

## **ARTICLE 7**

### **ASSIGNMENTS, TRANSFERS AND REASSIGNMENTS**

#### **A. GENERAL PRINCIPLES**

Professional librarians are required to perform their Criterion a duties and, for purposes of review for merit increases and/or promotion, are expected to show evidence of achievement in Criteria b, c, or d, in accordance with local campus procedures. Professional librarians should not be subjected to unreasonable or excessive workload demands.

#### **B. ASSIGNMENTS**

1. Each librarian shall receive a statement of responsibility within thirty (30) days of the librarian's date of hire. Statements of responsibility shall include a general description of duties assigned to the librarian.
2. The statement of responsibility shall be reviewed by the librarian and review initiator within thirty (30) days of the librarian's date of hire and at the commencement of each review period. The librarian shall receive a copy of the statement of responsibility and shall indicate the librarian's receipt by signing the document. A copy of the statement of responsibility shall be placed in the librarian's personnel file.
3. When the University adds significant permanent or interim duties to a librarian's assignment, the following procedures shall apply:
  - a. The review initiator will meet with the librarian to discuss the additional duties the librarian is being assigned; how the Librarian will use their professional judgment to meet the goals of their existing position and the new duties, including the extent to which existing duties may be reduced; and, the effective start and, if interim, anticipated end dates of the duties/assignment.
  - b. A description of such additional duties shall be reduced to writing, added to the librarian's statement of responsibility, and placed in the librarian's personnel file within thirty (30) calendar days. The librarian shall receive a copy of all such supplements to the statement of responsibility and shall indicate the librarian's receipt by signing the document. The review initiator shall review the supplement with the Librarian prior to signing.
4. If a librarian thinks that their assignment(s), duties, or workload demands are unreasonable or excessive, the librarian should confer with their review initiator. If questions are still outstanding, the librarian may appeal to the next level of supervision. A record of the appeal and its outcome shall be included in the librarian's personnel file. The appropriate University designee shall have the final decision on the assignment.

**C. TRANSFERS**

When a librarian is appointed in the Librarian Series at another campus or a different department on the same campus of the University of California without a break in service, the librarian shall retain career status, seniority for purposes of merit review and promotion, accrued sick leave, vacation, and retirement credits.

**D. REASSIGNMENTS**

1. When the University takes an action to change the organizational unit or reporting relationship of a librarian, a reassignment has occurred. Reassignments may be full-time or part-time, voluntary or involuntary, or temporary or permanent. A temporary reassignment shall have a specified ending date. A written description of the new assignment, including its reporting relationship, and duration if not indefinite, shall be given to the affected librarian no less than ten (10) working days prior to the commencement of the new assignment. In unexpected or unplanned circumstances (including but not limited to, sudden resignations or prolonged absences), the written description of the new assignment shall be given no later than ten (10) working days after the commencement of the new assignment. Timelines can be extended by mutual agreement.
2. When an involuntary reassignment is anticipated, a written description of the new assignment, including its reporting relationship, and duration if not indefinite, shall be given to the affected librarian and the University will offer to meet with the librarian prior to the change to discuss the proposed change. The University will consider alternatives to the proposed changes including such factors as the librarian's area of expertise and career path. A written description of the new assignment, including its reporting relationship, and duration if not indefinite, shall be given to the affected librarian no less than ten (10) working days prior to the commencement of the new assignment. In unexpected or unplanned circumstances (including but not limited to, sudden resignations or prolonged absences), the written description of the new assignment shall be given no later than ten (10) working days after the commencement of the new assignment. Timelines can be extended by mutual agreement.
3. In the event the University determines that duties associated with a reassignment require skills not held by the affected librarian, the University shall provide the necessary training and/or continuing education.
4. Reassignment is not a form of corrective action and does not affect the rank, salary, or career status of the librarian.
5. A librarian may volunteer for reassignment; however, the University is under no obligation to accept this offer from the librarian.

- E.** If the University assigns a represented librarian to a vacant non-represented management position in the library, without a search or advertisement/posting of the position, on a temporary basis for a period of two (2) years or less, the University shall provide notice to

the union at least thirty (30) calendar days in advance where practicable.