

**VII-9.51 - POLICY ON REASSIGNMENT OF REGULAR EXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents on December 3, 1999, EFFECTIVE January 2, and January 12, 2000; Amended October 9, 2015)

**I. PURPOSE AND APPLICABILITY**

This policy authorizes the institution's President or designee to reassign or modify the duties, responsibilities and/or reporting relationships of employees in regular status Exempt Staff positions at any time.

**II. POLICY**

- A. Reassignment is the movement of an Exempt employee from a position to another similar or comparable position. Such reassignment shall be made with consideration of the employee's knowledge, skills, abilities, and salary.
- B. Based on operational needs and/or organizational necessity, the President or designee may modify the duties, responsibilities, and/or reporting relationships of an Exempt employee's position at any time.
- C. The President or designee shall provide an employee with written notice of reassignment prior to the effective date of the action. A change in work schedule or location shall require a minimum of two weeks notice.
- D. Failure to report to the reassigned position shall be considered an immediate voluntary resignation.

**IMPLEMENTATION PROCEDURES:**

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.