

**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 New County Department, Town, Village, School District or Special District

New Title

New Salary

Signature of Appointing Authority

Date

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SECTION 2: To be completed by employee

TRANSFER REQUESTED FROM:

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

Current Title

Current Salary

Signature of individual requesting transfer

Date

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SECTION 3: To be completed by the Personnel Officer

APPROVAL OF NIAGARA COUNTY PERSONNEL OFFICER

Approved _____

Disapproved: _____

Personnel Officer: _____ Date: _____

TRANSFER GUIDELINES & INSTRUCTIONS

Procedure

1. The Department acquiring the employee must initiate the action by completing Section #1 of the Transfer Form. In order to approve a transfer the following documents are required:
 - a. Copy of the candidate's official roster record to confirm appointment from an appropriate eligible list and completion of a probationary period;
 - b. Copy of the exam announcement and job specification for the job currently held;
 - c. Official college transcripts, driver's license, etc. if required for the job;
 - d. A completed civil service application.
 2. The employee involved will consent to the transfer by completing Section #2 of the Transfer Form.
 3. The completed form should be forwarded to the Niagara County Civil Service Office.
 4. 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. The Personnel Officer will send formal correspondence to the employee and new department confirming the transfer.
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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. Employment & Training Counselor in Employment & Training 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.

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.

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

2/18/2026