

California State University, Fresno

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, Mike Dunn, should review this position description, 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 then 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 letter should be sent to Employment Services with an approved Employee Transaction Form (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.
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.

Attachment

List of HR Manager Assigned College/School/Departments

Sample Letter

Reassignment Checklist

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 you from (current College/School/Department) to (new College/School/Department) in your current classification as a (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 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 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

California State University Fresno 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 drives, programs, office depot, etc.
	Review 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.

Receiving Department Responsibilities

	Request computer access to department 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

Employee Responsibilities

	Return office keys to Key Control – pick up new office keys when available
	Return any Petty Cash to Accounting Department
	Return ProCard to Purchasing