



Human Resources Classification & Compensation

Reassigning an Employee

An employee may be given a permanent reassignment to another lateral position (no change in classification or range), or a temporary reassignment to a position in a higher classification/range. The terms and conditions of such reassignments are generally covered under the appropriate collective bargaining agreements.

- ✓ Please consult with the Classification/Compensation Manager.
- ✓ Complete the **Reassignment** form; update the employee's position description, and attach an organization chart.
- ✓ Upon obtaining the necessary approvals, submit the documents to Human Resources for review *prior* to the department's proposed effective date.
- ✓ Submit, with any accompanying documentation, to Human Resources for review and processing.
- ✓ Human Resources will consult with management regarding any concerns.
- ✓ Human Resources will process the reassignment request and notify appropriate parties.