



ARCHDIOCESE OF REGINA

Policy Name:	Employee Re-assignment / Changes to Assignment	Number:	S6-6
Policy Type:	Management of Staff	Date Approved:	February 2017
References:		Date Revised:	

Policy Statement: As the needs of the Archdiocese of Regina grow and change, there may be a need to make adjustments to the responsibilities of employees who work for the Archdiocese. Changes will be made in such a way as to help employees develop the skills necessary to carry out the different responsibilities with a minimum of stress.

Procedure:

- a) Employee Re-assignment
 - i. An employee may need to be re-assigned to another position whether the position becomes redundant or the employee's skill set is better suited to another position.
 - ii. The administrator responsible for Human Resources will, in consultation with the employee's supervisor, provide the employee with the information surrounding the needs of the Archdiocese and the reason for the re-assignment.
 - iii. The job description will be examined and an assessment of the employee's skill set to ascertain the skills already in place.
 - iv. The employee will be provided with the necessary training to perform the duties associated with the position.
 - v. There will be planned formative assessment to be sure the employee understands her/his duties and is able to carry them out.
- b) Changes to Assignments
 - i. The supervisors will work with employees to determine what changes need to be made in order to meet the needs of the Archdiocese of Regina.
 - ii. The job description(s) will be adjusted to reflect the changes by removing responsibilities no longer needed and adding the new necessary duties.
 - iii. The employee will receive the training necessary to carry out the new duties.
 - iv. There will be planned formative assessment to be sure the employee understands her/his duties and is able to carry them out.

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