

Title: Staff Position Reassignment	Number: 6.13	Page 1 of 1
	Related Procedure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Citation (if Applicable)	Board Approval/Revision: 18 June 2014 Revised 08 Sept 2014 Revised 01 September 2016	

Colorado Mountain College (CMC) reserves the right to reassign an employee to another position within the College at the discretion of the College President or his or her designee.

As with a newly hired employee, reassigned employees must possess the skills, competencies, and/or knowledge base necessary for any newly assigned position or a development plan to assist them in obtaining the needed skills, competencies, and/or knowledge base should be created and filed with Human Resources.

Employees transferring voluntarily or involuntarily will be compensated according to the established compensation rates for the position into which they are being transferred into with the specific rate of compensation within those confines to be established by the College President or his or her designee. As a general rule, employees who are reassigned into new positions within the College shall be compensated at a wage not higher than the mid-point for his or her new position. If an employee currently earns more than the mid-point for the hiring range of his or her new position, the President or his or her designee may approve a higher starting salary on a case-by-case basis in consultation with the Department of Human Resources. When exceptions to the general rule are made, the President shall notify the Board of Trustees by way of a written report at the next official Board meeting.