



## **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:
  - The Human Resources Department at your college
  - 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 CUNY 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 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.



## ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS FOR ELIGIBLE CLASSIFIED STAFF

GENERAL EMPLOYEE INFORMATION				
Last Name: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	First Name: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Middle Name: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
Street Address: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	City <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	State <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Zip <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
College at which you are currently employed:				
<input type="checkbox"/> Baruch College	<input type="checkbox"/> Central Office	<input type="checkbox"/> John Jay College	<input type="checkbox"/> NYC College of Technology	
<input type="checkbox"/> Borough of Manhattan Community College	<input type="checkbox"/> City College Law School	<input type="checkbox"/> Kingsborough Community College	<input type="checkbox"/> Queens College Queensborough Community College	
<input type="checkbox"/> Bronx Community College	<input type="checkbox"/> College of Staten Island	<input type="checkbox"/> LaGuardia Com. College	<input type="checkbox"/> The Graduate Center	
<input type="checkbox"/> Brooklyn College	<input type="checkbox"/> Hostos Community College	<input type="checkbox"/> Lehman College	<input type="checkbox"/> The Guttman Community College	
	<input type="checkbox"/> Hunter College	<input type="checkbox"/> Medgar Evers College	<input type="checkbox"/> York College	
Email Address: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>		Tel. No.: <div style="border: 1px solid black; width: 100px; height: 20px;"></div> <small>(Use CUNY issued email where possible.)</small>		
Permanent Title: <div style="border: 1px solid black; width: 400px; height: 20px;"></div>				
The date you were appointed from a civil service list to the above permanent title: <div style="border: 1px solid black; width: 150px; height: 20px;"></div> <small>(mm/dd/yyyy)</small>		Present assignment level within permanent title: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		
When did you begin working at current college at this level? <div style="border: 1px solid black; width: 200px; height: 20px;"></div> <small>(mm/dd/yyyy)</small>				
SECTION A – QUALIFYING INFORMATION				
Are you permanent in your title and have at least two (2) years of service at your present college since appointment from an open competitive civil service list		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If appointed from a promotional list, have you completed one year of service?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>If you checked “no” to either of the above questions, please stop here. You are ineligible to apply for a transfer at this time.</b>				
<b>Disciplinary History:</b>				
Were there any disciplinary penalties imposed against you in the preceding three (3) years? If so, please describe below		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Year: <div style="border: 1px solid black; width: 50px; height: 20px;"></div>	Reason: <div style="border: 1px solid black; width: 400px; height: 20px;"></div>			
Year: <div style="border: 1px solid black; width: 50px; height: 20px;"></div>	Reason: <div style="border: 1px solid black; width: 400px; height: 20px;"></div>			
Year: <div style="border: 1px solid black; width: 50px; height: 20px;"></div>	Reason: <div style="border: 1px solid black; width: 400px; height: 20px;"></div>			
Are there any disciplinary actions currently pending or in process against you?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>If you checked “Yes” to either of the above questions, please stop here. You are ineligible to apply for a transfer at this time.</b>				



## ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS FOR ELIGIBLE CLASSIFIED STAFF

### SECTION B – TRANSFER INFORMATION

Why do you wish to transfer?		(Attach additional sheets if needed)
<b>For Hardship Cases – Please send a letter and supporting documentation to your union official and to Office of Labor Relations / Classified Staff, 205 East 42nd Street, 10th Floor, New York, NY 10017</b>		
Have you transferred from another college before?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, from which college?		When? <input type="text"/> (mm/dd/yyyy)
Which college(s) do you want to transfer to? <span style="float: right; font-size: small;">(You may list up to three choices. Please list in order of your preference)</span>		
First Choice:	<input style="width: 100%;" type="text"/>	
Second Choice:	<input style="width: 100%;" type="text"/>	
Third Choice:	<input style="width: 100%;" type="text"/>	
If eligible, would you be willing to transfer at a lower assignment level in your current permanent title?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Transferee's signature:	<input style="width: 100%;" type="text"/>	Date of Request: <input style="width: 100%;" type="text"/> <small>(mm/dd/yyyy)</small>

### SECTION C – TRANSFER AUTHORIZATION

(To be completed by College HR Representative)

<b>Review of Performance:</b>			
Are there any disciplinary actions currently pending or in process against the employee?			YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, When? <small>(mm/dd/yyyy)</small>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Were there any disciplinary penalties imposed in the preceding three (3) years?			YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, When? <small>(mm/dd/yyyy)</small>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Has any performance evaluation resulted in an unsatisfactory rating over the past two (2) years?			YES <input type="checkbox"/> NO <input type="checkbox"/>
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: <span style="float: right; font-size: small;">(Attach additional sheets if needed)</span>			

### TRANSFER REQUEST DETERMINATION:

Approved:		YES <input type="checkbox"/> NO <input type="checkbox"/>
If disapproved, give reason:		
Approved by:	<input style="width: 100%;" type="text"/>	Date Approved: <input style="width: 100%;" type="text"/> <small>(mm/dd/yyyy)</small>



**ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS  
FOR ELIGIBLE CLASSIFIED STAFF**

**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

**Office of Human Resources Management**

Campus HR Advisory Services  
205 East 42nd Street, 10th Floor, New York, NY 10017  
Telephone: (646) 664-3311 Fax: (646) 664-2962