



*University Staff/American Federation of State, County
and Municipal Employees AFL-CIO (AFSCME)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
TEMPORARY OR PERMANENT LATERAL REASSIGNMENTS (AFSCME)	June 2, 2017	1725.295

POLICY STATEMENT (R*)

Reassignment

The University has the right to determine the allocation of staffing resources based on operational needs through the use of temporary and permanent change in lateral reassignments. Whenever possible, an employee in the bargaining unit will be given ten (10) working days written notice prior to the effective date of the change in assignment. Employees who are reassigned under the provisions of this Policy shall not ordinarily suffer a loss of pay as a result of such reassignment. When making a decision regarding the granting of a request for reassignment and upon the availability of a position, the University shall consider appropriate factors, including, but not limited to, the applicant’s length of continuous university service, performance evaluations, work related awards and achievements, relevant work experience, and education/training.

REASON FOR POLICY (O*)

To provide a means for management to address operational needs.

DEFINITIONS (R*)

A “lateral reassignment” is defined as a lateral move from one job to another in the same or similar classification having the same degree of responsibility and the same salary range. Voluntary lateral reassignments may provide employees with opportunities to develop and diversify their skills, obtain a location or position that they prefer and meet other needs.

HISTORY (R*)

Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013; June 2, 2017.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Compensation Administration
Division of Human Resources
11200 S.W. Eighth Street, PC 226
Miami, Florida 33199
Telephone: (305) 348-2181

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