

TRANSFER ROSTER

Instructions and Application for Non-Competitive Class Titles

INSTRUCTIONS

If you are currently serving in a **Non-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 **1A**, **1B** and **1C** of the Application.
- 2) Send a 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). 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 in a **Non-Competitive** title and have at least two (2) years of service at your present college since appointment to your title.

OR

2. Have **at least** one (1) year of service following a level change. If you do not have one year of service after a level change, you are eligible to transfer at your former level.

Note: Mandatory level change 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 Non-Competitive Class Titles

SECTION 1A – 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							
Non-Competitive Title				Date Appointed to Non-Competitive Title			
Present Assignment Level (if applicable)				Date you began working at current college at this level			

SECTION 1B – QUALIFYING INFORMATION

Civil Service History:

- Are you **currently** serving in a **Non-Competitive** title **and** have at least two (2) years of service in your title at your present college since appointment to your current title? ___ Yes ___ No
- If your assignment level has changed, do you have at least one (1) year of service following that level change? ___ Yes ___ No
 If **No** to "2" above: Did you have at least two (2) years of service in your lower assignment level at your present college? ___ 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:

- 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:
- 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.

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 title? _____ Yes _____ No

Signature of Transferee: _____ Date of Request: _____

SECTION 2A – REVIEW OF TRANSFER ELIGIBILITY

(To be completed by a College HR Representative)

Civil Service History:

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

Disciplinary History:

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