

## POLICIES AND PROCEDURES

Subject: Internal Transfers and Reassignments Reference: F-V-n  
Source: Board of Trustees Eff. Date: November 26, 2001  
Approval Auth.: Board of Trustees Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated July 30, 1996.

Date: November 26, 2001

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.