

HARDSHIP TRANSFER APPLICATION INFORMATION

Applications may be duplicated and may be mailed or hand-delivered to the Division of Human Resources, Office of Regional Field Services, 65 Court Street, Room 811, Brooklyn, New York 11201. Medical documentation (if applicable) accompanying a hardship transfer request should be submitted directly to the Office of Medical, Leaves, Benefits, Attention: Hardship Application, Room 201, 65 Court Street, Brooklyn, New York 11201.

There is no deadline or filing period for submission of hardship transfer applications. Requests for hardship transfers will be considered at any time as long as the application is completed in full and accompanied by relevant documentation. The employee must be regularly appointed for three years. Transfer will be made on the basis of the circumstances of each particular case and, with regard to travel, as outlined in Article 18D of the Agreement.

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES-OFFICE OF REGIONAL FIELD SERVICES
65 COURT STREET, ROOM 811
BROOKLYN, NY 11201

APPLICATION FOR HARDSHIP TRANSFER

PLEASE PRINT

PLEASE SUBMIT APPLICATION TO THE OFFICE OF REGIONAL FIELD SERVICES, 65 COURT STREET, ROOM 811, BROOKLYN, NEW YORK 11201, ATTENTION: HARDSHIP TRANSFER APPLICATION.

DATE: _____

SECTION I

NAME: _____ FILE# _____ SOC. SEC.# _____
LAST NAME FIRST NAME MI

HOME ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

HOME TELEPHONE NUMBER: _____

CURRENT REGION _____ DISTRICT _____ BOROUGH _____ SCHOOL _____

CURRENT APPOINTED LICENSE: _____

Applicant Signature

SECTION II

TRANSFER REQUEST CATEGORY

ENTER A CHECK IN THE APPROPRIATE BOX TO INDICATE TRANSFER TYPE REQUESTED.

(Documentation must be provided as outlined below.)

TRAVEL HARDSHIP ASSAULT MEDICAL REASON OTHER

I hereby apply for Hardship Transfer as specified in the United Federation of Teachers agreement. I have received a satisfactory rating for the most recent three years of service including current year.

DOCUMENTATION REQUIREMENTS FOR HARDSHIP TRANSFER (TRAVEL) REQUEST:

Please be advised that in order to claim travel hardship, documentation must be obtained from the NEW YORK CITY TRANSIT AUTHORITY, TRAVEL INFORMATION CENTER, 370 Jay Street, Brooklyn, New York 11201, TELEPHONE: (718) 330-3322. Documentation must indicate that travel time from your home to your present assigned school is IN EXCESS OF ONE HOUR AND THIRTY MINUTES EACH WAY BY PUBLIC TRANSPORTATION. If you reside outside of the New York City limits, travel time is computed from the city line. Submit the transit documentation along with the hardship transfer application to the Office of Regional Field Services, Room 811, 65 Court Street, Brooklyn, New York 11201.

DOCUMENTATION REQUIREMENTS FOR HARDSHIP TRANSFER (MEDICAL) REQUEST:

Please be advised that in order to claim medical hardship, medical documentation (including the Office of Medical, Leaves, Benefits Confidential Medical Form) and a copy of the hardship transfer application must be submitted to: Office of Medical, Leaves, Benefits, Room 201, 65 Court Street, Brooklyn, New York 11201. Your request for medical hardship must attest to the fact that the location of your current school assignment places undue hardship on your existing medical condition. If the claim of hardship involves the medical condition of an immediate family member, the applicant must explain the circumstances in writing and submit the request along with the hardship transfer application to the Office of Regional Field Services, Room 811, 65 Court Street, Brooklyn, New York 11201.

DOCUMENTATION REQUIREMENTS FOR HARDSHIP TRANSFER SCHOOL-RELATED (ASSAULT AND OTHER REASONS) FOR REQUEST:

Please attach a letter explaining the circumstances. You may provide appropriate documentation that substantiates your transfer request. Victims of an assault or other school-related crime or violent incident must provide appropriate supporting documentation (e.g., supporting official correspondence, school incident reports, police reports, etc.). Submit the documentation due to a school-related assault or any other not listed above along with the hardship transfer application to the Office of Regional Field Services, Room 811, 65 Court Street, Brooklyn, New York 11201.