



Procedure on Reassignment for Regular Exempt Employees

(Approved by the President on January 7, 2004)

I. PURPOSE & APPLICABILITY

This document establishes procedures for implementation of BOR VII - 9.51 Policy on Reassignment of Regular Exempt Staff

II. BACKGROUND

The BOR policy and this procedure replace UM Personnel Policies and Rules for Associate Staff, section G.2., Reassignment, page 13, June 1989.

III. DEFINITIONS

- A. Chief Executive Officer (CEO) or designee - The President, appropriate Vice President, or Center Director responsible for the decision to hire or adjust conditions of an appointment.

IV. PROCEDURE

- A. A supervisor who wishes to reassign or modify the duties, responsibilities and/or reporting relationship of a regular Exempt employee shall submit a written recommendation to the CEO or designee. If the recommendation is approved, the request shall be forwarded to the Assistant Vice President for Human Resources, who shall review the recommendation. If approved, the Assistant Vice President for Human Resources shall work with the CEO or designee to prepare an approved notification letter to the employee.
- B. An CEO or designee may reassign or modify the duties, responsibilities and/or reporting relationship of a regular Exempt employee. In such cases, the CEO or designee shall submit a written recommendation to the Assistant Vice President for Human Resources, who shall review the recommendation. If approved, the Assistant Vice President for Human resources shall work with the CEO or designee to prepare an approved notification letter to the employee.
- C. The CEO or designee shall provide the affected employee with written notice of reassignment prior to the effective date of the action.
- D. A change in work schedule or location shall require a minimum of two weeks written notice by the CEO or designee to the affected employee.
- E. When a reassignment is authorized, the salary that is determined appropriate for the reassignment shall be within the pay range of the position to which the employee is assigned.
- F. Failure to report to the reassigned position or location shall be considered an immediate voluntary resignation.