

# Memorandum




## Metropolitan Transportation Authority

State of New York

Date April 5, 2019

To All Managers, MTA Bus Company and New York City Transit Department of Buses

From Vito Sicolo, Vice President and Chief of Operations, Regional Bus 

Re **Superintendent Transfer Requests**

This memorandum is intended to provide guidance regarding the Department of Buses Transfer Requests procedure set forth in Attachment B of the UTLO 2017-2019 Memorandum of Understanding which permits, Superintendents in the Department of Buses to request a voluntary transfer to another division, location and/or shift within the Department of Buses.

- a. Transfer requests are limited to Superintendents seeking a transfer into or out of a depot, shop, or road operations reporting location, or to another shift. Specialty positions/departments are not subject to transfer requests.
- b. A transfer request may only be made by Superintendents who have completed one (1) year of service in their current title.
- c. The final determination regarding any transfer request is subject to managerial discretion and shall not be subject to the contractual grievance process.
- d. Superintendents granted a transfer pursuant to this procedure are not eligible for another transfer under this process for a period of three (3) calendar years from the effective date of a previously granted transfer request and remain subject to subsequent movement based on managerial discretion.

In order to request a transfer pursuant to the procedure outlined in Attachment B, you must complete the attached Transfer Request form and forward with your most recent resume to Resource Management Office, 25 Jamaica Avenue, Room 337, Brooklyn, NY 11207.

Transfer requests will be maintained for ongoing consideration based on Departmental needs. Superintendents will be notified if a position becomes available in a requested location or if a transfer request is otherwise granted. If a Superintendent is offered a position consistent with a transfer request and declines, their name will be removed from consideration.

Attachment

cc: D. Irick  
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C. Howard  
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