

## REASSIGNMENT REQUEST FORM INSTRUCTIONS

### PERMANENT REASSIGNMENTS

- An employee may be permanently reassigned, in their current classification, from one department or unit to another department or unit.
- Employee retains their current salary; a salary increase cannot be given in a permanent reassignment.
- Requests to permanently reassign an employee require the approval of the appropriate Vice President.

### TEMPORARY REASSIGNMENTS

- An employee may be temporarily reassigned to a lateral position when the duties are consistent with his/her current classification. A salary increase is not given in this situation.
- An employee may be temporarily reassigned to a position in a higher classification when he/she is required to perform duties inconsistent with his/her current classification.
- Upon completion of the temporary reassignment, the employee shall return to the classification and assignment they were working in prior to the temporary reassignment.
- When moving to a higher classification a typical salary increase is 5% or the minimum of the new salary range, whichever is greater.
- Requests to temporarily reassign an employee require the approval of the appropriate Vice President.

### LENGTH OF TEMPORARY REASSIGNMENTS

The length of a temporary reassignment is limited in duration and is determined by the classification's applicable bargaining unit.

- CSUEU (Units 2, 5, 7 & 9) classifications: Six (6) months; may be extended up to an additional twelve (12) months for a total of eighteen (18) months.
- APC (Unit 4) classifications: Six (6) months; may be extended up to an additional eighteen (18) months for a total of twenty-four (24) months.

### PROCEDURE TO REQUEST A REASSIGNMENT

1. Must provide employee with [Notice of Reassignment](#) (Memo from HEERA Manager to Employee) and updated [Job Description](#) at least 14 days prior to effective date of reassignment. Both Supervisor and HEERA Manager should sign the last page of the job description. Employee will sign the original job description in Employment Services at the time they sign their appointment letter.
2. Forward the completed [Reassignment Request Form](#), [Notice of Reassignment](#), updated [Job Description](#), and resumé (if reassignment is to a higher classification) to Manager, Employment and Compensation.

### ADDITIONAL INFORMATION

- An employee who receives a salary increase from a temporary reassignment is not eligible for an additional salary increase if the employee obtains the position through recruitment.
- If temporary reassignment is for a period of more than six months and the reassignment is from a non-exempt to an exempt position, the current Compensatory Time Off (CTO) balance must be paid out to the employee. This applies to CSUEU (Units 2, 5, 7 & 9) classifications only.
- If employee is reassigned from a bargaining unit position to a Management Personnel Plan (MPP) position, the vacation accrual rate will change to 16 hours per month.
- When a reassignment results in a change in collective bargaining unit, the benefits are subject to change to those provided under the employee's new bargaining unit.
- When a Unit 4 employee is reassigned to a higher classification, there is a 30-day waiting period prior to the new salary becoming effective.

**REASSIGNMENT REQUEST**

Request initiated by (HEERA Manager):		Extension:
Department/College:		
Type of Reassignment:      Temporary      Permanent	If Temporary, length of time for reassignment:	
Effective Date of Reassignment:	6 months      12 months      Other _____	
Date Employee was notified and provided job description (must be at least 14 days prior to effective date):	Maximum Duration Limits: Temporary Reassignments can be made and/or extended up to a maximum of 18 months for CSUEU (Units 2, 5, 7 & 9) and 24 months for APC (Unit 4).	

**PURPOSE OF REASSIGNMENT**

Describe the purpose for this request. If needed, attached a memo that will explain the purpose in detail with additional information\*.

**EMPLOYEE NAME AND BRONCO ID**

First and Last Name:	Bronco ID:
<b>Current Position</b>	<b>Reassignment*</b>
Classification:	Classification:
Working Title:	Working Title:
Position Number:	Position Number:
Department:	Department:
Chartfield String:	Chartfield String:
Salary:	Salary**:
Reports to: (Must be HEERA Manager)	Reports to: (Must be HEERA Manager)
Position number of Reports to:	Position number of Reports to:

**APPROVALS**

HEERA Manager (print):	Signature:	Date:
Assoc. Vice President/Dean (print):	Signature:	Date:
Vice President (print):	Signature:	Date:

**FOR EMPLOYMENT SERVICES' USE:**

From				To			
Position #:		RU:		Position #:		RU:	
Classification:				Classification:			
Job Code:	MPP Code: (if applicable)	R/C:	Salary:	Job Code:	MPP Code: (if applicable)	R/C:	Salary:
FLSA: Exempt Non-Exempt At Will	Status: Probationary Permanent Temporary      If temporary, appt. expiration date: ___/___/___			FLSA: Exempt Non-Exempt At Will	ES Approval: Budget Approval:		

\*Attachments needed: Notice of Reassignment, Job Description (all reassignments); Employee's Resumé (if reassignment is to a higher classification)  
\*\*Moves to bottom of new salary range or 5% increase, whichever is greater