

D.2.5.3 (Procedure) Position Elimination, Realignment and Reassignment

Responsible Department: Human Resources

Based on Board Policy: [D.2.5](#) - Hiring Authority, Status, Assignments and Duties

Approved: 9-17-10

Last Amended:

Purpose

To establish a procedure that will enable Colleges and other College District units to modify staffing to support operational changes by: realigning positions and staffing; eliminating positions that become unnecessary or unsustainable; retaining employees whenever possible; reassigning employees when necessary; and best utilizing employee knowledge, skills and abilities in the service of students.

Position Elimination

Whenever possible, the transfer, reassignment, realignment and elimination of positions will be achieved through normal voluntary staff transfers and turnover. When necessary staffing reductions cannot be achieved by voluntary means, efforts will be made to reassign employees to other suitable positions for which they are qualified or can be trained within 90 days to assume. Reassignment decisions will be made in accordance with all applicable state and federal regulations.

Realigning Positions and Staff

When it is necessary to realign or redefine positions within a department/function(s) and positions are not being added: the jobs to be filled may be posted on a limited basis for employees of the affected department(s) or similar functions in other departments. If posting within the department(s)/similar functions does not produce qualified candidates, the limited internal posting may be extended to similar departments at other locations or within the President's/Vice Chancellor's departments for another week. If a transfer cannot be made from the second posting the job will be posted for internal candidates throughout the Alamo Colleges or a reassignment to the position may be made.

When positions are posted on a limited basis within a department(s) the posting will be for at least 10 working days for staff positions and 14 working days for managerial positions. Notification of a limited internal posting will be made to all eligible employees by the Human Resources Department (HR). All applications made in response to a limited internal posting will be submitted to HR.

Evaluating and Refilling Vacant Positions

To significantly reduce the number of reassignments and separations, positions that are vacated during a period of realignment and/or position elimination will be reassessed to determine the best use of the positions. The resulting vacant positions that are approved to be filled will be considered first for posting within the affected department(s) for reassignment of staff. If transfer or reassignment of a displaced employee is not possible, the job opportunity will be posted for internal candidates from any department within Alamo Colleges for 10 working days.

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If it is apparent that no qualified internal candidates exist the position may be opened to external candidates.

Candidates for reassignment and transfer due to position elimination will receive preference and over other candidates and will be promptly transferred if selected for a position. If reassignments are to occur, the following actions will be taken before reassigning a regular full-time employee, in the following order:

1. Contract agency personnel assignments will be cancelled;
2. Temporary College District personnel assignments will be cancelled;
3. Employment of new hires scheduled to begin work in the department will be cancelled;
4. The transfers of employees scheduled to transfer into the department will be cancelled and the employees will remain in their current position in their current department;
5. When all other factors are equal, full-time employees with the fewest years of continuous service with the College District will be selected first for reassignment.

While efforts will be made to reassign employees to comparable position levels, the District is not bound to do so. If an employee is reassigned to a position that is not a comparable level, a salary adjustment will be made in accordance with the College District's Compensation Regulations. If a salary reduction is necessary, the reduction in pay will become effective 90 days after the date of transfer.

Performance in a new position will be evaluated 90 days after the date of transfer.

In order to preserve employment, employees may transfer from a hard-money position to an available soft-money position but no assurance of return to a hard-money position or continuation of employment can be provided if funding for the position is discontinued.

The Associate Vice Chancellor for Human Resources, the District EEO/Equity Manager, and President/Vice Chancellor or their designee will review proposed reassignment plans and will ensure a fair and consistent selection procedure. If the proposed changes involve multiple departments or colleges, all administrators who will be affected by the change will participate in the review process.

Reassignment Process

Reassigned employees are not required to accept reassignment. Displaced employees may wish to resign or utilize the notice period and accrued vacation hours and remain on the payroll while applying for other positions in the College District. If available vacation hours are exhausted and the employee is not placed, the employee will be considered to have resigned in good standing and be eligible for rehire.

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When a large number of employees with same or similar jobs or skills must be reassigned, realigning departments may work with HR to determine the assignment preferences of employees who will be affected. To the extent possible, and reasonable, preference information may be taken into consideration. HR will participate in the consideration of any employee preferences to ensure a fair and equitable consideration process.

Retraining

A training plan may be established to provide a displaced employee up to 60 days of paid training for the purpose of preparing to transfer to a specific position. Retraining benefits and plans will be authorized through the department accepting the employee for transfer and the Associate Vice Chancellor of Human Resources. Training plans must match the requirements to the position and be based on a reasonable assessment of the employee's ability to meet the minimum position requirements with 60 or fewer days of training.

Recordkeeping

Statistical information regarding reassignment, realignment and position elimination activity will be gathered and monitored by the EEO/Equity Manager.