THE CITY UNIVERSITY OF NEW YORK

Personnel Policy Number: 1 - 98 Date: January 15, 1998

Regulation Reference No.: 7.1.4 Transfers
See also 2.3.3.(7)

Index Reference: Transfer Roster
Appointment to Position in Lower Title in Same Occupational Group

In general, a permanent employee seeking an appointment at another CUNY college is appointed from an open competitive list or from a transfer roster in the title in which he/she is currently serving on a permanent basis.

It is also permissible for an employee to transfer from one CUNY college to another in a lower level title in which he/she has served on a permanent basis. An employee selected from a transfer roster in a lower level title in the same occupational group may, however, only be transferred following his/her resignation from their current permanent title. Pay upon selection from the transfer roster will be determined in compliance with Reg. 2.3.3.(7).

Any future service at the new college in the higher title can only be in provisional status or in probationary status following selection from a future civil service list. A request by the employee for reinstatement to his/her higher level position, other than to the college from which he/she resigned, will not be considered for approval by University Personnel.