

# **HR.SOP.III.023**

## **Reassignment without a change in duty station**

### ***HRD/HPJ***

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***HR Standard Operating Procedure***  
Target Audience: All Staff

**DISCLAIMER**

Standard Operating Procedures (SOPs) provide a step-by-step guide for staff directly involved in the processing of administrative actions to support and facilitate the implementation of WHO policies and procedures. The SOPs are for guidance only; they are neither authoritative nor binding. The SOPs reflect the policies and procedures of WHO at the time of writing; however, policies and procedures change from time-to-time. In the case of a conflict between the SOPs and the WHO eManual provisions, the WHO eManual provisions take precedence.

## DOCUMENT SPECIFICATIONS

Version	Date of revision	Author (s) / Dept / Unit	Approver	Indicate which section changed compared to previous version
1.0		Harald Koch, HRD/RCO	S E Amaudruz, HRD/HPJ	
1.1	24.5.2012	Reviewed by Ragupathi, GHR/GSC		
1.2	24.08.2012	JM		Created new SOP based on SOP.024 - Modified wording and VISIO to reflect "without" change in duty station
1.3	31.8.2012	S. Amaudruz, HPJ		Final review before sending for regional and MO review.
1.4	03.09.2012	M. Sandrasagren, HRQ, C Deynout, MO, TJames (HR Cluster)		Full review by HRQ, MO NMH and comments integrated.
1.5	14.9.2012	M Endaluz, L Veniga,		Feedback received from WPRO, GHR,
1.6	10.12.2012	S. Amaudruz, HPJ Final review		Approved pending visio revision
1.7	20.12.2012	K. Mollard		Visio updated to include revision
2.0	20.12.2012		S.E. Amaudruz, HRD/HPJ N. Jeffreys, Comptroller M. Altmaier, Director, HRD	Approved for publication in eManual.

## 1. INTRODUCTION

### 1.1. Overview/Description

This standard operating procedure explains the process of reassignment which applies to staff serving on fixed-term or continuing appointments from one position to another as defined in Staff Rule 565.1. A staff member may have applied and been selected for another position at the same duty station, or a lateral reassignment at the same grade with the agreement of the staff member may trigger this process. It should be noted that the HRAP for staff members on secondment who are extended on the same or different position should be raised as an appointment action *and not a reassignment action*, see HR.SOP.III.001 Fixed Term Appointment.

Where applicable, effective date of the change in position must be decided between releasing and receiving units, normally not more than three months from the date the staff member is informed of the decision.

### 1.2. General Guidance / Business Rules

Reassignment decision must be made and relevant supporting documents provided with the HR Action Plan request, e.g. memorandum agreeing to lateral transfer or confirmation staff member selected for another position must have occurred before initiating this process.

It should be noted that the HRAP for staff members on secondment who are extended on the same or different position should be raised as an appointment action and not a reassignment action, see HR.SOP.III.001 Fixed Term Appointment.

### 1.3. Reference Material

#### 1.3.1. Staff Rules

- Section 5 Performance and change of status
- 510 Assignment to duty
- 565 Reassignment

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- 580 Notification and effective date of change in status
- 320 Salary determination

**1.3.2. WHO eManual**

- III.5.9 Reassignment

**1.3.3. UPKs**

- HR Action Plan>Change of status>Reassignment 5.180
- Initiate Reassignment, 5.182, 5.184

