

**Section:** Transfer/Reassignment Guidance

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**Sponsoring Unit/Department:** Human Resources

## Transfer/Reassignment Guidance

Assignment and utilization of all College personnel shall be administered to the best service of the mission and functioning of the organization. The College may transfer, reassign or temporarily assign employees within and among the operational sites of the College. Transfer of an employee may, at times, need to take effect immediately. However, except in urgent situations, supervisors will work with the employee to arrange for an adequate notice period for a transfer to take effect.

### Voluntary/Involuntary Transfer of Employees

Administrators are responsible for ensuring the best use of personnel resources within the College. In consultation with appropriate senior administrators and employees from the affected area, area Administrators will work with unit supervisors to determine when a need exists to shift personnel.

When qualifications match only a single individual, the supervisor will meet with the affected individual and work together to determine a timeline for the transfer. The urgency of the work need and the personal needs of the individual will each weigh significantly in determining the proper timing of the transfer.

When the qualifications of multiple personnel within the unit match the needs of the transfer position, the supervisor will open a voluntary transfer process. The volunteer transfer process will be announced in writing to all affected. All volunteers will be informed of the outcome of the transfer process in writing.

Employees are welcome to volunteer for transfer to equivalent positions at other College locations. Employees are encouraged to share their interest in transferring to another location by emailing their supervisors as soon as such interest develops.

### Temporary Reassignment

In service to the College's mission, any employee may be temporarily reassigned at their existing rate of pay to a parallel or lower position for which they meet the minimum qualifications. Length of assignment will be determined by organizational need.