



Cochise County Board of Supervisors

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Policy Title: Voluntary and Involuntary Reassignment

Policy Number: 2217

Effective: February 1, 2017

Supersedes:

Last Reviewed/Updated:

Scope/Coverage: To establish the policy and procedures to identify employees who wish to voluntarily reassign from their current position and department to another position and department within Cochise County or the Judicial System. This policy provides the ability for Cochise County to involuntarily reassign an employee from their current position and department to another position and department within Cochise County or the Judicial System. This policy applies to all eligible regular status classified and unclassified positions. Nothing in this policy modifies or waives the "at will" status of an unclassified employee.

Policy Contact: Director, Human Resources

Organizational changes allowing or requiring the reassignment of an employee between departments will have the following conditions and limitations:

Voluntary Reassignment

1. Employees who are interested in reassigning to a different position in another department with a current opening must fill out a Cochise County application.
2. The employee will need to meet the minimum qualifications of the position, related grant requirements or the needs of the department, except as otherwise provided in this policy.
3. The employee may be required to serve a 180-day probationary period in the new reassigned position and must demonstrate acceptable job performance.
4. The position in which the employee is reassigned will be on a temporary basis and may range from six (6) months to three (3) years.
5. The employee may request the voluntary reassignment to become permanent. This decision would be at the discretion and concurrence of the Appointing Authority in the department to which the employee has been reassigned.
6. If an employee voluntarily reassigns from a general funded position to a non-general funded position and funding is suspended for the new position within 180 days from the date of transfer, the employee may transfer back to a general funded position that is equivalent in pay. Such position may or may not be in the employee's original department.



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7. Employees being considered for reassignment may be interviewed at the discretion of the Department Director of the receiving department. The decision to accept an employee into an Elected Office rests solely with the Elected Official of the receiving office.

Involuntary Reassignment

If there are no employees that voluntarily request to reassign to a different position in another, or the same department, then Cochise County may involuntarily reassign an employee from their current position to another position in their current or a different department within Cochise County or the Judicial System.

1. The reassignment may be in the same or different location within the County.
2. The employee must, or will be required to meet, the minimum qualifications of the position, related grant requirements or the needs of the department, except as otherwise provided in this policy. (Refer to Minimum Qualifications section of this policy.)
3. The employee, if classified, will be required to serve a 180-day probationary period in the new reassigned position and must demonstrate acceptable job performance.
4. The position, in which the employee is reassigned, will be on a temporary basis but may range from six (6) months to three (3) years depending upon future budgetary constraints.
5. The employee may request the involuntary reassignment to become permanent. This decision would be at the discretion of the Appointing Authority to which the employee was reassigned.
6. If there is more than one employee being considered for reassignment, the employees may be interviewed at the discretion of the receiving Appointing Authority. The decision to accept an employee into an Elected Office rests solely with the Elected Official of the receiving office.

Salary Range: Employees must be paid within the pay range for the new position assigned. The department will determine salary based on the budgeted amount for position, applicant's experience and employee's current wage paid.

Personal and Sick Leave: The employee will retain their unused personal leave and sick leave upon reassignment. Non-general funded positions may be subject to the terms of the grant which may affect transfer of personal or sick leave balances.

Compensatory Time: All accrued compensatory time will be paid when an employee changes positions. Non-general funded positions may be subject to the terms of the grant which may affect compensatory time being carried forward.



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Reassignment of Location: The Appointing Authority may make location reassignments (same classification, same salary range, same compensation but a different County facility in a different city) within their departments with approval from the County Administrator. The County Administrator will make a recommendation to the Elected Department Director. The decision of the Elected Department Director shall be final.

Merit Rules: An employee who voluntarily or involuntarily reassigns to a new classified position in another department will be subject to the applicable County Merit System Rules or Judicial Merit System Rules.

Minimum Qualifications: The Human Resources Department will review the employee's application to determine if the employee is qualified for the position to which the employee will be reassigned. An employee may be assigned to a position if the County Administrator modifies or waives qualifications for the vacant position.