

THE CITY UNIVERSITY OF NEW YORK
UNIVERSITY PERSONNEL OFFICE
535 East 80 Street, Room 600
New York, NY 10021
(212) 794-5344

NOTIFICATION OF REQUEST TO BE PLACED ON TRANSFER ROSTER
CUNY Office Assistant
CUNY Administrative Assistant

To: _____ Date: _____

From: _____

In accordance with the Intercollegiate Transfer Policy, the below-named employee has applied to be placed on the University transfer roster:

Name: _____ Title: _____

Please supply the following information in order to determine the employee's eligibility for listing on the roster:

1 a. If CUNY Office Assistant/CUNY Secretarial Assistant:

Is the employee permanent in the title with at least two (2) years of service since appointment from the Civil Service list? Yes _____ No _____

1 c. What is the employee's current assignment level? _____

2a. If CUNY Administrative Assistant:

Is the employee permanent in the title and has the employee completed one year probationary period? Yes _____ No _____

2b. What is the employee's current assignment level? _____

3. Is there disciplinary action pending or in process against employee?
Yes _____ No _____:

4. Has the employee has an unsatisfactory performance evaluation in the past 2 years?
Yes _____ No _____

If YES, explain _____

5. Have more than 5% or two employees in this title, whichever is greater, transferred from your college within the current fiscal year July 1 to June 30)?
Yes _____ No _____

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Name of Candidate:

6. Date of original appointment from Civil Service list to any unit of the University.

Date_____

7. Date of appointment in current title from Civil Service list to your college.

Date_____

8. Is the employee on leave of absence? Yes_____ No_____

CERTIFICATION

I certify that the information supplied above is correct.

Print Name

Signature

Title

Date