D. Temporary Assignment or Temporary/Permanent Reassignment Resulting in Reclassification

It remains management’s right to assign duties while ensuring that the time lines and provisions of the applicable Collective Bargaining Agreement(s) are followed. Temporary assignments of higher duties and position reassignments should be carefully planned and must first be consulted with the Classification and Compensation Manager in the Human Resources Office.

A job description reflecting the new duties must be submitted to and approved by the Classification and Compensation Manager prior to a manager reassigning an employee to another unit or temporarily assigning additional duties to an employee. It is inappropriate for Managers to "promise" a certain classification to an employee.

1. Temporary Assignment Of Duties (Same Departmental Unit): The term “temporary assignment” is defined, for classification purposes, as the assignment of new duties within the same departmental unit to an incumbent’s position for a short duration to meet emerging organizational needs. This most often occurs when a position is vacant, as a result of a leave of absence or position vacancy requiring coverage. Employees should be informed that the temporary assignment may or may not result in a temporary reclassification since in some instances the duties temporarily assigned are at the same level of difficulty leading to no change in the classification or skill level. The appropriateness of such an action must first be submitted in writing to the Human Resources Office - Classification and Compensation Manager who will assess the level and complexity of the newly assigned duties and determine and notify the department if a temporary reclassification is appropriate. (Appropriate bargaining unit contract stipulations and deadlines must be applied where required; see the appropriate collective bargaining agreement.)

2. Temporary or Permanent Reassignment (Different Unit): Temporary or permanent employee reassignment is normally, although not always, characterized by the movement of an incumbent from one department or unit to an entirely different unit (with or without his/her funded position) within the University (e.g., movement of a ASA I from Department of Music to a different area and set of duties, such as to a ASA I within the Chemistry Department).