
Concerning Job Exchange for Administrative, Professional, Technical Employees

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

- 1.1 The University will provide an opportunity for eligible employees to request an exchange of similar jobs.

2.0 Applicability

- 2.1 University-wide
- 2.2 This policy applies to continuing employees in positions funded by the university operating budget except those employees on a probationary or trial period.

3.0 Definitions

- 3.1 An exchange of jobs is a move involving two APT Group employees who exchange positions involving similar duties with similar maximum rates of pay having an equivalent number of working hours per week. This exchange of jobs may be for: a fixed term or a continuing basis.

4.0 Implementation

- 4.1 BOTH CAMPUSES: Staff exchanges may be considered between campuses but, since this program is employee initiated, the University will not pay a moving allowance.
- 4.2 HOW TO APPLY: The Department of Human Resources & Organizational Development will assess each request for a job exchange with other requests. If there are other employees who have requested an exchange for equivalent jobs, the Departments will be contacted to determine if there is interest in exploring an exchange. If an exchange occurs, the Department of Human Resources & Organizational Development will co-ordinate the moves and prepare the necessary documentation.
- 4.3 ROLE OF HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT: Employees wishing to exchange jobs would complete the appropriate forms and meet with a representative of the Department of Human Resources & Organizational Development or the Assistant Vice-President (Financial and Administrative Services), Room 119, Oland Hall, 648-5523.
- 4.4 STATUS OF REQUEST: Application for job exchanges will remain on file for one year from the date of submission. Each year employees must indicate to the Department of Human Resources & Organizational Development their continued interest in an exchange.
- 4.5 CONFIDENTIALITY OF REQUEST: Applications will be considered as confidential until a possible match is identified. The employee must allow the Department of Human

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Resources & Organizational Development to deal with the request (ie. pursue the request with the other employee, respective supervisors and other appropriate managers).

- 4.6 MONITOR APPLICATIONS: Human Resources & Organizational Development will receive and monitor applications in an attempt to find possible matches.
- 4.7 ROLE OF DEPARTMENT: Once the work units have been contacted about the possibility of a job exchange, the supervisors may schedule an interview (or interviews), conduct reference checks and, if desired, arrange for appropriate testing. Should the work units wish to proceed with the exchange they will advise the Department of Human Resources & Organizational Development.
- 4.8 APPROVALS: Job exchanges must be approved by both employees, both work units (through the Dean, Director or Head of Administrative Unit) and the appropriate Vice-President.
- 4.9 TRIAL PERIOD: Departments reserve the right to establish a Trial Period of no longer than six months for an employee exchanged to their Department.

5.0 Interpretation and Questions

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Department of Human Resources & Organizational Development at 453-4648. Questions from employees located on the Saint John campus may be directed to the Assistant Vice-President, Financial and Administrative Services, Room 119, Oland Hall at 648-5523