

ARTICLE 17

ASSIGNMENT/REASSIGNMENT

Assignment

- 17.1 An employee shall be informed as to the Appropriate Administrator to whom the employee shall be normally accountable. An employee may seek clarification of working instructions from such an Appropriate Administrator. Such clarification shall be provided in writing.
- 17.2 The Appropriate Administrator shall provide an employee with a copy of the employee's position description within one week of the employee's initial hire. After initial hire, upon the employee's request, the Appropriate Administrator shall provide the employee with a copy of the employee's position description if a current one is available. If a current one is not available, then the employee shall be provided with a copy of the employee's position description within thirty (30) days of their request. A copy of the position description signed by the employee shall be placed in the employee's official personnel file.
- 17.3 An employee may request, in writing, a meeting with the Appropriate Administrator to discuss a position description, reassignment, or work assignment. Such a meeting shall not be unreasonably denied.
- 17.4 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. The position description shall reflect the employee's responsibilities and duties assigned by the Appropriate Administrator and shall be consistent with the classification standard assigned to the employee's position.
- 17.5 Appropriate Administrators may occasionally perform Bargaining Unit work on a minimal basis for reasons which include, but are not limited to: instructing employees, emergencies, developing new methods and procedures, and safety.
- 17.6 Student assistants may be assigned duties as defined by HEERA, within the classification and qualification standards that are applicable to bargaining unit employees.
- 17.7 The CSU agrees to immediately meet and confer on the bargaining unit impact of Provisions 17.5 and 17.6 of this Article when it determines that there may be a need for implementation of any procedures in Article 24, Layoff. In the event of layoff, and, during the time any employee remains on a reemployment list, the number of student assistants' hours and the number of administrators in a department undergoing layoff shall not be increased for the purpose of performing bargaining unit work.

Permanent Reassignment

- 17.8 Employees may be reassigned to another position in the same classification and skill level as the employee's existing classification and skill level.
- 17.9 An employee shall be provided with written notice of permanent reassignment to another position fourteen (14) days prior to the effective date of such a reassignment. If the permanent reassignment is to or from a position at a satellite campus, the employee will receive thirty (30) days notice of such a reassignment. If more than one (1) employee requests an opportunity for reassignment to the same position, the Appropriate Administrator shall give consideration to seniority provided that operational needs are met.
- 17.10 An employee may request in writing a lateral reassignment to a posted position that is the same classification and skill level as the employee's existing classification and skill level. An employee reassigned under this provision shall be paid at least the same salary rate as that of their previous position.
- If more than one (1) employee requests an opportunity for reassignment to the same position, the Appropriate Administrator shall give consideration to seniority provided that operational needs are met.

Temporary Reassignment

- 17.11 The President may temporarily assign an employee to a position in a higher or lateral classification or temporarily reclassify an employee for the performance of duties in a higher classification. The President may temporarily effect an in-class progression for the performance of duties at a higher skill level in the same or a different position. Such a temporary assignment or temporary in-class progression may be for up to six (6) months, and shall be consistent with this Article and/or Article 22, Professional Development. Such an assignment may be extended beyond six (6) months, but for not longer than another twelve (12) months, by mutual agreement of the President and the employee. An employee shall be provided with written notice of such a temporary assignment of duties of another classification or temporary in-class progression at least seven (7) days prior to the effective date.
- 17.12 An employee shall begin to receive the appropriate compensation of the higher classification or skill level from the effective date specified on the written assignment for the performance of duties to a higher classification or skill level.
- 17.13 An employee serving in a temporary assignment of duties of another classification or temporary in-class progression shall be provided with a letter of verification of such service. A copy of such a verification letter shall be placed in the personnel file of the employee.

17.14 At the end of the temporary assignment of duties of another classification or temporary in-class progression, the employee shall be returned to the employee's permanent assignment with the same status as they would have had if they had not been granted such a temporary assignment or temporary in-class progression.

Classification Studies

17.15 When the CSU determines that a study to develop new classifications or to revise current classifications is necessary, the CSU shall notify the Union. Within thirty (30) days of such notification, the Union may request to meet with the CSU to discuss the classification study. The Parties agree to meet and discuss the classification study within sixty (60) days of the University providing draft classification information to the Union. Such a meeting shall be held at the Office of the Chancellor, unless both parties agree to meet at a campus.

17.16 When the CSUEU believes that a study to develop new classifications or to revise current classifications is necessary, the Union may submit a written request and submit data in support of the request to the CSU. The parties agree to meet and discuss CSUEU's classification request within sixty (60) days of receiving the request.

17.17 The CSU shall notify the Union of the establishment of any new bargaining unit classification(s). The Union may, within thirty (30) days of such notification, request the University meet and confer on the impact of the implementation of any such newly established or revised bargaining unit classification(s). The Parties agree to meet within sixty (60) days of the request to meet and confer.

Outside Employment

17.18 Outside employment shall not conflict with the responsibilities and duties of the employee to the CSU.