



Reassignment

Policy Statement

A reassignment to another University of Georgia department does not constitute a separation from UGA; however, some exit procedures still apply. At times, it may become necessary to reassign employees to other jobs in areas of the University where personnel are needed. Reassignments may occur because of reorganization, program modifications, budgetary reductions, or other related reasons. See Promotions and Transfers Policy included in Related Information section for information applicable to reassigned employees.

The [Faculty and Staff Transfer Checklist](#) must be completed.

Record Retention

Related Information

[Promotions and Transfers](#)

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: University Human Resources, Workforce Engagement

Policy Contact: Senior Director, Workforce Engagement

Contact Information: HRWeb@uga.edu or (706) 542-2222

Policy Dates

Effective Date:

Date Last Updated: 7/17/2023