

Participating TEAMSTERS Titles

Assistant Housing Manager
Assistant Resident Building Superintendent
Housing Caretaker - Caretaker (HA)
Housing Assistant
Heating Plant Technician (HA)
Advanced Heating Plant Technician
Maintenance Worker
Housing Stock Worker
Supervisor of Housing Caretakers
Supervising Housing Groundskeeper
Supervisor of Housing Stock Workers

How to Apply

Employees must file their ATLS requests electronically using the following URL my.nycha.info/ATLS. Once the filing period has ended, employees can log in and print a confirmation of their final selections.

HUMAN RESOURCES DEPARTMENT

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QUESTIONS?

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We are happy to serve you!



HUMAN RESOURCES
DEPARTMENT
RESOURCE FULFILLMENT

ATLS

AUTOMATED TRANSFER LIST SYSTEM 2022



TEAMSTERS
REPRESENTED TITLES

EMPLOYMENT DIVISION

Automated Transfer List System (ATLS)

ATLS is a computerized system used to record transfer requests from employees in specific titles. The Automated Transfer List System (ATLS) is used for transfers only.

HR-Resource Fulfillment, Employment Division, implements the transfer of NYCHA employees in specific union-represented titles through the Automated Transfer List System (ATLS). This brochure specifically provides an overview of the ATLS process for employees in Teamsters'-represented titles.

The Application Filing Period for employees in Teamsters'-represented titles will occur during the month of February 2022, and new selections will become effective April 1, 2022.

Once a year, employees are allowed to select up to six locations to which they would like to transfer.

When a vacancy occurs at a location and is approved for backfill, a computerized seniority list of eligible candidates is created and sent to the location for consideration. The order in which names appear on a transfer list is determined by various factors, including civil service status and length of time in title.

Employees can apply to ATLS only once a year, during the application filing period designated for their title.

Facts about the ATLS

- Employees in participating Teamsters' titles must serve a minimum of 30 months in their title and location before they are eligible for transfer, except Assistant Resident Buildings Superintendent and Assistant Housing Manager, who must serve 48 such months.
- If an employee is not eligible during the filing period, they may still apply. Their choices will be automatically activated when they have served the required number of months in their location and title.
- If you are on leave and a vacancy becomes available at a location of your choice, then you are not eligible for transfer at that time. Your name will remain on the list for that location for future consideration. Employees on leave during the application filing period may apply to ATLS upon their return to work.
- Once you transfer, then you must remain at that site for the required 30 or 48 months, depending on your title. If you decline a location, then you will not be considered for a vacancy at that location again until the next ATLS application filing period. All of your other ATLS choices will remain the same unless you submit a new request. It is not necessary to file a request each year. All location choices will remain active until new selections are made during an application filing period.
- ATLS gives employees the opportunity to select a Department. The selection of a Department means that you are requesting a transfer to any location that is available in the Department. However, if you choose this option, you may not select a specific location within that same Department.
- If you select a Department (any location) as your ATLS choice, your name will appear on the list for the first available vacancy within that Department. If you decline that particular location, you are no longer eligible to be considered for vacancies in that entire Department. Your name will not appear on any lists for vacancies within that Department until the next ATLS filing period. (Please select carefully as all titles are not available at every location).
- NOTE: Candidates' cell phone numbers and personal email addresses will be included on the ATLS list, viewable only to dispositioners. Candidates can ONLY be contacted for ATLS-related transfer opportunities. The employees on the list, their seniority, and personal contact information will remain confidential, and not be disclosed for any other purpose. It must be safeguarded per NYCHA Privacy Policy, SP 002:12:1, pg. 4.

Please Note:
Employees are prohibited from being transferred to the housing development where they reside.