

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Reassignments within Title and Grade

CHAPTER: IV

SECTION: 9

EFFECTIVE DATE: 1/81

REVISION DATE: 6/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

An individual employee may be re-assigned within his/her position title and grade from one work routine, operation, work unit, or work location within an appointing authority to another in order to meet changing conditions or needs of the B&ECPL or the employee, provided that the work assigned is commensurate with the title under which he/she is employed and subject to the terms of the respective bargaining agreements.

II. GUIDELINES

A. Incumbency Claims

Applicants are normally interviewed and hired to fill a specific position in a specific work unit, under a specific title. This does not confer upon an incumbent a permanent claim to that position in that particular work unit.

B. Conditions of Reassignment

1. While efforts are made to provide continuity of operations and personnel in each work unit, the needs of departments and the circumstances of the individual may change over a period of time. An employee may be reassigned to another operation or work unit, or even to a different department within the hiring authority.
2. A person re-assigned within title and grade from one work routine and/or work unit to another within an appointing authority will suffer no loss in seniority, pay or fringe benefits which he/she had previously accrued or enjoyed immediately prior to such re- assignment.
3. Such re-assignment may be made either for a temporary period or on a permanent basis, as conditions warrant.