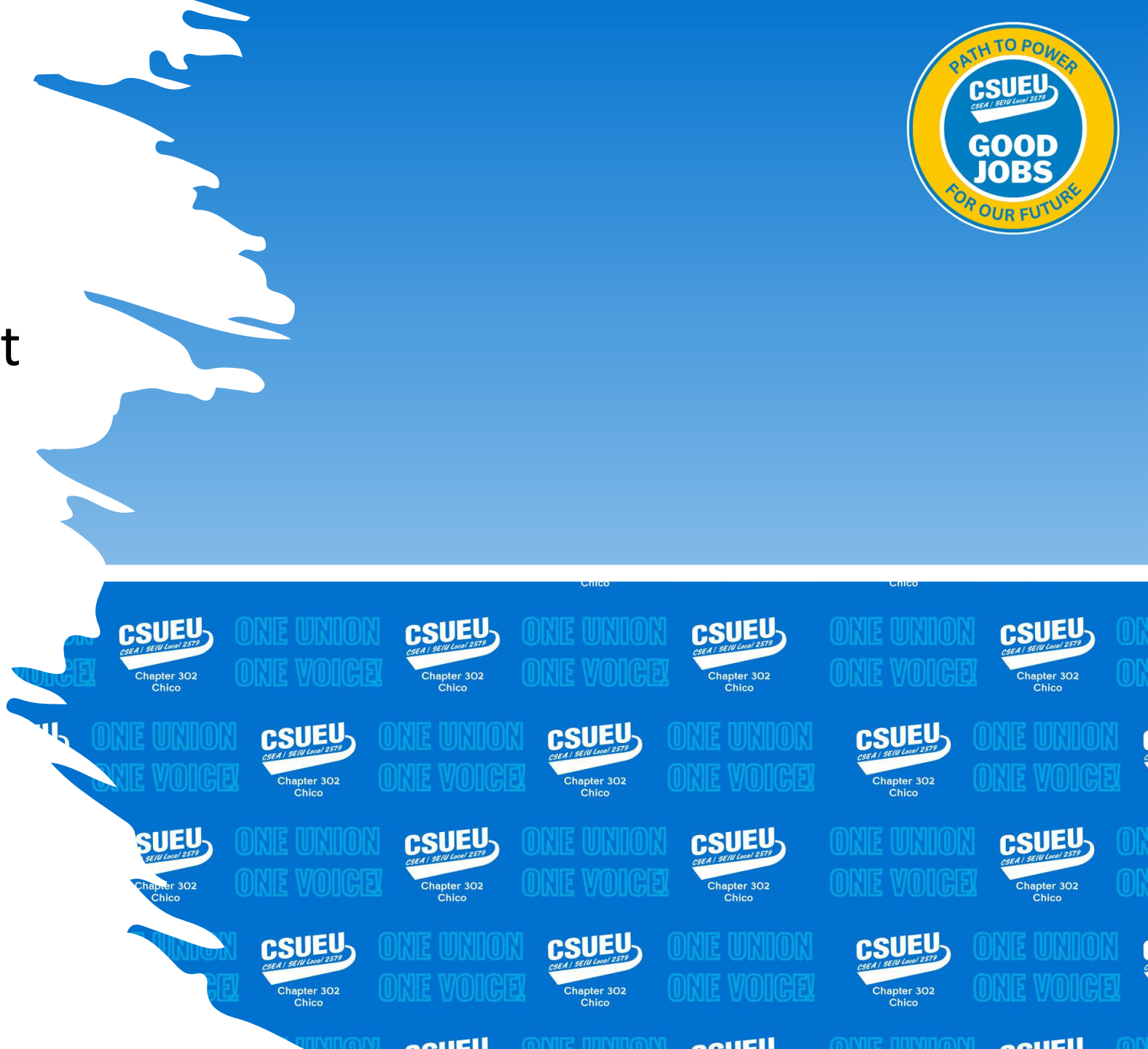




ARTICLE 17

Assignment & Reassignment

... and some other info





ASSIGNMENT

- **17.1** – Upon hire, employees must be notified of their appropriate administrator.
- **17.2** – Must receive a position description within 1 week of their hire date.
- **17.3** – Employees have the right to meet with their appropriate administrator to discuss their PD or work assignment.
- **17.4** – Appropriate administrators may do employee work on a minimal basis. This is related to:
- **17.5** – Student assistants can also do the work of an employee.

