

Guidelines for Reassigning Staff and Work during COVID-19

In the event of an emergency, it is necessary for the University to use all available resources to support operational needs. During the COVID-19 event, it may be necessary to temporarily reassign staff from their current position to a vacant position or for staff to assume responsibilities outside of their normal responsibilities. Usually the reassignment would be within the same department or division. When managers have identified staff who can be reassigned as a result of a change or suspension to operations, they should work with their HR Business Partner (HRBP) to identify work that can be reassigned, UHR-Compensation Services is available to provide consultation as requested by the HRBP.

Please note that these staff reassignment guidelines are distinct from the "COVID-19 Staff Temporary Project Work Assignments", where regular and fixed term exempt non-union staff who are working remotely may submit a request to temporarily support projects in other departments to assist in meeting a specific operational need, to gain additional experience, and/or to utilize existing skills. The "COVID-19 Staff Temporary Project Work Assignments" have no compensation implications, and it is expected that once normal operations are resumed, project-based temporary assignments will end.

University Human Resources has developed guidelines for the reassignment process:

1. Identify which staff members can be reassigned due to a change or suspension of department operations.
2. HRBP and managers will review job descriptions of vacant positions or understaffed functions to identify responsibilities that could be reassigned to existing staff.
3. HRBP and managers will evaluate the background, skills, and experience of existing staff members to determine if they possess the necessary skills and experience to perform the work temporarily.
4. HRBP should consult with UHR-Compensation Services to evaluate any impact on pay.
 - a. If the reassigned responsibilities are to a position that is at the same or at a lower salary grade level, there would be no impact on pay to the staff member.
 - b. If the reassigned responsibilities are at a higher salary grade level, a pay supplement will be considered.
5. If a staff member is moving to vacant position, HRBP will consult with UHR-Recruitment and Staffing Operations to confirm that the staff member meets the qualifications and approve the salary. UHR will process the add/switch primary job and prepare a letter summarizing the employment details (manager, time period, and pay, if applicable).

- a. Current manager and HRBP will meet with the impacted staff member to review the letter summarizing the details of the temporary reassignment of duties; and the staff member should also receive a job description that outlines the reassigned work.
- b. If a staff member is temporarily reassigned to a new manager, the manager should reach out to schedule a time to meet; and the manager should also communicate to the department, or other staff, that the staff member will be performing work at another department or for another manager temporarily.
- c. The HRBP should check in with managers and staff members periodically during the work reassignment time period.