



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Assignment of Staff  
**Procedure Number:** 03-2006-0009  
**Board Policy Reference:** IV.B.

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**Accountable Administrator:** President  
**Position responsible for updating:** Director Human Resources  
**Original Date:** 07-05-06  
**Date Approved by Cabinet:** 08-01-06  
**Authorizing Signature:** *Signed original on file*  
**Dated:** 08-03-06  
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### **Purpose/Principle/Definitions:**

The College may direct and approve employee promotions, reclassifications, transfers, reassignments, and temporary assignments may in accordance with administrative regulations and collective bargaining agreements.

### **Guidelines:**

#### **Promotions (including reclassifications)**

A promotion is defined as a change in job classification that involves the addition of increased responsibility and authority with a commensurate increase in compensation. Promotions provide upward mobility for current employees who have shown skill and competency. All promotions are subject to approval by the president or designee. The process for reclassifications within the classified staff must follow the steps outlined in the collective bargaining agreement.

#### **Transfers**

A transfer is the lateral movement of an employee from one department to another within the same job classification. Classified employees who desire a transfer must follow the steps outlined in the collective bargaining agreement and make written application to the human resources office for consideration. Exempt employees must contact the human resources office if the opportunity for a transfer is available.

#### **Reassignment**

Reassignment is the movement of an employee to another position within the College and is at the discretion of the president or designee. Reassignments may result from:

1. A need to fill the position within a brief period of time (one month or less);
2. A need for continuity that can be filled most efficiently with a current employee;
3. Reorganization.

### **Temporary Assignments**

With the approval of the president or designee, an employee may be assigned the duties and responsibilities of a vacant position on a temporary basis. If the position is classified at a higher level, the College may provide additional compensation in the form of a stipend. Temporary assignments will not exceed one (1) year and do not guarantee permanent employment in the position. The supervisor must complete a written evaluation of the employee's performance in the temporary assignment and place a copy in the employee's personnel file.

### **Legal References:**

ORS 341.290 (1), (2)