

## ARTICLE 17

### ASSIGNMENT/REASSIGNMENT

- 17.1 An employee shall receive an initial assignment at the time of appointment. At the time of the initial assignment the employee shall be provided with the name of the appropriate administrator to whom the employee shall report, and a copy of his/her position description.
- 17.2 The President may, consistent with the provisions of this Article, reassign an employee any position/duties which the President determines to be necessary and desirable to the CSU's operations/programs.
- 17.3 Unless a reassignment is for training purposes, an employee who believes he/she has been reassigned to a position for which his/her qualifications are not commensurate may:
- a. request a meeting with the appropriate administrator to discuss the employee's qualifications;
  - b. place in his/her personnel file a written statement indicating the reasons the employee believes the reassignment is not commensurate with his/her qualifications.
- 17.4 An employee may be temporarily assigned to a position(s) in a higher or lateral classification within Unit 4, the Management Personnel Plan ("MPP"), or another bargaining unit by the President for no more than twenty-four months, when the President determines such an assignment is in the best interests of the campus. An employee shall be provided with notice of such a temporary assignment at least fourteen (14) days prior to the effective date of such a temporary assignment.

Said notification shall include a copy of his/her position description.

If a position description is to be altered, the employee shall be provided with a copy of the altered position description at least seven (7) days prior to its effective date. Position descriptions shall reflect the employee's assigned duties and responsibilities.

For the purposes of this provision, a lateral classification is a classification with a salary range approximately equal to the salary range of the classification from which the

employee is being temporarily transferred. A higher classification is a classification in which the salary range maximum is five (5) percent greater than the salary range maximum of the salary range for the classification from which the employee is being temporarily transferred.

- 17.5 Service in another bargaining unit, MPP or a non-represented classification will not count towards seniority in Unit 4 in accordance with Article 33.14.
- 17.6 An employee shall begin to receive the appropriate compensation of the higher classification from the effective date of the temporary assignment.
- 17.7 An employee serving such a temporary assignment of duties of another classification shall be provided with a letter of verification of such service upon request of the employee. A copy of such verification shall be placed in the personnel file of the employee.
- 17.8 Service in a temporary assignment in another bargaining unit or MPP position does not count toward the amount of service needed to obtain permanency in Unit 4 under Articles 13.7 or 13.8 of this agreement.
- 17.9 At the end of the temporary assignment of duties of another classification, the employee shall be returned to his/her former position or an equivalent position in the same classification from which he/she was temporarily reassigned.
- 17.10 A permanent employee temporarily assigned to a temporary position outside Unit 4 for twelve (12) consecutive months or more may not be reassigned to another temporary position outside of the Unit 4 for at least twelve (12) months following their return to his/her former position or an equivalent position in the same classification from which he/she was temporarily reassigned.
- 17.11 Student assistants may be assigned to perform work for which the President determines they are qualified. Such work may be work performed by employees in the bargaining unit. Student Assistants shall not displace bargaining unit employees. "Displacement" for the purpose of this provision means layoff, demotion, involuntary transfer to a new classification, involuntary transfer to a new satellite campus location or a location requiring a change of residence, and involuntary timebase reductions.
- 17.12 Appropriate administrators may perform work normally performed by employees in the bargaining unit when the President determines that the performance of such work is necessary and desirable to the CSU's operations/programs. Appropriate

administrators shall not displace bargaining unit employees. "Displacement" for the purpose of this provision means layoff, demotion, involuntary transfer to a new classification, involuntary transfer to a new satellite campus location or a location requiring a change of residence, and involuntary timebase reductions.

### Teaching Responsibilities

17.13 A qualified employee, as part of his/her assigned duties, may develop, develop and teach, or teach University approved non-credit bearing courses related to student services.

### Inter-Campus Assignments

17.14 Where an employee is assigned away from his/her home campus for a period in excess of thirty (30) days, such an assignment shall be by mutual agreement between the employee and the appropriate administrator, or shall be a direct consequence of the demonstrable operational needs of the campus. Travel reimbursements for such assignments shall be governed by the CSU Travel Procedures and Regulations in effect at the time.