The following transfer policy applies to full-time permanent classified employees in the competitive class of the CUNY Managerial Service who voluntarily chose to consider transfer to a full-time managerial position in the same title at up to three different CUNY colleges.

Section 1. Application for Transfer - Establishment of Roster

(A) Application for transfer shall be made by an employee by completing the transfer request form in triplicate and submitting one copy each to:
   1. The University HR Director
      Office of Faculty and Staff Relations
      535 East 80th Street
      New York, N.Y. 10021, and
   2. The Personnel Director of the current college, and
   3. One copy for the employee’s records

(B) The University HR Office of OFSR shall add the employee’s name to a transfer roster for the permanent title and where applicable for the level within each title, for each college. Employees are listed in order of receipt of the request by the University HR Director.

(C) An employee shall be listed on the appropriate title/level roster if:
   1. He or she has served at least two years at his or her present college after
      A) appointment from a list, or
      B) after a voluntary transfer, or
   2. He or she has served for at least one year after a promotion, advancement, or a discretionary assignment to a higher level of the title— unless the employee voluntarily is willing to transfer at the previously held title or title/level
3. There is no disciplinary action pending or in process against him or her and no disciplinary penalties were imposed in the preceding three years.
4. He or she has a good record regarding use of and where necessary documentation for sick leave.
5. He or she did not have an unsatisfactory service evaluation during the immediately preceding 2 year period.

(D) An employee may request being placed on a transfer roster for up to three colleges at the same time. Acceptance of a transfer to any one college shall automatically remove an employee from the roster of all other colleges. Refusal to accept transfer for whatever reason, shall automatically remove the employee from that college’s roster for 18 months, and no other additional colleges may be added in that period.

(E) The existence of a College preferred eligible list shall bar the use of a transfer roster for that title. However, an employee who has been placed in the same title in lieu of layoff (see reg 7.1.3) at a college in a different borough, and who has applied for transfer back to his or her previous college, shall be given priority over employees who are on a University preferred eligible list when that preferred eligible list is called by their previous college.

(F) The existence of a transfer roster is not a bar to the reinstatement of a person at the college from which he or she has resigned.

(G) An employee who is on a transfer roster at the time of taking a leave of absence and who is reachable on the roster shall be considered for transfer provided that the employee is able to return to active employment within 5 weeks of the interview/offer; if unable, the employee maybe passed over on the list.

(H) A college is required to consider the transfer roster, if any, to that college prior to filling any vacancy in the title. In making a selection from the transfer roster, all employees may be considered for appointment; they are NOT in placement order. Regardless of the number of candidates on the transfer roster, it is NOT mandatory that selection of the finalist to fill a vacant position be made from among those seeking to transfer.

(I) The employee is not guaranteed that the assignment of specific duties, work shifts, etc will correspond to the previous position.

(J) Failure to respond to an offer for transfer within 24 hours or on the next regular business day shall constitute a declination.

(K) A transfer need not be made pursuant to this section if:
1. The sending college is barred from refilling the position by the State of New York, The City of New York or the University; or
2. More than 5% of the employees at the sending college in the title involved, or two
employees at such college in that title, whichever is greater, have transferred from
the college within that fiscal year; or
3. A college has been granted permission to use a civil service list prior to using a
CUNY transfer roster. { Such permission shall be in accordance with Regulation
7.1.4 (b) of the Regulations of the Vice Chancellor for Faculty and Staff Relations
and shall be for a period not to exceed 90 days following the establishment of the
civil service list.}

Section Two

A. Probation and Leave Status

Upon transfer from the sending college, the employee shall be subject to a new three (3)
months probation at the receiving college. The employee shall be placed on a leave of absence without
pay for three (3) months from his/her permanent position by the sending college during the new
probationary period. At the end of the designated leave period or upon completion of probation at the
receiving college, the employee’s permanent status shall be transferred with all rights to the receiving
college. An extension to the three(3) months probation may be permitted, for a minimum of 30 days up to
a maximum of three (3) months, IF acceptable to both College Personnel Directors.

B. Trial Period

Upon acceptance of a transfer appointment, the employee may at his/her discretion, for a
time period not to exceed three (3) months, return to the sending college at his/her own initiative. The
employee’s sending college will not fill the position except with a temporary appointment until this
three(3) month trial has ended.