Policy

UNIVERSITY POLICY: HR-13.00-2004/07

TO: University of West Florida Community

FROM: Dr. John Cavanaugh, President

SUBJECT: Change in Duties, Reassignment, Demotion, and Transfer

Responsible Office/Executive: Executive Vice President and Human Resources

Policy/Purpose: The University, at its discretion, may change the duties, reassign, demote, or transfer employees according to the needs of the University.

CONTENTS

(1) Change in Duties
(2) Reassignment
(3) Demotion
(4) Transfer

(1) Change in Duties - Defined as a change to an employee's assigned duties and responsibilities. The University reserves the right to make these changes at its discretion.

(2) Reassignment - Defined as an employee moving from one position to another position in the same job family or to a position in a different job family within the same pay band. These changes may involve placement in a different department or work location.

(a) Procedures for determining any pay change are outlined in the University's Compensation Policy.

(b) Faculty reassignment is outlined in the Faculty Handbook and relevant collective bargaining agreement.

(3) Demotion- Defined as a position class change resulting in an assignment to a lower class and/or pay range.

(a) Demotions may occur under any of the following circumstances:

1. Abolishment of current position filled by the employee.
2. An employee's desire to move to another position.
3. To meet the needs of the University.

(b) A demotion may carry a position orientation, trainee, or temporary status appointment.

(c) Faculty demotion is outlined in the Faculty Handbook and relevant collective bargaining agreement.

(4) Transfer

(a) A transfer is the appointment of an employee from one geographic location to another.

(b) Faculty transfer is outlined in the Faculty Handbook and relevant collective bargaining agreement.

References: 1001.74 FS. and relevant Collective Bargaining Agreements.

Approved By: Dr. John Cavanaugh, President

Date: 7/1/2004