

STOCKTON UNIVERSITY



PROCEDURE

Transfer and Reassignment (Classified Employees)

Procedure Administrator: Associate VP for Human Resources
Authority: N.J.A.C. 4A:4-7.1 *et seq.* and Bargaining Unit Agreements
Effective Date: November 11, 1974; February 12, 1975; January 5, 2009; January 5, 2011; December 29, 2018
Index Cross-References:
Procedure File Number: 6315
Approved By: Harvey Kesselman, President

Transfer is the movement of a permanent employee from one job assignment to another within their job classification in another organizational unit or department. There are four kinds of transfers: permanent transfer, temporary transfer, emergency transfer, and intergovernmental transfer. Each kind of transfer and transfers during a working test period are governed by special sets of rules promulgated by the New Jersey Civil Service Commission.

Reassignment is the "in title" movement of an employee from one job assignment to another within the University. This includes in title movements to a new job function, shift, location, or supervisor within the University. It also includes temporary reassignment to accommodate a medical restriction.

Conditions of Transfer: A permanent transfer requires the consent of both organizational units, the affected employee, and must be recorded with the New Jersey Civil Service Commission in order to be effectuated.

When a temporary transfer occurs, the consent of the affected employee is not required, but if they object to it, they may request a review by the Civil Service Commission. In such reviews, the burden of proof is on the employee to show that the transfer is being made for bad faith reasons. Special hardships should be given due consideration in deciding whether a transfer may be made. When an employee is to be involuntarily transferred, the employee will be given thirty days' notice of that transfer.

Conditions of Reassignment: An employee reassignment may be made in accordance with the fiscal responsibilities of the appointing authority, to improve or maintain operational effectiveness, to accommodate medical restrictions or to provide employee development and job training or a balance of employee experience in any work area. Under non-police labor agreements, where such a reassignment is not mutually agreed to, it will be made in inverse order of the job classification seniority of the employees affected by the reassignment, provided that the employees are capable of doing the work

and it is agreed that special qualifications of a personal nature or special hardship which may result will be given due consideration.

Employee requests: An employee may request a transfer or reassignment through the University's Office of Human Resources. Requests for transfer or reassignment predicated upon extreme personal hardship should be given priority consideration where positions are available, which the employee is capable of performing.

Reassignment of a union officer or shop steward: Union officers and shop stewards are recognized to have in relationship to their jobs a need for continuity in the assigned shift and jurisdiction, which exceeds that of other employees in their work units. Therefore, they will not be routinely reassigned outside their established jurisdiction. It is nevertheless recognized that it is necessary to utilize all personnel to meet operational requirements effectively and that there may be a need (generally temporary) to move union officers and shop stewards outside their established jurisdictions to fulfill those requirements.

Review History:

	Date
Associate VP for Human Resources	12/04/2018
General Counsel	12/19/2018
Cabinet	12/19/2018
President	12/29/2018