

## TEMPORARY REASSIGNMENT BELL TOWER SUPPLEMENTAL STAFFING

Departments participating in the implementation of the Bell Tower Initiative will experience a need for supplemental staffing while key departmental personnel are removed from their regular duties to fulfill responsibilities associated with the implementation. To initiate the staffing of those supplemental opportunities, the department shall submit a detailed request for supplemental staffing outlining requirements and timeframe for needed assistance to the Division of Human Resources.

### **Noticing of Opportunities**

- A notice will be sent to the campus community regarding the available opportunity(ies) setting forth a brief description and requirements.
- Interested individuals should explore with their current supervisor whether their pursuit of such an opportunity would present insurmountable operational considerations. If not, the interested individual shall submit his/her resume to Keesha Chavis.

### **Selection**

- The department seeking supplemental staffing will review resumes, interview, and select a person(s) based on experience and compatibility with the nature and requirements of the position, with assistance from Human Resources.
- Keesha Chavis will discuss the possibility of the selected internal candidate filling the temporary staffing need of the requesting department with the candidate's supervisor. All requests of employees interested in participating in this process will require approval from their supervisor for the temporary reassignment to be implemented.
- If the supervisor agrees, then arrangements can be made to backfill the candidate's position using a per diem employee preferably or a staffing agency if necessary.
- Candidate will receive a letter from Human Resources stating the details of the temporary reassignment.

### **Benefits of Participation**

- The most important benefit of participation in a temporary reassignment in a supplement staffing opportunity is professional development to enhance future career growth.
- The calculation of monetary compensation, if any, will depend on the following:
  - The proportion of the responsibilities held by the current employee (who will be heavily involved with Bell Tower) that the employee assuming the temporary reassignment will be performing.
  - Candidate's current title and salary range.
  - Candidate's credentials and experience.

### **Right to Return**

- Employees who participate in this supplemental staffing professional development initiative in a temporary reassignment are guaranteed the right of return to the job they have vacated.

### **Evaluations**

- Supervisors of staff in temporary reassignments should be prepared to write an evaluation of the employee's performance in the temporary role. This evaluation will be shared with the employee's regular supervisor so that it may be included in the consideration for reappointment in the employee's regular position during the normal reappointment cycle, if appropriate.

### **Other Considerations**

- Both the supervisor of the supplemental staffing opportunity and the employee may request termination of the temporary reassignment for reasons of incompatibility or lack of continuing interest.
- Such request should be made directly to Keesha Chavis in the Division of Human Resources.

### **Right to Appeal**

- An employee may appeal the supervisor's rejection of his/her request for participation in this initiative directly to Keesha Chavis in the Division of Human Resources.

Please contact Keesha Chavis if you have any questions.