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.