



TRANSFER ROSTER

Instructions and Application for Labor or Non-Competitive Class Titles

INSTRUCTIONS

If you are currently serving in a **Labor or 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 **A** and **B** of the Application.
- 2) Send a 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 Sections **C** and **D** of the application and e-mail it to the CUNY Office of Human Resources Management (OHRM), Civil Service Support. 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 email Classified.Centex@cuny.edu.

ELIGIBILITY REQUIREMENTS

In order to qualify for placement on a transfer roster, you **must**:

1. Be in a Labor or 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 Labor or Non-Competitive Class Titles

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					
Labor or Non-Competitive Title				Date Appointed to Labor or Non-Competitive Title	
Present Assignment Level (if in a Non-Competitive Title)				Date you began working at current college at this level	

SECTION A – QUALIFYING INFORMATION

Civil Service History:

1. Are you **currently** serving in a Labor or 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
2. 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:

1. 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:

2. 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 B – 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 C – TRANSFER AUTHORIZATION

(To be completed by a College HR Representative)

Review of Performance:

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 D - 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