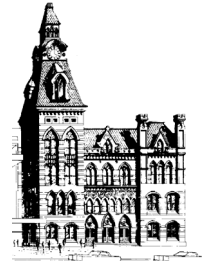




**DEPARTMENT OF HUMAN RESOURCES
CITY OF NEW HAVEN
CIVIL SERVICE DIVISION**

200 Orange Street, New Haven, CT 06510
(203) 946-8252
(203) 946-7166 fax
www.newhavenct.gov



REQUEST FOR CIVIL SERVICE TRANSFER FORM

Please complete this form in its entirety. The following information is required for the Civil Service Board to consider your transfer request. Any missing information will delay the processing of this form. Submit your completed form to the Personnel Director. If your form is incomplete, it will be returned to you.

Only permanent classified Civil Service employees may be considered for Civil Service Transfer.

With Civil Service Board approval, classified Civil Service employees on the Transfer List shall be eligible for appointment to:

- The same class (title) in the same salary range and step in a department that utilizes their current title, or
- A class in the same salary range and step, which is similar to their current responsibilities, knowledge, abilities, and skills.

Additional information regarding the Civil Service Transfer Process is on Page 2.

To ensure that your qualifications and skills are best represented, please also attach a copy of your current resume.

NAME: _____ Employee # _____

DAYTIME TELEPHONE: _____

EMAIL ADDRESS: _____

CURRENT JOB TITLE: _____

CURRENT DEPARTMENT: _____

CURRENT BARGAINING UNIT: _____ CURRENT RANGE/STEP: _____

How long have you been in this title? _____ How long have you been employed with the City Of New Haven? _____

Have you been Transferred from the Civil Service Transfer List previously? Y _____ N _____
When? _____
From what Department? _____
Only check Yes if you have been previously transferred from a C.S. Transfer List; does **not** apply to transfers due to labor/union stipulation or through normal application/testing process.

Have you been removed from the Civil Service Transfer List previously? Y _____ N _____

DEPARTMENT OF INTEREST (PLEASE CHECK AN OPTION BELOW. You may check more than one option. If your current job title is exclusive to your current department, you should select option #2):

Option #1 _____ I would like to transfer to a vacancy for my CURRENT TITLE, which I have stated above, in ANY DEPARTMENT which currently utilizes my title.

Option #2 _____ I would like to transfer to a vacancy for a TITLE SIMILAR TO MY CURRENT POSITION in ANY DEPARTMENT.

IF THERE ARE SPECIFIC DEPARTMENTS WHICH YOU ARE NOT INTERESTED IN TRANSFERRING TO, PLEASE LIST THEM BELOW:

DATED: _____ SIGNED: _____

*****DO NOT WRITE BELOW THIS LINE*****

CSB Certification Signature _____

Date Certified _____

Civil Service Transfer Information

Only classified Civil Service employees are eligible for consideration of a Civil Service Transfer.

Your completed Request for Transfer form will be reviewed by the Civil Service Board at the next Civil Service Board Meeting. Shortly thereafter, you will receive notification by email concerning the action taken on your request.

If your request is approved, you will be placed on the Transfer List, and you will remain on the List until either you are transferred, ask to be removed from the List, take another position in a different range and step, or leave employment.

When a vacancy occurs, the Transfer List is reviewed for employees of same or similar class; referrals of those employees are made to the hiring manager for their consideration.

The transfer list process permits appointments of lateral salary within the same union. There can be no increase (promotion) to salary by way of a Civil Service Transfer; there can be no decrease (demotion) to salary by way of a Civil Service Transfer.

Please note that placement on the Transfer List does not guarantee specific outcomes such as appointment to the desired title in a different department, appointment to a similar title, or even an interview in a department that has a vacancy.

The Transfer List serves as a pool of candidates who are open to exploring new opportunities within the City, that are available for appointment to a position without requiring an additional examination process. While it increases the chances of being considered for internal vacancies, the final decision ultimately lies with the hiring department and their specific requirements.

The department considering transfers will typically assess various factors, including the candidate's qualifications, experience, skills, and how well they align with the requirements of the vacant position. They may conduct interviews to determine the best fit for the role, but are not required to do so.

Civil Service Rules:

Rule IX – Transfers

Section 1. General

A person who has been permanently appointed to a position in the classified service may be transferred without examination to a similar position in the same or similar class in any other department, where there is a vacancy in the classified service.

Section 2.

A person who has been permanently appointed to a position in the classified service may be placed on a transfer list with Board approval. A person on the transfer list shall be eligible for appointment to a position in the same class or a class similar to that from which transfer is sought provided that for entrance to the position proposed to be filled by transfer, there is not required by these Rules, in the judgment of the Board, an examination involving test or qualifications essentially different from or higher than those required in an examination for original entrance to the position from which transfer is sought.