

ARTICLE 10 - CAMPUS ASSIGNMENTS

- 10.1 It is understood that employees are employed by the Portland Community College District and not for a specific campus. Management will determine the initial assignment of a Faculty or Academic Professional's location at the time of employment. Only Section 10.3 of this Article is applicable to temporary Faculty.
- 10.2 Transfers
- 10.21 Annually, after reviewing the staffing needs and any written statement of circumstances and preferences submitted by an individual employee, Management will determine the assignment of the employee's location for the ensuing academic year and notify the employee in accordance with the timelines specified in Article 6.14 of this Agreement.
- 10.211 Normally, Academic Professionals will be assigned to work locations for a full appointment year. However, employees may be reassigned to other work locations during the year to meet program needs. Management will first seek qualified volunteers for the assignment. If no qualified employee volunteers, Management may assign an employee to the work location. When possible, decisions to reassign employees will also take into consideration the needs of the employees.
- 10.212 Normally, Faculty will be assigned to work locations for a full appointment year. However, employees may be reassigned to other work locations during the year to meet program needs due to emergencies or unforeseen events. Management will first seek qualified volunteers for the assignment. If no qualified employee volunteers, Management may assign an employee to the work location. When possible, decisions to reassign employees will also take into consideration the needs of the employees.
- 10.22 A continuous appointment employee who wants to be considered for transfer to another campus or administrative unit must submit a request in writing to the Human Resources Department by December 1 of the year preceding transfer in order that the request may be considered in the annual review of the employee's assignment under the provisions of 10.21 above.
- 10.23 A continuous appointment employee may also request transfer in order to fill an announced job opening in the same discipline or job classification at another campus or administrative unit. The employee's request will be taken into consideration before the location of the new employee's assignment is established. Such requests must be submitted prior to the closing date specified in the job announcement.
- 10.231 At the employee's request, the Campus President/Administrator of the campus or administrative unit to which the employee wishes to transfer under the provisions of 10.22 or 10.23, shall meet with the employee regarding the employee's transfer request. If the request is denied, the Campus President/Administrator will explain the reason for the denial.
- 10.24 In the annual review of employee location assignments under 10.21 above, Management will consider the benefits to the institution and the individual employee of changing campus location/administrative unit assignments at three to five year intervals. Employees who wish to be considered for such changes shall follow the provisions of 10.22.

10.3 Assignments Requiring Travel. Whenever feasible, Management will consider rotation of assignments which require travel between College campuses or facilities among subject area Faculty or Academic Professionals.

10.31 Assignments of classes so as to require travel between the Instructor's primary office location and the other College campuses or facilities on the same day shall be made only when the scheduling needs of the College require it. The necessity for this travel shall be mutually discussed among the Campus President/Vice-President or designee, the Department Administrator and the Instructor. The results of such mutual discussions shall be utilized in making the final decision. Required travel costs shall be reimbursed in accordance with Management designated procedures.

10.32 Assignment of classes so as to require travel between the Instructor's campus of assignment and other College campuses or facilities on different days of the work week shall be made only when the scheduling needs of the College require it. The necessity for this travel shall be mutually discussed among the Campus President/Vice President or designee, the Department Administrator and the Instructor. The results of such mutual discussions shall be utilized in making the final decision.