**1.3.4. Related SOPs**

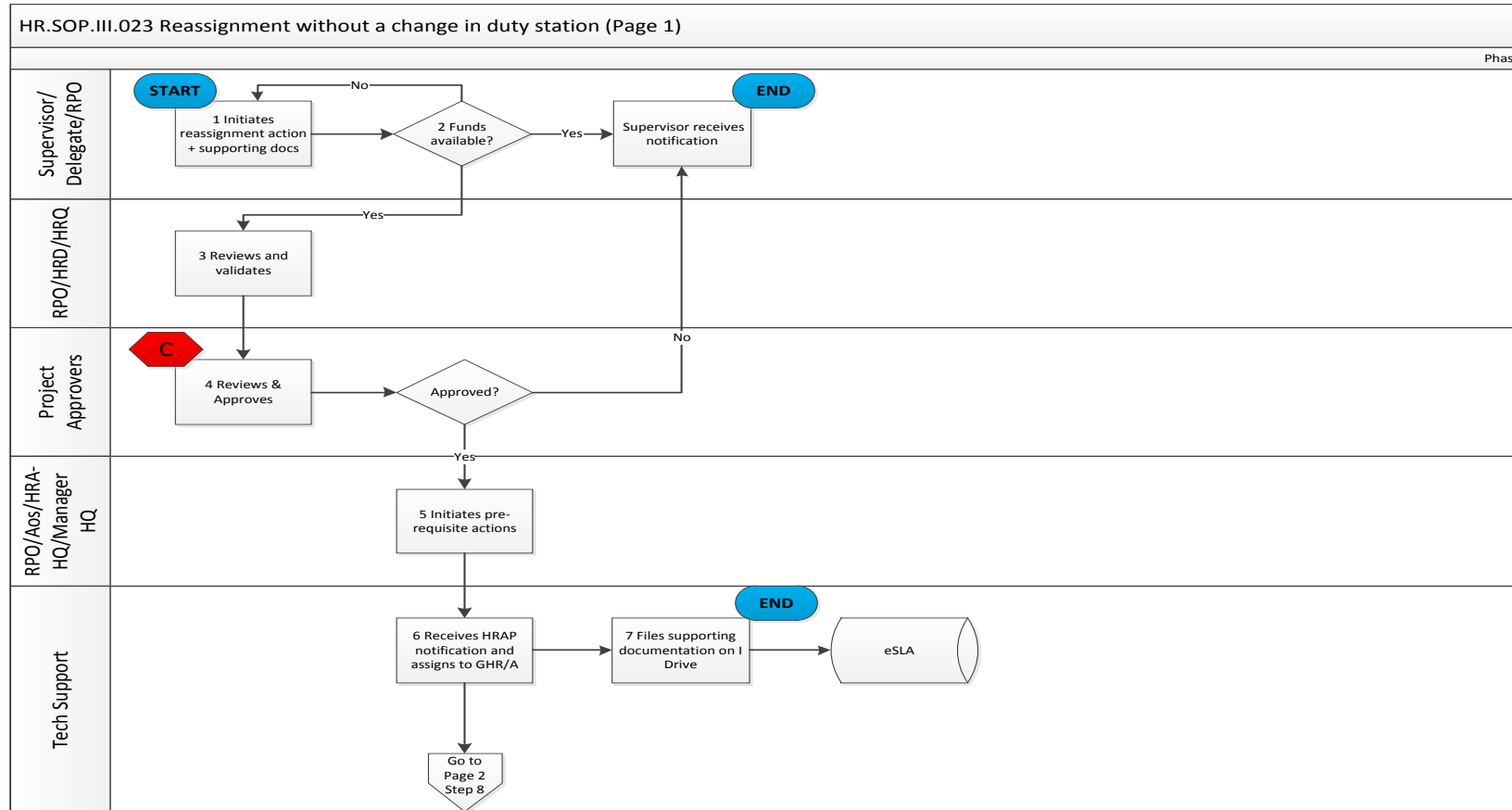
- HR.SOP.III.026 Change in Grade

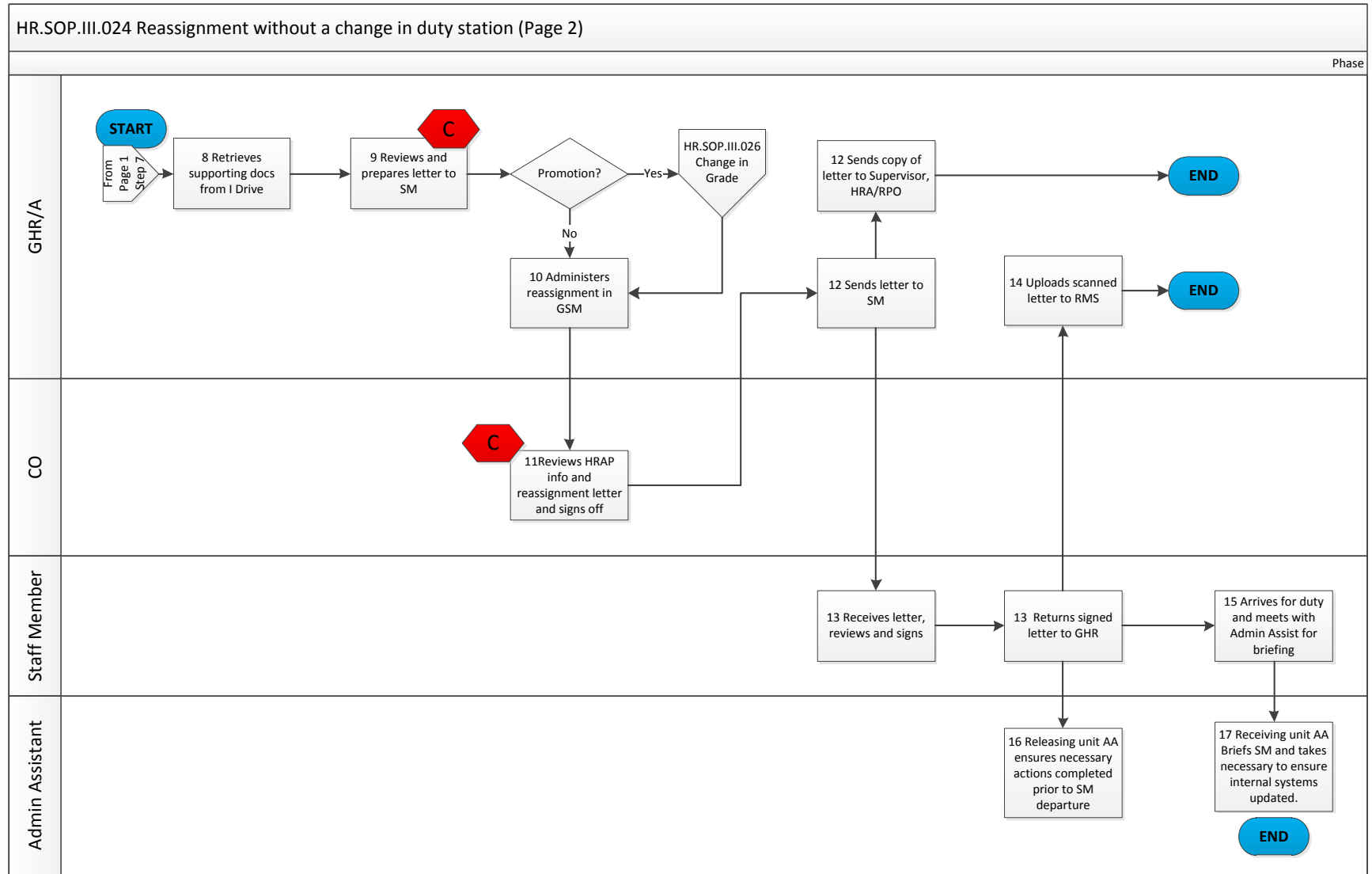
**1.4. Other**

**1.4.1. Definitions**

- SM Staff Member
- RPO Regional Personnel Officer
- HRD Human Resources Department
- HRQ Human Resources Operations
- MO Management Office
- HMS Health Medical Services
- AO Administrative Officer
- RSP Regional Staff Physician

PROCESS FLOW





### 3. PROCESS STEPS

Step	Control (C)	Type	Process	Role / Responsibility
1		GSM input	<p>Based on the selection decision or a decision to laterally transfer a staff member, initiates the reassignment action through the HR Action Plan dashboard using the "target" position, receiving unit initiates the reassignment action and attaches copy of supporting documents to the HRAP details page.</p> <p>Scans copy of agreement for effective reassignment date to be attached to HRAP details page.</p> <p>Initiates staffing action → Navigates to Manager Self-Service (or if delegated Employee Self-Service) → HR Action Plan Dashboard → Open Dashboard</p> <ul style="list-style-type: none"> <li>- Select the position (vacant or encumbered) to be used for the reassignment</li> <li>- Select the option "A Reassignment of a staff member"</li> <li>- Enter the proposed Effective start date as agreed between current and new organisation/department</li> <li>- Enter "Staff name" using the name of the reassigned staff member</li> <li>- Select the appropriate value from "Reason for Reassignment" drop down menu (e.g. Selection, lateral transfer, etc.)</li> <li>- Comments box: mention or explain decision that led to the reassignment (e.g. selection memo with ADG/RD approval dated ...; promotion from ...grade to ...grade) . State the duration of the re-assignment, which must be for a minimum of one year or indicate indefinite.</li> </ul> <p><i>NB: If no duration is indicated and the staff member's current appointment is ending, GHR will automatically extend the appointment for a minimum of one year and inform the initiator to update the HR plan.</i></p>	Supervisor or delegate / RPO (Euro only)

