

Staff Temporary Reassignment to a Higher Classification: Helpful Ideas and Information

1. Use a Draft Position Description:

- Draft a Position Description:** Send a draft position description for the reassignment to Maria Plimpton, Compensation Manager (mplimpton@fullerton.edu), and contact her (x2951) to discuss the potential position changes, rationale, and effective dates. This must be done far enough in advance to allow for the following steps to be completed and for any advance written notice periods to be followed (see below).
- HR Review and Consultation:** The compensation Manager will review the PD to determine the classification and minimum salary increase of the reassignment and set up a meeting with the requesting manager and HR Department Coordinator if the matter cannot be addressed on e-mail or if it appears additional analysis and consultation are required. This consultation will cover:
 - Employee Notification Requirements (See below)
 - Classification Change
 - Compensation Change
 - Timelines for Processing

2. Obtain VP Authorization: The final position description should be routed through appropriate divisional channels for review and approval with a memorandum to HR formally authorizing the reassignment. The memorandum should contain:

- The reason for the temporary reassignment
- The requested reassignment classification
- Requested salary increase, and the
- Beginning and Ending dates
- Indication of any other changes such as office location, bargaining lead (if applicable), management supervisor, etc.
- Vice President Approval signature

3. Verbal Notification/Discussion: Once the VP has authorized the reassignment, the employee can be verbally notified and presented with a copy of the position description to review and sign. Please send the signed position description to HR along with the VP's authorization. Please keep in mind the **notice period** and written information that must be provided to the employee (see below) before the effective date.

4. Employee Written Notification: Upon receiving the VP authorization memorandum and final position description, the Compensation Manager will develop a notification memorandum and present it to the employee for signature. The position description will be presented along with the memorandum if the employee has not already signed it. The memorandum must be received by the Compensation Manager before the beginning of the notice period for the employee to receive advance written notice and a revised copy of the position description. If this is not possible, please contact the Compensation Manager in advance to develop an alternative. Once the HR memorandum has been signed by the employee, a copy will be sent to the requesting manager and Divisional HR Management Coordinator for their records and a copy will be processed through HR Records & Information for placement in the personnel file and for processing by Payroll Services.

5. Other Common Considerations:

- Increments and Maximum Duration:** Temporary Assignments are usually made in 6-month increments and can be extended up to a maximum of 18 months for CSUEU and 1 year for APC.
- Advance Written Notice Requirements:** Per the agreements, employees must receive a written notice of the reassignment and a copy of the position description within a mandated number of days prior to the effective date of the reassignment (CSUEU: 7 days, APC: 14 days).
- Waiting Periods for APC and SETC:** For APC, the increase is usually effective 30 days after duties have been assigned; for SETC, the waiting period is usually 15 days.
- Minimum Salary Increase:** CSUEU & SETC: 5%, APC: 4.8%

Please see the Staff Compensation Manual and applicable collective bargaining agreements for complete information.