



HUMAN RESOURCES DEPARTMENT

90 Church Street | 5th FL | New York, NY 10007 | (212) 306-8000

DATE: February 27, 2023

TO: Employees in Eligible Teamsters' and DC 37 Represented Titles

A handwritten signature in blue ink that reads "David Marcinek".

FROM: David Marcinek, Senior Director of Resource Fulfillment, Human Resources

SUBJECT: Department Automated Transfer List System (ATLS) 2023 – New Application Platform

I am pleased to advise you that this year's Automated Transfer List System (ATLS) application filing period for employees in contractually eligible Teamsters' and DC 37 represented titles will commence on **March 1, 2023** and run through **March 31, 2023**.

Employees in contractually eligible titles may submit their ATLS preferences regardless of their current eligibility for transfer. However, in order to be deemed eligible for transfer, employees must first have completed the required minimum time in title at their location as specified in their collective bargaining agreement. Once an employee has served the required time in their title and location, then their preferences will automatically be activated within the ATLS. ***Please be reminded that employees are prohibited from being transferred to the development where they reside.***

You can make up to six (6) preference as to the locations to which you would like to be voluntarily laterally transferred. ATLS will be used for lateral transfers only, not promotional opportunities. An ATLS list will be generated only if there is an approved vacancy at a development. If there is an approved vacancy for your title at a given location, and you timely submitted your ATLS preferences and express your interest in that location from amongst your preferences, then your name will appear on the ATLS list in seniority order if you are eligible for a transfer.

Additional ATLS information is provided here: <http://nychanow.nyc/hr-corner/>

- ATLS Brochures - Provides, by bargaining unit, a list of eligible titles and more detailed information concerning eligibility and regarding the ATLS application process;
- ATLS Location Reference List

For your convenience, and to better facilitate the application process, employees must file their ATLS requests electronically using the following URL: my.nycha.info/ATLS There are no exceptions. Paper forms will no longer be utilized. The preferences may be submitted using this new platform through any web browser and may be accessed anywhere in the world 24/7. Once the filing period has ended, employees can log in and print a confirmation of their final selections. ATLS selections submitted during this filing period will be activated on Monday, April 3, 2023.

If you require additional information about ATLS, please do not hesitate to contact (212) 306-8000 or HR.Employment@nycha.nyc.gov.