

SUBJECT: RETASKING OR REASSIGNMENT OF CURRENT STAFF

EFFECTIVE
DATE: 10-14-05 (replaces 01-24-02)

APPROVED BY:

Reviewed (no changes): 09-20-07 11-24-09
03-31-11 _____

Executive Director

POLICY

It is the policy of McIntosh Trail CSB to reassign its employees based on a need to fill critical positions when traditional recruitment has failed. Retasking is used as an alternative to a reduction in force/downsizing. Traditional recruitment is the primary method for filling McIntosh Trail CSB positions.

DEFINITIONS:

Critical Position - A critical position is a position that is essential but in short supply. A position is determined to be critical by Leadership Team.

Retasking - may occur when there is an encumbered position to be abolished or when a service is discontinued, downsized, or reorganized and current employees need to be retasked. This could possibly mean reporting to a different work site. When a determination has been made to retask, recruitment for positions currently vacant must be filled by the retasked employee if the employee meets the minimum qualifications for the position.

PROCEDURE FOR RETASKING:

1. A position is determined to be non-essential.
2. If the position is encumbered, the employee must be placed in another position of equal or lesser pay grade with no change in compensation. A personnel request form must be completed.
3. The position vacated will be abolished and cannot be re-established for one year.

SUBJECT: RETASKING OR REASSIGNMENT OF CURRENT STAFF

EFFECTIVE
DATE: 10-14-05 (replaces 01-24-02)

APPROVED BY:

Reviewed (no changes): 09-20-07 11-24-09
03-31-11 _____
Executive Director

DEFINITION:

Reassignment - occurs when there is a critical position to be filled and efforts to recruit have been unsuccessful. Reassignments may be temporary while recruitment continues, or ongoing if recruitment has been unsuccessful for three (3) months. An employee can only be reassigned once in a 12 month period unless deemed necessary by Executive Director.

PROCEDURE FOR REASSIGNMENT:

1. An associate director requests a critical position determination from Leadership Team by completing the Critical Position Determination Form.
2. Traditional recruitment efforts must be made for at least three months. If the position is determined to be critical, a temporary reassignment can be made during this recruitment period. If after three months of recruitment, the position is still vacant, an ongoing reassignment can be made.
3. The employee to be reassigned must have the specific skills needed for the vacant position (i.e.: competency specific to disability/age, education, experience).
4. The position vacated as a result of an ongoing reassignment must remain vacant for one month before recruitment can begin for that position.
5. An employee who has been given an ongoing reassignment must remain there for six months before applying for a lateral or downward move within McIntosh Trail. Employees wishing to apply for a promotion may do so at any time.

When an employee is retasked or reassigned, any organizational commitments that they currently have will remain theirs (i.e.: instructors for agency training, committee membership, etc.)