

Reassignment Agreement Template

Letter or Memorandum

Date/Employee/Name/Position/Title/Address

Subject: Reassignment Agreement

Type of Action (Reassignment), policy, current and new position, salary grade and salary

Pursuant to Section 4, pages 18-19 of the State Personnel Manual, reference Reassignment, you have voluntarily accepted a reassignment from (current position/salary grade/salary amount) to (new position/salary grade/salary amount). The terms and conditions of this reassignment are as follows:

Specifics of agreement

1. This action is a voluntary one, agreed to between employee and supervisor.
2. This action will be effective on [date].
3. This action is a permanent move and not a temporary one
4. Your current salary (\$xxxx) will/will not change. (Your salary will change to (\$yyyyy) effective the date of this action.)
5. This document contains the total mutual agreement between the parties.
6. This reassignment is not a grievable issue under state or agency policy.
7. These conditions are acceptable to you, as indicated by your signature on the appropriate space at the bottom of this document.

You will receive a copy of this agreement.

I acknowledge and understand the terms of this Reassignment Agreement.

Employee Signature

Date

Supervisor Signature

Date