

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 402.4	
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		Last Revision Date:	12-04-12
Effective Date:		11-04-98	
Section:	Human Resources	Subject:	Temporary Relocation of Employees During Building Closure

PURPOSE

To provide guidelines for temporary relocation of employees during building closure(s).

PROCEDURE

1. The Vice President for Finance and Administrative Services will recommend to the President and Cabinet any potential building closures. The President will specify buildings and time frames of closures.
2. The Cabinet will recommend alternative work sites to the President.
3. Upon Presidential approval, relevant information will be disseminated.
4. If it is not possible for the employee to perform his/her regular job functions at another site, the employee may be reassigned.