

**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.