

**POLICY 2
EMPLOYMENT AND SEPARATION**

Rule 2.06 - Work Reassignments

Work reassignments may be made from time to time as required by work loads and work conditions.

Regulations

2.061 Reassignments

Reassignment from one position to another in the same class may be made by the head of the campus human resources office, in accordance with Civil Service Rule 250.100(a).

2.062 Temporary Downgrading and Upgrading

Temporary downgrading of work assignments will be made by the head of the employing unit. Temporary upgrading of work assignments will be initiated by the head of the employing unit but will require the endorsement of the head of the campus human resources office, in accordance with Civil Service Rule 250.100(b).