Sections 17.4 and 17.5 cover the assignment of tasks to people other than the employee on a very limited basis and for a limited time or if it is approved by the appropriate administrator to ease work burdens.



PERMANENT REASSIGNMENT

- **17.8** – Employees **can be reassigned** to another position within the same skill level and classification.
- **17.9** – Employees must receive written notification of the reassignment 14 days prior to effective start date.
- **17.10** – An employee can request lateral reassignment and must be compensated at least the same as they were making in their original position. If two employees have requested to be transferred, seniority must be considered.



TEMPORARY REASSIGNMENT

- **17.11** – The President can move an employee into a lateral or higher classification or temporarily reclassify an employee. Temporary reassignments can be for at least 6 months, but for no more than 18 months.
Employee must receive written notification at least 7 days prior to transfer.
- **17.12** – Employee must receive appropriate compensation starting on effective date indicated in written notification.
- **17.13** – Written verification will be placed in employee’s personnel file.
- **17.14** – At the end of the assignment, the employee will return to their permanent assignment at the same rate of compensation prior to the reassignment.



OUTSIDE EMPLOYMENT

- **17.18** – Outside employment **cannot** conflict with CSU employment.



YOUR RIGHT TO A REASONABLE WORKLOAD

Accurate description of duties (Art. 17)

- Discuss new tasks/duties with your appropriate administrator.
- Employees can request an IRP, which will generate a review by Classification and Compensation (CLCO) of the additional duties and whether these duties fall within the employee's current classification or not.
- An employee cannot revise their PD, but they can submit an IRP.
- Employees should work with their appropriate administrator to update the PD.
- The administrator can submit a PD Review Request, an IRP, or a Class Review.
- CLCO offers guidance for this process for managers.



YOUR RIGHT TO COMPENSATED TIME

- Overtime and compensatory time off awarded for **VOLUME** of work (Art. 19.3).
- Stipend for **SPECIAL** work (Art. 20.27).
- In-Range Progression or Reclassification for **ADVANCED** skills work (Art. 9.22).



OVERTIME AND COMPENSATORY TIME OFF

Non-exempt employees

- **Art. 19.3** – Any work over 40 hours within a 7-day period **MUST BE** compensated as overtime (time and a half) and either be paid or given in Compensated Time Off (CTO).
- **Art. 19.11** – CTO must be recorded. When an employee earns more than 120 hours in a calendar year, the CSU *must* pay the overtime. Overtime that is not recorded in payroll (“informal CTO”) is illegal.

Exempt employees

- **Art. 18.6** – Managers may authorize informal adjustments in work hours, but you should get this in writing.



STIPENDS

Art. 20.27 Salary Stipends

- Monthly salary stipend when assigned by an appropriate administrator for temporary project coordination or lead work.
- Must be made in writing.
- Must have specific beginning and end date.
- Must be a minimum of 3% increase.



IN-RANGE PROGRESSION

Art. 20.25 In-Range Progression

Can be granted for:

- Assigned application of new or enhanced skills
- Retention
- Equity
- Performance
- Out-of-class work that does not warrant a reclassification
- Increased workload
- New lead work or new project coordination

YOUR RIGHT TO UNION ASSISTANCE



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CSU Employees Union

- Path to Power +
- Welcome New Members!
- Contact Us
- Our Union +
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- Take Action

Join Us on the Path to Power!

Join us as we lend a hand to our fellow non-members and show them what solidarity feels like.

Join us as we increase our political power and show the State what public-sector workers can do.

Join us as we welcome those without a union, and grow our organization.

Grow Our Membership!

Since our inception in the late '80s as a small employee organization with just 30% membership, we have grown our numbers as more and more CSU employees recognize

**Lunch & Learn
Article 20 Salary
May 23 at noon
CLSA 100B**

Join CSUEU

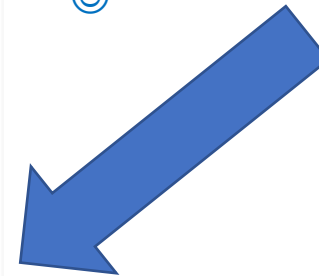
Renew Membership

Contact Form

Chapter President: Eri Roman
president@csueu302.org

CONTACT US!

IT'S EASY AND WE'RE NICE





UPCOMING LUNCH & LEARN: ART. 20 SALARY

May 23

Noon to 1 pm

CLSA 100B

Host: BU9 Rep Nicole Geiger