

Agency Wide Policy and Procedure

SECTION: Guidelines for Conduct

SUBJECT: Reassignment

POLICY NUMBER: 4.06

ATTACHMENTS: None

APPROVAL DATE: 9/26/18

REVISION DATE: 10/2021

First Resources Corp rarely uses reassignment. When an employee is reassigned to a different job, with lesser responsibilities and pay, it is normally done only for one of these reasons:

- To permit an employee who is not able to perform well in his or her present position to gain additional experience.
- To retain a qualified employee during a time when First Resources Corp. is reducing the workforce.
- To permit First Resources Corp to employ another individual who is clearly more qualified.

First Resources Corp. may temporarily assign an employee to another department to help maintain the agency mission. Examples include:

- There is a temporary closure of a day service program (i.e., small group contractor is closed or COVID-19 restrictions)
- A residential site has no clients there.
- To fill a temporary staff vacancy or staff shortage.