

## **Process for Reassigning Permanent Employees**

1. An updated position description must be given to the employee at the time of the reassignment (at least seven (7) days prior to the effective date) by the manager responsible for the new position. The Classification Manager in Employment Services, should review this position description prior to the manager giving it to the employee being reassigned, to ensure that the new duties are consistent with the employee's current classification.
2. Determine a report date to the new position. The sending and receiving managers need to agree on the date the employee will report to the new position **prior** to notifying the employee being reassigned. The employee must receive notice and the position description seven (7) days prior to the effective date of the change.
3. The vacation and CTO of the employee to be reassigned (if from another Division/College/School/Department) should be reviewed to ensure that CTO is used before the reassignment is effective, and that the receiving Division/College/School/Department understands the financial impacts of the vacation reassignment. See attached [Policy on the Use of Compensatory Time Off](#), G-11. The vacation and CTO information can be obtained by contacting Payroll Technician for the employee's department.
4. The employee's manager should meet with the employee, as soon as the effective date is determined to inform the employee of the reassignment. At this meeting, inform the employee of the need for the reassignment and the effective date of the reassignment. Provide the employee with the position description. Inform the employee if it will be necessary to exhaust the employee's CTO balance prior to the effective date of the reassignment and work out a schedule for using CTO if necessary. Express some words of appreciation for the employee's value to the department.
5. At the meeting a written notice should be provided to the employee regarding the reassignment. A copy of this notice should be sent to Employment Services with an approved Employee Transaction Form<sup>1</sup> (ETF) for processing and inclusion in the employee's personnel file. The ETF is to document the change in Division/College/School/Department and any change in chartfields or accounting. (If the manager elects to initiate the reassignment via memo with all the appropriate signatures, Employment Services may generate the ETF.)

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<sup>1</sup> The detailed transaction code to be used by Employment Services for this type of reassignment will be 33 – Involuntary Reassignment.

6. Review the reassignment checklist provided in this document to ensure these items are finalized before the employee's effective date.

Any questions should be directed to your Division/College/School/Department's Human Resources Manager.

**Attachments**

[Policy on Use of Compensatory Time Off \(G-11.2\)](#)

[List of HR Manager Assigned College/School/Departments](#)

[Sample Letter](#)

[Reassignment Checklist](#)

## **Use of Compensatory Time Off (CTO) When an Employee Moves to a New Position**

Compensatory time off, accrued by employees in non-exempt or exempt positions, should be used as soon as possible (i.e. within 60 days of accrual) so that it does not accumulate over a long period of time. A healthy workplace allows employees who have to work overtime or through a holiday to meet the operational needs of their department the opportunity to take time off soon after the crisis or the holiday passes. Each collective bargaining contract makes a provision for payment of all CTO beyond the maximum allowed for carryover at the end of each calendar year. Maximums vary by contract. Please refer to each individual contract for more information.

Managers may direct employees to use their CTO hours. Nonetheless, there are employees who have accumulated CTO at the time they move from one position to another, leaving the department in which they worked the overtime or holiday to go to a new department. The purpose of this policy is to clarify which office bears the responsibility of paying for the accrued hours.

If an employee with accumulated CTO moves to another position, non-exempt or exempt, it shall be the responsibility of the “sending department” to pay in cash the CTO hours or direct the employee to use them up prior to moving to the “receiving department.” It is the responsibility of the manager of the sending department to confirm with the Payroll Office and the employee the total amount of CTO hours accrued and direct the payment or use of the hours prior to the employee's departure. The receiving department should not be held responsible for the accrued hours unless the manager has reached an agreement with the sending manager. It is the responsibility of both managers to reach an agreement prior to moving the employee.

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California State University, Fresno

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Date: Date of Meeting with Employee  
To: Employee Being Reassigned  
From: Dean or Manager of Employee Being Reassigned  
Subject: Reassignment, [Effective Date]

Upon reviewing the staffing needs across the college/school/department, conducted in conjunction with the recent budget review process, it has been determined that a reassignment of staff is necessary. At the meeting on (date), with (document who was at the meeting) you were informed of the decision to reassign your position as a (classification) in the department of (department) to (new College/School/Department). There will be no change in your salary or your classification. This reassignment will be effective on (date, at least 7 days in the future).

In this assignment you will report to (Dean/Chair/Manager, list name and title), who will evaluate your performance. Attached is a copy of the position description for this assignment.

It has been determined that you have accumulated (# of hours) of compensatory time off. Per Article 19.9 of the collective bargaining agreement, you are directed to exhaust these hours beginning (date) and returning on (date). You currently have accumulated (# of hours) of hours of vacation and these will be transferred to your new department.

On behalf of \_\_\_\_\_ thank you for your contributions to the success of our organization and best wishes in your new assignment. If you have any questions regarding this reassignment, please contact (who).

c: Provost/Vice President if applicable  
Current Dean  
Current Chair/Manager  
New Dean  
New Chair/Manager  
Employment Services  
Personnel File

## Check List for Reassigning Employees

It is the responsibility of the manager to ensure that all the items listed below are completed prior to an employee's reassignment (if the item is applicable to the situation).

### Departing Department Responsibilities

	Cancel computer access to department accounts, drives, programs, office depot, etc.
	Remove employee's name from any list serves that are department specific
	Obtain voice mail password and computer workstation password
	Collect all department assigned university equipment or property, including desk keys, cell phone, PDA, laptop, etc.
	Submit any outstanding travel reimbursements, collect any travel advances.
	Ensure that department keys have been turned into Key Control. Document the keys in the employee's possession. <i>(Note: In some cases HR may direct the manager to take possession of the keys from the employee, and be responsible for turning them in to Key Control.)</i>

### Receiving Department Responsibilities

	Request computer access to department accounts, drives, programs, office depot, etc.
	Request appropriate keys from Key Control
	Add employee's name to any list services that are department specific
	Provide voice mail password and computer workstation password (if applicable)
	Assign department specific university equipment or property, including desk keys, cell phone, PDA, laptop, etc. (if applicable)
	Provide job expectations and department protocols to employee
	Suggest a co-worker who can be a mentor, if appropriate

### Employee Responsibilities

	Return office keys to Key Control – pick up new office keys when available. <i>(Note: In some cases HR may direct the manager to take possession of the keys from the employee, and be responsible for turning them in to Key Control.)</i>
	Return any Petty Cash to Accounting Department
	Return ProCard to Purchasing