

**ARTICLE 8  
ASSIGNMENTS, TRANSFERS, AND REASSIGNMENTS**

**A. GENERAL PRINCIPLES**

Professional librarians are required to perform their Criterion 1 duties and, for purposes of review for merit increases and/or promotion, may be expected to show evidence of achievement in Criteria 2, 3, or 4 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 his/her 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 his/her supervisor within thirty (30) days of his/her 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 his/her receipt of its content by signing the document. A copy of the statement of responsibility shall be placed in the librarian's personnel file.
3. If significant permanent or interim duties are added to a position during a review period, 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. Such supplement to the statement of responsibility must be added to the personnel file in a timely manner. The librarian shall receive a copy of all such supplements to the statement of responsibility and shall indicate his/her receipt of its content by signing the document. The supplement shall be reviewed with the librarian upon request.
4. If a librarian thinks that his/her assignment(s) are unreasonable or excessive, s/he should confer with his/her supervisor. If questions about the assignment(s) 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 Assistant, Associate, or Deputy University Librarian, or 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. Normally, the description of the new assignment shall be given to the librarian prior to or at the time of the reassignment, but it shall be given no later than ten (10) working days after the commencement of the new assignment.

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. Normally, the description of the new assignment shall be given to the librarian prior to or at the time of the reassignment, but it shall be given no later than ten (10) working days after the commencement of the new assignment.
3. In the event the University determines that an involuntary reassignment requires 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, step, and 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.