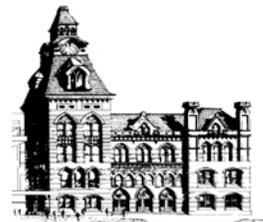




TONI N. HARP
MAYOR

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

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PROCEDURE FOR “REQUEST FOR TRANSFER”

Only classified Civil Service employees can submit a request to transfer. The procedure to submit a Request for Transfer is simple:

- First, go to the Department of Human Resources, located on the 1st floor at 200 Orange Street, New Haven, CT to obtain the Request Form. Or, click on the HR Forms sub-directory of the Human Resource directory located on the city N:\Drive. Locate “Transfer Request Foprm” double-click to open; then print. Do not type directly onto the document on the N:\Drive.
- Make sure to fill out the form correctly and completely. Pay special attention to the “Department of Interest” section of the form. **You can only transfer to the same position, in the same class and range in any other department that utilizes your current title.** If your form is incomplete, or filled out incorrectly, it will be returned to you without Board approval.
- If you are interested in a specific department that utilizes your current title, then you can specify that department in the “Department of Interest” section of the form. Otherwise, it is usually best to indicate that you are interested in any department that has a vacancy for your title. This option will afford you with the broadest transfer possibilities.
- Your completed Request for Transfer form will be reviewed by the Civil Service Board at the next Civil Service Board Meeting. The day after the meeting takes place, written notification will be mailed to you concerning the action taken on your request. Or, you can call the Civil Service Secretary directly at 946-8567. 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 or ask to be removed from the List.
- The deadline for Request for Transfer submissions is no later than **TWO (2) FRIDAYS BEFORE THE DATE OF THE NEXT CIVIL SERVICE MEETING.** This deadline must be adhered to in order to prepare the agenda for the month in which you are submitting your request. Otherwise, your request will appear on the meeting agenda for the following month. Please mark your submissions: Attention – Noelia Marcano, Civil Service Secretary.