



# TRANSFER ROSTER

## *Instructions and Application for*

### Competitive Titles

**(Does not include Skilled Trade Titles)**

### INSTRUCTIONS

If you are currently serving **permanent** in a **Competitive** title (not a Skilled Trade 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 **1A**, **1B** and **1C** of the Application.
- 2) Send completed application to:
  - a) The Human Resources Department at your college.
  - b) Your union local headquarters.

Your College Human Resources Director will then determine your eligibility and complete Section **2A** and **2B** of the application and e-mail it to Civil Service Support (CSS) ([Classified.Centex@cuny.edu](mailto:Classified.Centex@cuny.edu)). 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](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
(Does not include Skilled Trade Titles)

SECTION 1A - GENERAL EMPLOYEE INFORMATION

Form with fields for: Last Name, First Name, Middle Name, Street Address, City, State, Zip, Employee ID #, Email Address, Telephone Number, College at which you are currently employed, Permanent Title, Date Appointed to Permanent Title, Present Assignment Level within Permanent Title, Date you began working at current college at this level.

SECTION 1B - 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 1C – 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 2A – REVIEW OF TRANSFER ELIGIBILITY**

(To be completed by a College HR Representative)

**Review of Civil Service History:**

1. Civil Service information reviewed in Section 1B; information accurate; meets the requirements. \_\_\_\_\_ Yes \_\_\_\_\_ No

**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 2B - 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