



Gujarat National Law University
Administrative Directive
GNLU/AD/16/11

Subject: REASSIGNMENT OF STAFF MEMBERS

1.0 Purpose

- a) The purpose of this administrative directive is to set out the conditions of reassignment of staff members. The directive also sets out the procedure for reassignments to vacant posts requested by staff members.
- b) For the purpose of this directive, reassignment shall mean any formal movement, initiated by the University or requested by a staff member, of a staff member from one post to another and the assumption of the duties and responsibilities of another post. If a staff member is reassigned to another post, he or she would vacate his or her previous post.

2.0 Policy

Reassignment initiated by the University

- a) Staff members are subject to the authority of the Director and to assignment by him to any of the activities of the University.
- b) The Director may reassign a staff member whenever it is in the interest of the University to do so. A staff member may at any time request consideration for a reassignment in his or her own interest.
- c) A reassignment must include a job description for the post to which it is proposed that a staff member be reassigned.
- d) When making a decision on reassignment, the Director shall ensure that a staff member being reassigned has the required qualifications for the post he or she is being reassigned to, as well as take into account the staff member's performance, the relevant Head of Department's recommendation.
- e) A staff member being reassigned will be informed and provided the opportunity to comment. Staff member's comments will be considered when the final administrative decision is being made.
- f) Reassignment may be within the same department or between departments.
- g) The reassignment shall not affect the conditions of service attached to staff member's current appointment.
- h) Prior to reassignment of all parties involved shall be consulted.
- i) A staff member shall not normally be reassigned to a post which is below their personal grade. Should this occur, they will retain their current grade and salary level for the duration of their appointment with the University.
- j) A staff member shall not normally be reassigned to a post which is above his or her personal grade. If a staff member is *temporarily* reassigned to a post which is classified at a level above his or her personal grade level he or she may be eligible for a Special Post Allowance (SPA). Additional guidance is found in the Administrative Directive on Special Post Allowance.

Reassignment requested by a staff member

- a) A staff member on fixed-term contracts shall have opportunities for voluntary lateral reassignment (at their same level) subject to availability of a vacant post. Should staff members so choose, they shall also have opportunities for reassignments to posts classified below their personal grade, particularly in the event that their posts are reclassified below their current level. Staff members who are interested in being considered for reassignment shall inform Head of Personnel in writing and attach the updated copy of their Personal History Form. Staff members should specify for which specific post(s) and level they should like to be considered.
- b) Head of Personnel will maintain a roster of staff members interested in reassignments. Vacant posts shall normally be available for reassignments of serving staff prior to a vacancy notice being issued. When a vacancy arises, Head of Personnel, in consultation with the Head of Department where the post is located, or representative, review the candidates from the roster and evaluate their qualifications against the job description. Staff members' performance records as recorded in the PMAS forms will also be taken into consideration.
- c) If a suitable candidate is identified, Head of Personnel will submit a recommendation for reassignment to the Director for a final decision after verifying that all concerned parties are in agreement with the reassignment.
- d) When making a decision on reassignment, the Director shall take into consideration the interests of the University as well as opportunities for career development and continuous learning of serving staff.
- e) After notification of the Director's decision, Head of Personnel will notify the candidates from the roster that were considered in the relevant procedure of the outcome of the procedure. Should a candidate from the roster be selected, Head of Personnel will also take the necessary appointment action.
- f) The releasing and receiving department shall establish a mutually acceptable starting date for any reassignment but normally that starting date shall not be later than 15 days after the date of notification of the decision.
- g) Should a candidate not be selected for reassignment, a vacancy notice shall be issued and the post shall be filled in accordance with established procedures.