

USM Bylaws, Policies and Procedures of the Board of Regents

USM HR Policy Review Sheet

Policy Number: VII – 9.51

New Policy Title: Policy on Reassignment of Regular Exempt Staff Employees

Old Policy Title: Policy on Reassignment of Regular Exempt Employees

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: _____

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: _____

Transfer to another policy or chapter: _____

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: _____

D R A F T 7/9/14

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 , 2015)

I. PURPOSE AND APPLICABILITY

This policy authorizes the institution's ~~President~~Chief Executive Officer 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 ~~by an institution~~ of an ~~regular~~ 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 Chief Executive Officer (CEO)~~ or designee may modify the duties, responsibilities, and/or reporting relationships of an Exempt employee's position at any time.
- C. The ~~CEO~~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.

~~Each Chief Executive Officer or designee shall develop procedures as necessary to implement this policy and shall forward a copy of such procedures to the Chancellor.~~

REPLACEMENT FOR:

USM Bylaws, Policies and Procedures of the Board of Regents

~~UM Personnel Policies and Rules for Associate Staff, G.2., Reassignment, page 13, June 1989.~~

~~Additionally, this policy supersedes, in whole or in part, any policy(ies) and/or procedure(s) established by the Regents, Trustees, Presidents, or their designees, of the former institutions of the University of Maryland, and of the former State Universities and Colleges, and of the Regents of the University System of Maryland that are in conflict with this policy's purpose, applicability, or intent, that may have been overlooked and not included as a specific citation under "Replacement For."~~