

## Transfer Roster

To be eligible for placement on the transfer roster, a classified employee must meet the requirements for the type of classified title he/she is in:

### Competitive title:

- **Permanent** and have two (2) years of permanent service in that title at the employee's present campus or at least one (1) year of service at the employee's present campus following a promotion, reassignment or level change and at least one (1) year of service at the employee's present campus in the former lower title or assignment level; **and**
- Have no disciplinary action(s) pending or in process against the employee; **and**
- Have no disciplinary penalties imposed against the employee in the preceding three (3) years; **and**
- Have at least a satisfactory annual performance evaluation during the immediately preceding two-year period.

### Labor or Non-Competitive title:

- Have two (2) years of service in the title at the employee's present campus or at least one (1) year of service at the employee's present campus following an assignment level change and at least one (1) year of service at the employee's present campus in the former assignment level; **and**
- Have no disciplinary action(s) pending or in process against the employee; **and**
- Have no disciplinary penalties imposed against the employee in the preceding three (3) years; **and**
- Have at least a satisfactory annual performance evaluation during the immediately preceding two-year period.

### Employee Requests to be Added to the Transfer Roster:

- Campus would provide the employee with the appropriate application:
  - For Competitive titles: **Transfer Roster Application (Competitive Titles).pdf**
  - For Labor or Non-Competitive titles: **Transfer Roster Application (Labor or Non-Competitive Titles).pdf**
- Page 1 lists the Instructions and Eligibility Requirements.
- The employee completes: **GENERAL EMPLOYEE INFORMATION, SECTION A** and **SECTION B**.
- The campus completes: **SECTION C** and **SECTION D**.
- The completed Application is emailed to [Classified.Centex@cuny.edu](mailto:Classified.Centex@cuny.edu).

### Campus Use of Transfer Roster:

- A campus **must** check the transfer roster on **Tumbleweed** (<https://st-edge.cuny.edu>) before hiring or advertising for a position.
  - A campus must use the Transfer Roster for titles where 3 or more employees appear on the campus list.
  - The campus would contact the employees on the campus list for an interview. Give the employees at least 5 days to respond.
  - The campus can select **any** candidate on the transfer roster. The 1 in 3 rule does **not** apply to the transfer roster.
  - The campus informs Civil Service of the results via email to [Classified.Centex@cuny.edu](mailto:Classified.Centex@cuny.edu) and must include the following:
    - A *Classified Action Form* (CAF) for each appointment (see Classified Action Forms).
    - The names of employee(s) who did not respond and/or who declined. (We will remove their names from the transfer roster for the campus.)
- Transfer Roster appointments should be made before any hiring pool, so that the schools from which the employees are transferring have the opportunity to fill the vacancies.
- **Employees hired off of the transfer roster retain their permanent status. The three (3) month trial period is to determine if the employee stays at the new campus or returns to the previous campus. Do not change an employee's status to "Provisional" in CUNYfirst during the three (3) month trial period.**

**Notes:** (1) When determining the two (2) years of **permanent** service, use the employee's original date of appointment into the competitive title as the beginning of permanent service. Time served as a Probable Permanent is considered permanent service once the employee passes probation.

(2) **Civil Service Support maintains Tumbleweed access.** In order to obtain access to **Tumbleweed**, email [Classified.Centex@cuny.edu](mailto:Classified.Centex@cuny.edu) to set-up an account.