within permanent title: <input style="width: 150px;" type="text"/>	
When did you begin working at current college at this level? <input style="width: 300px;" type="text"/> (mm/dd/yyyy)		



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SECTION B – TRANSFER INFORMATION

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

For Hardship Cases – Please send a letter and supporting documentation to your union official and to Office of Labor Relations / Classified Staff, 535 East 80th street, New York, NY 10075

Have you transferred from another college before? YES NO

If YES, from which college? _____ When? _____ (mm/dd/yyyy)

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

First Choice:	_____
Second Choice:	_____
Third Choice:	_____

If eligible, would you be willing to transfer at a lower assignment level in your current permanent title? YES NO

Transferee's signature: _____	Date of Request: _____ (mm/dd/yyyy)
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SECTION C – TRANSFER AUTHORIZATION (To be completed by College HR Representative)

Review of Performance:

Are there any disciplinary actions currently pending or in process against the employee? YES NO

If Yes, When? (mm/dd/yyyy) _____

Were there any disciplinary penalties imposed in the preceding three (3) years? YES NO

If Yes, When? (mm/dd/yyyy) _____

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)

TRANSFER REQUEST DETERMINATION:

Approved: YES NO

If disapproved, give reason:

Approved by: _____	Date Approved: _____ (mm/dd/yyyy)
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SECTION D

TO BE COMPLETED BY PERSONNEL DIRECTOR

Applicant's Name: _____

Home College: _____

Interviewing College: _____ Date: _____

Title: _____ Level: _____

TO BE COMPLETED BY APPLICANT

Colleges to which I applied for transfer: _____

College to which transfer is offered: _____

I accept the position offered. Start date: _____

I was considered for the position but not selected. I would like to remain on the roster.

I decline the transfer to the above college and request restoration to the roster.
(I understand that by declining, I will be removed from the roster for 18 months.)

Date declined roster: _____ Date eligible for restoration: _____

I decline transfer to the above college and **do not request restoration** to the transfer roster.
(I will be permanently removed from the roster.) Date declined: _____

I decline transfer to the above college and to all CUNY colleges. I understand that I will be permanently removed from all rosters. Date declined: _____

Applicant

Date

HR Director

Date

Office of Human Resources Management

Human Resources Management Services
535 East 80th Street, New York, NY 10075
Telephone: (212) 794-5361 Fax: (212) 794-5389