

General Policy - Cross-Functioning

Purpose:

To adopt a flexible philosophy regarding staff who wish to teach or perform a different staff duty and faculty who wish to perform a staff duty.

Benefits:

1. Enhanced “Great Place to Work” atmosphere
2. Increased ability to respond quickly to the needs of certain offices and departments
3. Added professional development and cross-functional training opportunities
4. Added effectiveness of human resources
5. Increased employee retention rates
6. Decreased burn-out

Policy:

Supervisors should be supportive of their staff /faculty regarding requests for cross-functioning assignments. If the request does not compromise the employee’s current responsibilities, put an added burden on other employees and the employee is qualified for the duty, supervisors should be flexible and work toward an agreement. At times, employees may be paid for cross-functional duties; at other times, the different duty may be compensated through release time, or it will be voluntary.

Guidelines:

1. Cross-functioning will be reviewed and approved by the supervisor on a case-by-case basis for workability/feasibility.
2. Supervisors are required to contact Human Resources to review the details to ensure compliance with applicable laws.

History of This Policy:

First policy draft approved by the Executive Council on July 21, 2009.

Reviewed – February 12, 2015.