



# Administrative Procedure

Number: 358  
Effective: 7/3/89  
Supercedes:  
Page: 1 of

**Subject:** REASSIGNMENTS

1.0. PURPOSE:

To establish the policy and procedure related to the reassignment of employees to all positions, excluding academic and academic administrative positions.

2.0. ORGANIZATIONS AFFECTED:

- 2.1. All organizational units of the University, excluding auxiliary organizations, Unit 3 (Faculty), and those administrative positions requiring formal consultation with the Academic Senate.
- 2.2. Important: This procedure, or portions thereof, may be superseded by an agreement between The California State University and an exclusive representative developed as a result of collective bargaining.

When referring to this procedure as it relates to actions affecting represented employees, consult the agreement that applies to employees within the represented unit.

3.0. REFERENCES:

3.1. Collective Bargaining Agreements:

Unit 1	Section 13.1-13.7
Unit 2	Section 16.1-16.12
Unit 4	Section 17.1-17.11
Unit 5	Section 16.1-16.12
Unit 6	Section 20.1-20.10
Unit 7	Section 16.1-16.12
Unit 9	Section 16.1-16.12

4.0. POLICY:

Management has the right to reassign an employee to a position when it is deemed to be in the best interest of the University or the employee.

**Approved:**

**Date:**

5.0. DEFINITIONS:

- 5.1. Reassignment--An administrative decision to move an employee from one position to another consistent with the best interests of the University or the employee.
- 5.2. Transfer--The movement from a specific position to a like or similar position.
- 5.3. Appropriate Administrator--Appointing authority responsible for the area (Department, School) involved in the transfer.

6.0. RESPONSIBILITIES:

- 6.1. Employment Services will:
  - 6.1.1. Review the department's request to reassign an employee.
  - 6.1.2. Complete and process the Staff Transaction Form effecting the transactionn.
- 6.2. School or Department Administrator will:
  - 6.2.1. Notify the employee with written notification of a temporary or permanent reassignment in accordance with the appropriate bargaining unit agreement within an area.
  - 6.2.2. Submit a Staff Transaction Form, Job Description, (HRM-151A) and a copy of the notification to Employment Services to effect this action.

7.0. PROCEDURES:

- 7.1. The appropriate Administrator, in consultation with the Employment Manager, may temporarily reassign/promote an employee to a position in a higher or lateral classification for a specified period of time in accordance with the appropriate bargaining unit agreement within an area.
- 7.2. The Employment Manager will provide the employee with notice of such a temporary or permanent reassignment to another position in accordance with the appropriate bargaining unit agreement within an area prior to the effective date of the reassignment.

7.3. The employee will receive appropriate compensation at the higher classification after 30 consecutive calendar days in a temporary reassignment.

7.3.1. The School or Department Administrator will initiate a Staff Transaction Form to effect this action.

7.4. The employee will be returned to his/her former position or an equivalent position at the end of the temporary reassignment to the same classification from which he/she was temporarily reassigned.

8.0. APPENDICES:

8.1. Job Description, (HRM-151A)