

**Attachment A**  
**Employee Reassignment Process**  
**Request for Reassignment**

An employee affected by a reduction in force (RIF) under the Employee Reassignment Process who wants to be considered for continued employment must submit a complete and accurate State of Tennessee Employment Application paper form and attach a complete and accurate Request for Reassignment.

**The employee is solely responsible for submitting the employment application and a request for reassignment to DOHR's Reassignment Team.** An employee may only submit one (1) employment application and request for reassignment. If more than one (1) set of forms is submitted, only the first set received will be processed. The employee may apply for up to five (5) job classifications. A list of job classifications that are open is located at [www.tn.gov/dohr](http://www.tn.gov/dohr).

If a discrepancy is found in an application, DOHR will request that the applicant provide information to clear up the discrepancy, such as proof from previous employers and/or educational institutions. DOHR will not process the application until the discrepancy is resolved. **The reassignment policy process shall continue as scheduled and any delay in the receipt from an employee or delay resulting from the need to return an application or form to an employee may result in the loss of reassignment opportunities.**

**Due to a limited number of available positions, not all employees will receive a job offer.** Additionally, the order in which the employee lists job classifications on the form is not related to the placement process. Job offers will be made based on the needs of an agency. Employees will be eligible to participate in the reassignment process until the end of their ninety (90) day notice period.

**Salary Provision**

Salaries will be administered consistent with current DOHR salary policy regarding transfer/promotion/demotion/ lateral reclassification. Involuntary reduction in rank will be the same as demotion for the purposes of salary policy under the Program.

1. **Bumping or Lateral Transfer Salary:** For bumping and lateral transfer purposes, the job classification that the employee held immediately prior to the start of a RIF will be used. An employee who bumps as a result of a RIF or is laterally transferred will not have a change in salary.
2. **Promotion Salary:** An employee who is promoted will receive a salary increase by subtracting the employee's current salary grade from the employee's new salary grade and dividing by two (2) (rounding up if necessary to the next whole number). For each whole number, the employee's monthly salary will be increased by 4.5%. The new salary must be equal to or more than the entry rate but cannot exceed the maximum rate for the employee's new job classification.  
Example: Pay grade 15 to pay grade 19;  $19-15=4/2=2$  step increase; first step: current salary of \$2,042 times 1.045 = \$2,134; second step: \$2,134 times 1.045=\$2,230 (new salary).
3. **Retreating or Reduction in Rank Salary:** An employee who retreats as a result of a RIF or is reduced in rank under the reassignment process will receive a salary reduction by subtracting the employee's new salary grade from the employee's current salary grade and dividing by two (rounding up if necessary to the next whole number). For each whole number, the employee's salary will be reduced by 4.5%. The new salary must be equal to or more than the entry rate but cannot exceed the maximum rate for the employee's new job classification.  
Example: Pay grade 19 to pay grade 17;  $19-17=2/2=1$  step decrease; current salary of \$2,230 divided by 1.045 = \$2,133 (new salary).
4. **Lateral Reclassification Salary:** An employee who receives a lateral reclassification will not have a change in salary.
5. **Employees Returning to Career Service:** Employees who left the career service for executive service positions but are now returning to the career service will have their salaries reduced to the amount in effect at the time they left the career service, adjusted if necessary for any across the board increase which may have taken effect, and then calculated in accordance with provision 2 or 3 above as applicable.

Due to budget limitations, an appointing authority with approval of the Commissioner may offer an employee in the reassignment process a lesser salary amount than normal DOHR salary policy. An employee who rejects a job offer at a rate lower than salary policy will not be removed from the reassignment MQ list. However, when an employee rejects a job offer at a salary rate as per salary policy, the employee's name will be removed from the reassignment MQ list. The employee's name will also be removed when the employee accepts a job offer. Otherwise, the employee's name will remain active on the reassignment MQ list until the completion of the 90 day RIF notice when the employee is laid off.

Attach this request to your State of Tennessee Employment Application and mail it to: TN Department of Human Resources, Attn.: DOHR Reassignment Office, 1<sup>st</sup> Floor James K. Polk Building, 505 Deaderick Street, Nashville, TN 37243, fax it to 615-532-0728 or email it to [DOHR.ReassignmentOffice@state.tn.us](mailto:DOHR.ReassignmentOffice@state.tn.us).

### Request for Reassignment

Please Print. If you fail to complete this form in its entirety or if it is not legible, DOHR will return this form to you. A delay for any reason may result in the loss of reassignment opportunities.

Full Name \_\_\_\_\_  
First Middle Last

Current Official Job Class Title \_\_\_\_\_

Employee Edison ID Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Mailing Address \_\_\_\_\_  
 \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

State E-mail Address \_\_\_\_\_ Other E-mail Address \_\_\_\_\_

Name of Current Agency \_\_\_\_\_

County Location of Current Work Unit \_\_\_\_\_

Current Supervisor's Name and Telephone Number \_\_\_\_\_

Are you willing to work Statewide? (Only check yes if you are willing to work anywhere in the State of Tennessee.) Yes \_\_\_ No \_\_\_  
 If no, please specify a maximum of five (5) counties (including current county if applicable) in which you are willing to work:

1.
2.
3.
4.
5.

List up to five (5) job classifications for which you are interested in being given reassignment consideration: For open job classifications go to: [www.tn.gov/dohr](http://www.tn.gov/dohr). Click on "For Employment", then "Employee Reassignment Process."

(Order of list is not relevant to the placement process) <b>Please Print</b>	Job Class Code	For Use by DOHR Only			
		Qualified	Does Not Qualify	Reason Code	Rater Initials
(List current job class)		X			
1.					
2.					
3.					
4.					
5.					

**Reason Codes:** 01 = lack of education, 02 = lack of work experience, 03 = lack of education/experience, 04 = lack of special education, 05 = lack of supervisory experience, 06 = lack of license or certification, 12 = non-accredited college or university, 13 = other (for use by DOHR only) \_\_\_\_\_

I have read or had read to me all of the above information and understand that submitting a complete and accurate State of Tennessee employment application with an attached, complete and accurate Request for Reassignment is a condition of my application being considered for continued employment and any delay due to incompleteness or inaccuracy may result in the State's inability to offer continued employment.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Mission – providing innovative Human Resources leadership and solutions through people, for people.

Values – Communications \* User-Friendly \* Respect \* Excellence \* Integrity \* Teamwork