Interpretive Memo: 6-97 Date: July 10, 1997
Personnel Policy Number:
Regulation Reference No.: 6.1.1.
Index Reference: Inter-College Transfers as a result of transfer roster appointment, appointment from a civil service list or preferred list
Seniority calculation: Impact on vacation and shift picks

Issue:
The following letter from Eric Washington, University Director for Classified Staff Labor Relations codifies the University policy and practice which must be followed when a current CUNY employee transfers from one CUNY college to another. With the exception of an appointment from a preferred list, the transfer from one college to another must be with continuous service.

The City University of New York
Office of the Vice Chancellor for Faculty and Staff Relations
535 East 80th Street, New York, N.Y. 10021
(212) 794-5518

May 14, 1997

Ms. Evelene Conti
Personnel Director
College of Staten Island
2800 Victory Boulevard
Staten Island, N.Y. 10314

Dear Ms. Conti:

The following is the University's policy on the seniority of classified staff who transfer from one campus to another.

A classified staff member who, transfers from one University campus to another, is picked from a preferred list or appointed from a civil service list with prior continuous University experience, is to be credited with his or her CUNY seniority in his or her current title for purposes of shift or vacation picks.

This is different from the determination of seniority rights for layoff purposes which for competitive class employees is calculated as the first day of their appointment from a Civil Service list to any classified title.

I hope this answers any questions on this matter, if not please call me at 212-794-5518.

Very truly yours,

Eric Washington