



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Internal Transfers and Reassignments	DJ – II	1	08/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Assignment, Work Load, and Schedules	DJ	08/26/2025

#### **Procedure**

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.