



CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Human Resources, Diversity and Inclusion

Human Resources

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INSTRUCTIONS: REASSIGNMENT REQUEST

Definition of Reassignment: Lateral movement (no change in classification or skill level) or a change in classification and/or skill level.

Permanent/Lateral Reassignment- Employee is permanently reassigned to a different department or within the area with no change in classification or skill level.

Note: The employee cannot be permanently reassigned into a higher classification without posting the position, and must be provided a fourteen (14) day notice, prior to the effective date of such a reassignment.

Requirements:

The department must submit the following documents to HRS:

- Position Description
- Organizational Chart
- Reassignment Request Form

Temporary Reassignment- Employee is temporarily reassigned to a different department with/out a change in the classification or skill level. If the classification is changing, the employee must be prequalified by Human Resources. The temporary reassignment may be for up to six (6) months and may be extended twelve (12) additional months, not to exceed a total of 18 months; except for Unit 4 employees, which is up to a maximum of one year.

Extension of Temporary Reassignment- If a temporary reassignment is extending without a break in service and is not exceeding a total of 18 months (one year for Unit 4), only enter the new Temporary End Date in the Proposed Change section.

Note: The employee must be provided a seven (7) day notice, prior to the effective date of such a temporary reassignment.

- Unit 4 employees who are assigned to a higher classification will begin to receive appropriate compensation at the higher classification after thirty (30) consecutive calendar days in the temporary assignment.
- Unit 6 and 8 employees who are assigned to a higher classification will begin to receive appropriate compensation at the higher classification after fifteen (15) consecutive calendar days in the temporary assignment.

Requirements:

The department must submit the following documents to Human Resources:

- Position Description
- Organizational Chart
- Reassignment Request Form