TOPIC: REORGANIZATION

ISSUED: 09/08, rev. 2012

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), college (Dean) or unit (Director), 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 or unit of the University and are not applicable to individual title or position changes.

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 & CONSIDERATIONS
Three or more employees must be impacted either through the change of title, movement within the organization, and/or through the elimination of a role that is no longer considered appropriate or necessary for operations.

As restructuring is often a result of redesigned business processes, the goals of any reorganization request should be to:

- Improve stakeholder satisfaction
- Improve efficiency and reduce redundancy
- Reduce cost and risk

The new processes should strive to develop improved information flow, decision-making and communication between roles as well as identify new authorities and accountabilities within the revised structure.

PROCESS
The requesting division, college, or unit 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 upon HR approval; reorganizations may not take place with the approval of the campus Chief HR Officer or their designee.

Once approved, the requesting division should provide completed Personnel Action Forms (PAFs) for each of the impacted employees to HR. The form should clearly indicate any applicable changes made as appropriate. 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.