

**NIAGARA COUNTY CIVIL SERVICE  
TRANSFER REQUEST**

Follow instructions on the 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

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 or Special District

Title

Salary

Signature of individual requesting transfer

Date

**SECTION 3: To be completed by the Personnel Officer**

**APPROVAL OF NIAGARA COUNTY PERSONNEL OFFICER**

Approved \_\_\_\_\_

Disapproved: \_\_\_\_\_

Personnel Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 4: To be completed by the current appointing authority upon approval of Civil Service**

**ACKNOWLEDGEMENT OF TRANSFER**

Effective Date of Transfer \_\_\_\_\_

Signature of Appointing Authority

Date

## **INSTRUCTIONS FOR COMPLETING AND PROCESSING TRANSFER REQUEST**

The purpose of this form is to facilitate transfers as prescribed in the Rule XVI of the Niagara 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 Niagara County Civil Service Office.
3. The decision of the Niagara County Personnel Officer will be entered in Section #3 and the completed form will be transmitted back to the employee who will be responsible for notifying the current appointing authority.
4. The current appointing authority will complete Section #4 and return the form to Civil Service.
5. Upon receipt of the completed form, the Personnel Officer will send formal correspondence to the employee and both departments confirming the transfer.

### **RULE XVI - 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 eligible candidates 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 examinations' 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.

## TRANSFER GUIDELINES

### Rule I – Definition

**TRANSFER** - means the change, without examination, of a permanent employee from a position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of the same appointing authority or another appointing authority.

#### Examples:

- Title for title transfer (i.e. Clerical I in Social Services to Clerical I in Sheriff's or Food Service Helper in Aging to Food Service Helper in Mt. View)
- Similar title transfer (i.e. Care Services Coordinator in Health to Social Services Worker in Social Services)

**NOTE:** If the transfer is not title for title, please call Civil Service so that a comparability determination can be made prior to an employment offer.

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### Rule XIII – Probationary Term

**Transfers to Positions in the Same Civil Division** – minimum eight (8) weeks to maximum twenty-six (26) weeks probationary period.

**Waiver** – the appointing authority may elect to waive the probationary term by written notification to the transferee and the Personnel Officer.

**Restoration to Permanent Position** – the position vacated by the transferee cannot be filled on other than a contingent permanent or temporary basis during the probationary term. The transferee has the right to return to his/her previous position at his/her own election. If the conduct or performance of the probationer is not satisfactory, he/she shall be restored to his/her former permanent position at the end of his/her probationary term.

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### Rule XVI – Transfers for competitive employees

Transfers in the competitive class can only be approved if the following conditions are met:

- There is no preferred list
  - There is no departmental list with three (3) or more eligible candidates
  - The exam scopes and qualifications for the positions held and to which appointment is sought are identical or sufficiently similar as determined by NYS Civil Service
  - The Personnel Officer determines that the transfer is for the good of the service
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#### Procedure

1. The Department acquiring the employee must initiate the action by completing Section #1 of the Transfer Form.
2. The employee involved will consent to the transfer by completing Section #2 of the Transfer Form and forwarding it to the Niagara County Civil Service Office.
3. Civil Service will review current eligible lists and the employee's roster record and appropriate examination materials to determine if a transfer is appropriate. The decision of the Niagara County Personnel Officer will be entered in Section #3 and the completed form will be transmitted back to the employee who will be responsible for notifying the current appointing authority.
4. The current appointing authority will complete Section #4 and return the form to Civil Service.
5. Upon receipt of the completed form, the Personnel Officer will send formal correspondence to the employee and both departments confirming the transfer.