



Temporary Or Permanent Lateral Reassignments #1710.320

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: May 7, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Employee and Labor Relations
-------------------------------------------------	-----------------------------------------------	----------------------------------------------------------------------------------------------------------------------

POLICY STATEMENT

Management 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 will be given a fourteen (14) calendar days’ notice, unless in the case of unforeseen circumstances, prior to the effect of the change in assignment.

SCOPE

This policy applies to all salaried exempt staff.

REASON FOR POLICY

To provide a means for management to address operational needs.

DEFINITIONS

TERM	DEFINITIONS
Lateral reassignment	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, regardless of campus location and shift. 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.

ROLES AND RESPONSIBILITIES

Supervisor must communicate to Human Resources the desire to reassign an employee to a different role.

Employee and Labor Relations must review justification to ensure the request is aligned with the university’s policies and procedures.



RELATED RESOURCES

N/A

CONTACTS

Florida International University
Division of Human Resources
Employee & Labor Relations,
PC 236 Miami, FL 33199
Telephone: 305-348-4186
email: ELR@fiu.edu

HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): February 15, 2024; May 7, 2025.