

## TRANSFER ROSTER

### *Instructions and Application for Skilled Trade Titles*

#### **INSTRUCTIONS**

If you are in a Skilled Trade title (currently serving as a **Laborer** or have permanent status in a competitive 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 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](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 accordance with Section 7.1.4 of CUNY's Rules and Regulations, in order to qualify for placement on a transfer roster, you **must**:

- ▶ Be in the **Laborer** title and have at least two (2) years of service at your present college;

**OR**

- ▶ Be permanent in your current **skilled trade title** and have at least two (2) years of service at your present college since your appointment from a civil service list.



# TRANSFER ROSTER

Updated: 4/10/2023

## Application for Skilled Trade 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							
Skilled Trade Title				Date Appointed to Skilled Trade Title			
Present Assignment Level (if applicable)				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 **currently** serving in the Laborer title **and** have at least two (2) years of service in your title at your present college? \_\_\_ Yes \_\_\_ No

**OR**

2. Are you **permanent** in your current skilled trade title **and** have at least two (2) years of service at your present college since your appointment from a civil service list? \_\_\_ Yes \_\_\_ No

If you checked "Yes" to one (1) of the above 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 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

**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