



Departmental Standard Operating Procedure (DSOP)

DSOP No. 14-01

Effective: 7/3/14

SUBJECT: PROCEDURES TO REQUEST DIVISION RE-ASSIGNMENT

PURPOSE AND SCOPE: To establish a uniform policy and procedure when requesting the re-assignment of an employee within the Aviation Department. This procedure will ensure that employee reassignments are consistent with their classification, employees are paid properly and the Human Resources response relating to reassignment is received prior to any reassignment being made.

I. PROCEDURE:

- A. The requesting division completes the Request for Division Reassignment Form. The request must be approved by the requesting Division Director and the Assistant Director. Refer to Exhibit I for Division Reassignment Form.
- B. The completed form along with the affected employee's resume will be forwarded to the Human Resources Division for review and implementation.
- C. The Division Director will be notified in writing of the approval or disapproval by the Human Resources Division Director to reassign the employee. Reassignments are reviewed to assure the employee's duties are commensurate with their job description and/or that they are qualified to perform new responsibilities.
- D. Should the reassignment be approved, the Aviation Personnel Technician responsible for handling the division of the affected employee will prepare the Personnel Change Document to effectuate the change.
- E. The Aviation Personnel Technician will make all necessary changes in PeopleSoft and TimeTrak.
- F. Once the re-assignment has been completed, the requesting division will be notified in writing by the Aviation Personnel Technician.
- G. Copies of the approved or disapproved request for re-assignment forms will be placed in the affected employee's file under the Employment Application/Resume tab. Copies of all requests will be maintained in the MDAD Human Resources Division personnel files.

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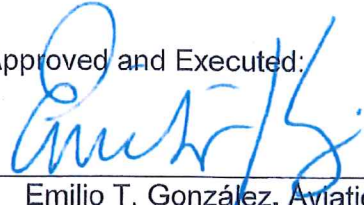
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II. REVOCATION: None

III. EXCEPTIONS: None

Approved and Executed:



Emilio T. González, Aviation Director

Date: 7-3-14

Attachment:

Exhibit I – Request For Division Reassignment Form

HUMAN RESOURCES DIVISION
REQUEST FOR DIVISION RE-ASSIGNMENT

Last Name	First	Middle Initial	Employee ID Number	Date of Request
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Current Division	Classification
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Effective date: _____

Current Index Code/Task Profile ID _____ Current division locator _____

New Index Code/Task Profile ID _____ New division locator number _____

New Supervisor: _____ New shift: _____

Reason for Re-assignment:

Proposed Duties (Duties must be in line with current classification):

Division Director (Current Division): _____
Approved Disapproved Date

Division Director (Requested Division): _____
Approved Disapproved Date

Human Resources Division Director: _____
Approved Disapproved Date

FOR HUMAN RESOURCES USE ONLY:

Data to be entered into PeopleSoft/Time Trak _____

Data to be entered into Legacy _____

Completed by: _____ Date: _____