

## **INTERNAL TRANSFERS AND REASSIGNMENTS**

Policies and Procedures: F-V-n

To meet the needs of the College or as a result of the reorganization of a department(s), the President may authorize or direct the reassignment of duties and/or transfer of employees. The President will consult with the EEO officer to review proposed changes. If a professional contract employee's responsibilities are changed during the term of the contract due to reassignment, transfer or reorganization, the President will timely notify the Board of Trustees.