

NUMBER: 389
SUBJECT: EMPLOYEE REASSIGNMENT
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
PAGE 1 OF 2

389.1 – POLICY

Bridgerland Technical College is committed to develop and maintain an employment atmosphere that encourages and promotes a direct relationship and communication between each employee and his or her supervisor. It is the College's desire to deal with employees fairly and directly, as individuals. This objective can best be obtained through mutual understanding and trust, encouraging employees to develop their professional skills and talents while they contribute to the continued success of Bridgerland.

Employees, regardless of their level or position, are encouraged to bring any job-related concerns or problems to the attention of their immediate supervisor, or if appropriate, the next closest level of administration. Bridgerland and the respective supervisors cannot resolve an actual problem/issue or a perceived problem/issue unless the open communication process exists. Bridgerland supervisors and administrators will not retaliate against an employee for identifying a problem/issue, but will begin the process of identifying solutions. In keeping with long-standing tradition, employees are always encouraged to provide supervisors with recommendations for possible solutions along with the identified problem/issue. This eliminates the tendency to hear problems/issues as complaining and opens a communication process where solutions may be identified.

In situations where an employee or personnel problem or concern cannot be resolved, relocation or reassignment may be considered. However, as a general rule, if the problem or issue is with the performance or attitude of a particular employee, rather than with the skills of the employee, the option of transfer or reassignment must consider an analysis of whether the problem will just be transferred or reassigned. In situations where the transfer or reassignment is just going to move the problem/issue, it makes more sense to begin an informal or formal disciplinary action where counseling can be used to improve the situation.

When it is determined that the reassignment or transfer of an employee would be the best solution, by both the transferor department and the transferee department, the respective supervisor should make a recommendation to the appropriate administrative authority (the College President or any Vice President) for discussion and resolution.

389.2 – PROCEDURES

389.2.1 – When a situation arises that cannot be amicably solved, the employee or the department head/supervisor may contact the appropriate administrative authority to initiate the employee reassignment request.

389.2.2 – Each situation will be handled on an individual basis, in a constructive and timely manner, protecting the confidentiality of the employee involved to the fullest extent possible.

389.2.3 – The position to which the employee is transferred is not subject to competitive hiring procedures or advertisement, but the new department must agree to fill the position with the transferring employee.

389.2.4 – Any department with an open position for which the employee meets the minimum qualifications will interview said employee before interviewing other candidates.

389.2.5 – A salary increase will not be given (because of the transfer) to employees who are transferred.

389.2.6 – The transferred employee will not lose seniority.

NUMBER: 389

SUBJECT: EMPLOYEE REASSIGNMENT

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 2 OF 2

389.3 – RESPONSIBILITIES

389.3.1 – Department Heads or Supervisors

Department Heads or supervisors are responsible for maintaining good communication with employees and taking time to listen to job-related problems or concerns. If a problem cannot be resolved, the department head will promptly inform appropriate administrative authority.

389.3.2 – Administration

Administration is responsible to promptly respond to requests for assistance. Actions to be taken may include advice, direction, investigation, and consultation with employees and department heads or supervisors to resolve problems or initiate reassignments or transfers. Confidentiality will be maintained to the degree possible.