

REASSIGNMENT

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

Reassignments may be made to vacant positions only or, in the case of reorganization, to newly created positions. Reassignments which would result in discrimination against, or have an adverse impact upon members of any race, sex, or ethnic group as defined in federal, state and local laws will not be permitted.

Temporary Reassignment:

From time to time, departments may wish to temporarily reassign personnel to accommodate unanticipated or extended vacancies by other employees, to handle peak workloads in other areas, to train the personnel on other jobs within the department, etc. In such instances department heads may, at their discretion, authorize the temporary reassignments for a period not to exceed three months.

Temporary reassignments do not necessitate written request and justification, nor the submission of a Job Analysis Questionnaire or a Personnel Action Request, except when the employee is serving an interim capacity as an organizational unit chief. Serving in an acting or interim capacity is further discussed in the Interim Replacement policy. When the reassignment is for training purposes, the department head will submit a memorandum to the employee stating the details of the reassignment and send a copy of this memorandum to Human Resources for the employee's file.

In cases of temporary reassignment, the employee's salary will not be adjusted.

II. ENTITIES AFFECTED

Faculty and Staff

IV. DEFINITIONS

- **Reassignment:** Movement of an employee from one position to another as a direct and necessary result of the former position being restructured or eliminated due to reorganization or a lack of funds.
- **Reorganization:** A general change in a department or division structure, specifically designed to improve practices, procedures, or services. Reorganization may result in some positions having their responsibilities significantly restructured while other positions may be newly created or completely eliminated.

VII. PROCEDURES

The department head will submit a written request and justification for the reassignments, identifying the staff members involved, plus a Job Analysis Questionnaire

(JAQ) for each employee to be reassigned, through the major department head to Human Resources for review.

Upon completion of the review, Human Resources will submit its recommendation to the major department head who will forward it, along with his own recommendation, to the Office of the President.

Upon approval from the Office of the President and following discussions by the department head with the staff member(s) involved, a Personnel Action Request form will be completed by the department head and forwarded to Human Resources.

Pay may be adjusted in accordance with compensation policies if the reassignment results in a promotion or demotion.

Employees who receive non-temporary reassignments are required to serve probationary periods of three months in their new positions.

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	