

BROOME COUNTY DEPARTMENT OF PERSONNEL
EMPLOYEE TRANSFER REQUEST

(Follow instructions on back of this form)

SECTION 1: To be completed by the department acquiring employee

Effective Date of Transfer Full name of employee (print)

Address of employee

TRANSFER REQUESTED TO:

Name of County Department, Town, Village, School District or Special District

Name of Division, Bureau, Section, Etc. within Dept. or Agency

Title Salary

Signature of Appointing Authority Date

SECTION 2: TO BE COMPLETED BY EMPLOYEE

TRANSFER REQUESTED FROM:

Name of County Department, Town, Village, School District

Title

_____ I understand that if I am transferring to a position under a different appointing authority in a different civil division, that a probationary period is required and must be successfully completed to obtain permanent status in the position in which the transfer is sought. I understand that it is my responsibility to obtain a leave of absence from my current employer and that without such leave of absence I have no right to return to my previous position if my probationary period is not satisfactorily completed.

Signature of individual consenting to transfer Date

SECTION 3

APPROVAL OF BROOME COUNTY PERSONNEL OFFICER

Approved: _____ Disapproved: _____

Personnel Officer: _____ Date: _____

INSTRUCTIONS FOR COMPLETING AND PROCESSING EMPLOYEE TRANSFER REQUEST

The purpose of this form is to facilitate transfers as prescribed in the Rule XVII of the Broome County Rules for the Classified Civil Service. This form will be processed as follows:

1. The Department acquiring the employee must initiate the action by completing Section #1.
2. The employee involved will consent to the transfer by completing Section 2 and forwarding the form to the Broome County Department of Personnel.
3. The decision of the Broome County Department of Personnel will be entered in Section #3 and copies of the completed forms will be transmitted to the Department involved in the Transfer Request.

Rule XVII - Transfer of eligibility for permanent appointment.

Upon the written request of an individual and the prospective appointing authority, and subject to the approval of the Personnel Officer, any individual serving in a competitive class position as a permanent appointee may be permanently appointed to another competitive class position subject to these rules without further competitive examination, provided:

- a) There is no preferred list appropriate for filling the position to which appointment is sought containing the name of an eligible willing to accept appointment; and
- b) There is no departmental promotion list for the position to which appointment is sought containing the names of three or more eligibles willing to accept appointment; and
- c) (1) The Personnel Officer determines that the examinations' scopes and qualifications for the positions held and to which appointment is sought are identical; or
(2) When the examination's scopes and qualifications are not identical, the New York State Department of Civil Service has determined that the examination for the position held involved or would involve essential tests and qualifications the same as or greater than those of the position to which appointment is sought; and
- d) The Personnel Officer has determined that such appointment is for the good of the service.

Rule XIV Probationary Term

2. a. Transfers to Positions in the Same Civil Division

Every transfer from a position to another in the same civil division shall require a probationary term of not less than a minimum of **eight weeks nor more than twenty-six weeks**. If the conduct or performance of the probationer is not satisfactory, employment in such position may be terminated at any time after the completion of the minimum period of probation, and on or before the completion of the maximum period of probation.

b. Transfers to Positions under Different Appointing Authorities in Different Civil Divisions

Every transfer from a position in one civil division to a position in another civil division shall require a probationary term of not less than a minimum of eight weeks up to a maximum of twenty-six weeks. If the conduct or performance of the probationer is not satisfactory, employment in such position may be terminated at any time after the completion of the minimum period of probation, and on or before, completion of the maximum period of probation. *The Personnel Officer shall advise the prospective transferee in writing prior to approval of the transfer that an eight to twenty-six week probationary term is required and must be successfully completed to obtain permanent status in the position to which transfer is sought. The prospective transferee shall be advised it is his/her responsibility to request a leave of absence from the releasing agency. Unless the prospective transferee obtains a leave of absence, the releasing agency is not required to hold a position to return to should the probationary period not be successfully completed.*

c. Waiver

The appointing authority having jurisdiction over the position to which transfer is sought, may elect to waive the probationary term in (2a) or (2b) by written notification to the transferee and the Personnel Officer.