

	City of Cedar Park Human Resources Policy Manual		
	Reassignment/Reorganization		
	Number: B-11	Revision: 1	Effective Date: 5/10/2018

1.0 Policy

It is the policy of the City to allow for the reassignment of job duties at-will and without cause. Such reassignment of duties may result in an employee’s lateral transfer, reclassification or non-disciplinary demotion.

2.0 Procedure/Rule

- 2.1 A reassignment of job duties may include the assignment of additional job duties or the removal of certain job duties from a position. Reassignment of job duties that does not affect an employee’s classification may be made at the discretion of the employee’s supervisor.
- 2.2 A reassignment which results in an employee’s lateral transfer to another department, reclassification or demotion shall be approved by the Human Resources Director and the City Manager or designee prior to any such reassignment. (Also refer to: *Transfers, Non-Disciplinary Demotion, and Classification and Pay Plans* Policies.)
- 2.3 Any major departmental reorganization or changes affecting jobs within the department should be addressed during preparation of the department’s annual budget. A significant reorganization of a department shall be approved by the Human Resources Director through the City Manager or designee prior to its implementation.
- 2.4 Nothing herein shall be construed to prevent the assignment of higher-level duties to an employee without additional compensation.