

Position Changes

Employees – Exempt Employee Code

CWU Policy 305-12

Effective: September 5, 2012

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy

- (1) Exempt employees' positions may be changed at any time without prior notice and without recourse to CWU 305-37 (Grievance) provided that: the new position is at a comparable or higher level of salary to the employee's previous position, or the position change is by mutual agreement between the employee and his/her supervisor, or the employee has faculty rank and is being reassigned to return to instruction within his/her academic department.
- (2) An exempt employee may request consideration for reassignment to a position at a similar level of responsibility or for voluntary reduction to a position at a lower level of responsibility. If the employee-initiated request results in an appointment, the salary will be established in accordance with CWU 305-24. The employee who requests such reassignment or voluntary reduction shall not have recourse to the administrative grievance procedure.
- (3) When appropriate an exempt employee may be reassigned to a position at a lower level of responsibility. The salary for the new assignment shall be determined through CWU 305-24. The employee who is reassigned shall have recourse to CWU 305-37 (Grievance).

History:

EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09; Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-30-040, June 2025