



ISSUED: 09/08

TOPIC: REORGANIZATION

SUBTOPIC (a): The realignment, restructure and/or reorganization of multiple employees.

SUBTOPIC (b): Realignment, restructure and/or reorganization across multiple work units.

GUIDELINES

In an instance where requested by the head of a given division (Vice Chancellor), the Provost or the Chancellor of the University, an examination of divisional reorganization may be taken under examination by campus Human Resources (HR).

Reviews of this nature pertain only to requests impacting an entire division of the University and are not applicable to single department or sub-unit restructuring efforts. Single department and sub-unit reorganization requests should follow the standard campus recruitment process.

Upon HR review if it is deemed that a reorganization request meets the below referenced criteria a realignment of employees, reporting relationships and functional support areas may take place outside the standard campus recruitment process.

CRITERIA

Three or more department identifications (DEPTIDs) must be impacted.

Five or more employees must be impacted.

Impacted employees retain rate of pay, title, FLSA status, benefits and all other details of their position with the possible exceptions of reporting relationships, DEPTID and MOCODE.

For reorganizations that require changes in title or pay; affect fewer than five employees and/or do not impact three or more DEPTIDs, the standard recruitment/hiring process should be followed.

PROCESS

The requesting division head should provide to HR a copy of the current organizational chart, the proposed organizational chart and a list of impacted employees for review. If the materials indicate all guideline criteria are met, structural (reporting relationship) reorganization may take place.

The requesting division should provide completed Personnel Action Forms (PAFs) for each of the impacted employees to HR. The form should clearly indicate the change in DEPTID, reporting relationship and MOCODE.

HR will process the PAFs, make the applicable changes in the payroll and HRIS systems and include the PAF in the impacted employee's personnel file.