



## 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 Sections **C** and **D** of the application and e-mail it to the CUNY Office of Human Resources Management (OHRM), Civil Service Support. 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](mailto: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.

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
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 A – QUALIFYING INFORMATION
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**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](mailto: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**

(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