

**THE NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF CITYWIDE PERSONNEL SERVICES
1 CENTRE STREET, 21ST FLOOR, NEW YORK, NY 10007**

REQUEST FOR TRANSFER OR REDEPLOYMENT AND/OR CHANGE OF TITLE

Request is hereby made for a certificate of TRANSFER or REDEPLOYMENT and / or CHANGE OF TITLE

Name of Employee Employee ID #

PRESENT STATUS		PROPOSED STATUS	
AGENCY		AGENCY	
TITLE & LEVEL		TITLE & LEVEL	
TITLE CODE #	SALARY \$	TITLE CODE #	SALARY
Signature of Agency Head or Designee		Signature of Agency Head or Designee	
Date		Date	

I have read and understand the terms and conditions as set forth on the reverse side of this form and all rules and regulations governing transfer, redeployment and/or change of title. If this action is payrolled in the City's Payroll Management System (PMS), I authorize the payroll deduction of the required Personnel processing fee.

I hereby consent to this TRANSFER or REDEPLOYMENT and/or CHANGE OF TITLE

_____/_____/_____
Signature of Employee Date

THE SPACE BELOW IS FOR USE BY THE DIVISION OF CITYWIDE PERSONNEL SERVICES

Preferred List in Existence YES NO Promotion List in Existence YES NO Permanent Employee (completed probation in present title) ? YES NO Promotion rights reviewed

Rule: _____ Subject to: _____

Reason: _____

_____/_____/_____
Control & Service Authorized Signature Date

RECOMMENDATION TO ORDER A RULE 6.1.9. EXAMINATION	Exam No. _____
Is maximum salary of present title \$ _____ equal to or greater than minimum salary of proposed title \$ _____ ?	
Is proposed title in a direct promotional line from present title or construed as a promotion?	Yes No
Is proposed title and level comparable to present title and level?	Yes No
Is candidate transferring to or from the management class?	Yes No
Does candidate meet the minimum qualification requirements for request position?	Yes No
_____/_____/_____ Bureau of Examinations Authorized Signature Date	

APPROVED DISAPPROVED _____/_____/_____
Deputy Commissioner of Citywide Personnel Services Date

TERMS AND CONDITIONS

1. It is important that this form be filled out completely before it is submitted to the Division of Citywide Personnel Services for consideration.
2. An application for transfer can be approved while the applicant is on probation. On transfer, the probationary period starts anew, as the one year period must be served completely in the same agency, **(Exception: Redeployment is governed by the Memorandum of Agreement)**.
3. An application for transfer shall not be approved whenever there exists a departmental promotion or a preferred list for the position to which transfer is sought unless, in the case of a promotion list, such list consists of fewer than three available eligibles.
4. Transfers are subject to the applicable Personnel Rules and Regulations of the City of New York, Rule VI, Section I, Rules 6.1.1. through 6.1.9.
5. An application for a title change **cannot** be approved while the applicant is on probation. In addition, a title change is subject to a one-year probationary period unless waived by the Commissioner of Department of Citywide Administrative Services. **(Exception: Redeployment title changes are governed by the Memorandum of Agreement)**.

BUREAU OF EXAMINATIONS COMMENTS
