

# STOCKTON UNIVERSITY

## PROCEDURE

**Transfer and Reassignment (Classified Employees)**

Procedure Administrator: Associate VP for Human Resources  
Authority: N.J.A.C. 4A:4-7.1 *et seq.* and Bargaining Unit Agreements  
Effective Date: November 11, 1974; February 12, 1975; January 5, 2009; January 5, 2011; December 29, 2018  
Index Cross-References:  
Procedure File Number: 6315  
Approved By: Harvey Kesselman, President

Transfer is the movement of a permanent employee from one job assignment to another within their job classification in another organizational unit or department. There are four kinds of transfers: permanent transfer, temporary transfer, emergency transfer, and intergovernmental transfer. Each kind of transfer and transfers during a working test period are governed by special sets of rules promulgated by the New Jersey Civil Service Commission.

Reassignment is the “in title” movement of an employee from one job assignment to another within the University. This includes in title movements to a new job function, shift, location, or supervisor within the University. It also includes temporary reassignment to accommodate a medical restriction.

