ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS
FOR ELIGIBLE CLASSIFIED STAFF

INSTRUCTIONS

Use this application 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 "Section C – Transfer Authorization" of the application and e-mail it to the CUN Office of Human Resources Management (OHRM), Campus HR Advisory Services. 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 call (646) 664-3311.

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 not 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 satisfactory annual performance evaluation during the immediately preceding two-year period.

If you are covered by either DC37 White or Blue Collar Contract, you should refer to Article XVIII of the contract for more information.

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GENERAL EMPLOYEE INFORMATION

Last Name	First Name	Middle Initial

Street Address	City	State	Zip

College at which you are currently employed:

☐ Baruch College	☐ Borough of Manhattan Community College	☐ Bronx Community College	☐ Brooklyn College
☐ Central Office	☐ City College	☐ College of Staten Island	☐ Guttman Community College
☐ Hostos Community College	☐ Hunter College	☐ John Jay College	☐ Kingsborough Community College
☐ LaGuardia Community College	☐ Lehman College	☐ Law School	☐ Medgar Evers College
☐ NYC College of Technology	☐ Queens College	☐ Queensborough Community College	☐ The Graduate Center
			☐ York College

Email Address:	Phone Number:

Permanent Title:

The date you were appointed from a civil service list to the above permanent title:	Present assignment level within your permanent title:

When did you begin working at your current college at this level?

SECTION A – QUALIFYING INFORMATION

Are you permanent in your title and have at least two (2) years of service at your present college since being appointed from an open competitive civil service list?	☐ YES	☐ NO
If appointed from a promotional list, have you completed one year of service?	☐ YES	☐ NO

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 against you in the preceding three (3) years:	☐ YES	☐ NO

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 either of the above questions, please STOP here. You are ineligible to apply for a transfer at this time.

SECTION B – TRANSFER INFORMATION

Why do you wish to transfer?

For Hardship Cases – Please send a letter and supporting documentation to your union official and to the Office of Labor Relations/Classified Staff, 205 East 42nd Street, 10th Floor, New York, NY 10017

Have you transferred from another College before?	☐ YES	☐ NO

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

Which college 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:

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)

THE CITY UNIVERSITY OF NEW YORK

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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