The City University of New York

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PERSONNEL POLICY BULLETIN:

REGULATION REFERENCE NO.: 7.1.4 TRANSFERS

INDEX REFERENCE: INTRA-COLLEGE TRANSFER

CAMPUS SECURITY OFFICER, Level III

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ISSUE:
The following memorandum from the University Personnel Director dated March 18, 1993, clarifies the policy for transferring Level III Campus Security Officers from one college to another.

The City University of New York

March 18, 1993

Memo to: Personnel Director
Security Director

From: Samuel T. Phillips

Subject: Transfer Policy for Campus Security Officers

I write to clarify the policy for transferring Level III Campus Security Officers from one college to another. An employee in the Campus Security Officer title will be considered for a voluntary intercollege transfer if he/she is a permanent employee who has served at least two years at his/her present college after having achieved disciplinary rights in the title. The procedure for voluntary intercollege transfer is described in the Blue Collar Contract, article XVIII.

In rare cases, this office would be willing to make an exception to the above requirements by considering a "management negotiated reassignment." Such a reassignment would be made under the following conditions: 1) the employee acknowledges in writing a desire to take a reassignment; 2) the employing college agrees to release the employee; 3) there is a compelling reason to transfer the officer from one college to another; 4) a vacancy exists at another college; and 5) that college has reviewed the officer's performance evaluations and conducted a personal interview and, on that basis, determines it would like to employ that individual.

Reassignments may not be negotiated directly between colleges. All reassignment requests should be forwarded to me in writing by the Director of Personnel. This office will then make the necessary arrangements for one or more colleges to review the officer's file and conduct an interview. Following an interview, I ask that the Personnel Director let me know the outcome and whether or not the college wishes to appoint the officer in question. I will also be asking the officer to contact my office to learn his or her preferences. If an appropriate match can be made, a reassignment may be effected.

Please let me know if you have any questions.

Cc: Ms. Adrienne Maslin
Mr. Jose Elique