



Borough of Manhattan Community College
The City University of New York
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REQUEST FOR INTRA-COLLEGE TRANSFER

GITTLESON STAFF

I wish to be considered for the position of _____
(Title)
in the _____ Department/office
as posted on _____
(Date)

Name _____

Title _____
(This procedure is applicable only for vacancies in the title you now hold)

I am now working in the _____ Department/office

My immediate supervisor is _____
(A copy of this form is to be given to your immediate supervisor)

I believe I should be considered for this position for the following reasons:

Signed _____

Date _____

See reverse for full text of Intra-College Transfer Policy

INTRA-COLLEGE-TRANSFER POLICY

Posting of Vacancies

Recognizing management's prerogative to assign and transfer employees covered by this Contract to specific work areas and duties commensurate with the titles involved, the following transfer policies shall apply:

- 1) At such times as vacancies in the titles covered by this contract shall occur within the employee's appointment and promotion unit of the University and become available for assignment, the Personnel Officer will post the listing of such vacancies for a period of ten (10) calendar days.
- 2) Requests for transfer to such areas where vacancies occur may be submitted in writing on a prescribed form to the Personnel Officer with a copy to the employee's current supervisor.
- 3) Transfers would be considered where the available title is identical to that of the employee.
- 4) Employees who have requested transfer shall be referred for an interview to the supervisor of the department where the vacancy exists.
- 5) Transfer for an employee on probation will be subject to the discretion of the Personnel Officer.
- 6) Vacancies would be posted in general terms i.e. – COAA in the Registrar's Office.
- 7) This Policy shall not constitute a bar to reassignments within an individual office.
- 8) More than one transfer per calendar year shall be made, solely at the discretion of the Personnel Officer.
- 9) The final decision on the transfer of an employee shall rest with the Personnel Officer and is not subject to the grievance procedure.
- 10) In certain circumstances; high priority in filling a position, immediate hiring pools, etc., the Personnel Officer need not post a vacancy.
- 11) Whenever possible notice shall be given whenever a permanent employee is involuntarily transferred from one department of a BHE unit to another department of that unit.
- 12) Employees on leave of absence or vacancies arising from leave of absence shall be excluded.