VII-9.51 - POLICY ON REASSIGNMENT OF REGULAR EXEMPT STAFF EMPLOYEES

(Approved by the Board of Regents on December 3, 1999, EFFECTIVE January 2, and January 12, 2000; Amended October 9, 2015)

I. PURPOSE AND APPLICABILITY

This policy authorizes the institution’s President or designee to reassign or modify the duties, responsibilities and/or reporting relationships of employees in regular status Exempt Staff positions at any time.

II. POLICY

A. Reassignment is the movement of an Exempt employee from a position to another similar or comparable position. Such reassignment shall be made with consideration of the employee’s knowledge, skills, abilities, and salary.

B. Based on operational needs and/or organizational necessity, the President or designee may modify the duties, responsibilities, and/or reporting relationships of an Exempt employee’s position at any time.

C. The President or designee shall provide an employee with written notice of reassignment prior to the effective date of the action. A change in work schedule or location shall require a minimum of two weeks notice.

D. Failure to report to the reassigned position shall be considered an immediate voluntary resignation.

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.