			<p><i>NB: No additional HRAP is necessary if the reassignment results in a promotion.</i></p> <ul style="list-style-type: none"> <li>- Maintain default value for planned initiation date.</li> <li>- Under “Add” attach a PDF copy of the decision/approval leading to the reassignment and any other relevant documents.</li> <li>- Click on Submit.</li> </ul>	
2		GSM automation	<p>Automatic funds check, if successful, the system submits staffing action to relevant approving authorities in line with approver matrix for target position.</p> <p>If not successful, returns to initiator for correction.</p> <p>Supervisor receives GSM summary of planned actions for position with “Funds Check Status” as successful.</p>	
3		GSM worklist notification	Reviews and verifies/validates staffing action and that supporting documents are attached before submitting it for relevant approvals.	RPO / HRD/HRQ
4	<b>C</b>	GSM input	Approver(s) review request and approve/reject.	Project approvers
5		GSM input	If approved, initiates pre-requisite actions to finalize the internal arrangements for the reassignment of the staff member to the new unit.	RPO-Regions/ AOs (Country Offices) /New Manager(HQ)
6		GSM automation	Receives HRAP Notification, assigns the transaction to GHR Administrator, creates eSLA.	Technical Support

7		Offline	Files supporting documents received through HRAP in a temporary folder in I Drive using proper naming convention (Position description (if not available in GSM), WR credentials.	Technical Support
8		Offline	Retrieves supporting documents from I Drive and RMS	GHR Administrator
9	C	Offline	<ul style="list-style-type: none"> <li>Reviews HRAP information [<i>if HRAP has been incorrectly initiated for a change in duty station rather than without a change, GHRA does not reject the transaction and modifies to process correctly.</i>]</li> <li>Reviews supporting documents;</li> <li>Prepares appropriate letter to staff member, confirming change in assignment, effective date;</li> <li>If reassignment involves promotion, identifies Step in Grade on promotion, if applicable and attaches new valid position description.</li> <li>Where a change in grade is concurrent with the reassignment, and/or a promotion to the professional category, includes changes in entitlements/conditions of service.</li> </ul> <p>See also <b>HR.SOP.III.026 Change in Grade</b> for calculation instructions.</p>	GHR Administrator
10		GSM input	Administers reassignment in GSM as appropriate: <ul style="list-style-type: none"> <li>effective date, assignment to new position, change in status reason, etc.;</li> <li>In case of promotion or demotion, calculate step and grade;</li> <li>Extends the contract as indicated in the HRAP, if no duration indicated ;</li> <li>Extends by one year and informs initiator to update HR plan;</li> <li>Sends scanned copy of letter to Certifying Officer.</li> </ul>	GHR Administrator
11	C	Offline	Reviews <ul style="list-style-type: none"> <li>HRAP Information</li> </ul> Checks	GHR Certifying Officer

			<ul style="list-style-type: none"> <li>• Correctness of the letter particularly Grade and Step if reassignment combined with promotion</li> <li>• Signs off.</li> </ul>	
12		Off line	<p>Sends letter to staff member with copies to 1<sup>st</sup> level supervisor (adds note to Manager to update HR plan, where the staff member's contract was expiring and GHR extended automatically) and HR/A and Cluster Management Officer/RPO or focal point.</p> <p>Uploads a copy to RMS manually pending the copy of the signed acceptance letter.</p>	GHR Administrator
13		Offline	Returns signed scanned copy of letter to the GHR focal point indicated on the reference at the top of the reassignment letter.	Staff member
14		RMS input	<p>Uploads scanned copy of signed letter in staff member folder in RMS using proper naming convention, i.e. <i>Staff number Reassignment Date of reassignment e.g. S012345 Reassignment 2012 05 20;</i></p> <p>If no signed letter is received from s/m – GHR follow-up to obtain the acceptance of the assignment (particularly important in case of lateral transfer and promotions).</p>	GHR Administrator
15		Offline	Upon taking up new position:- - reports to admin assistant of unit/department for internal briefing and/or HR Assistant in cluster/RPO for entitlement briefing if appropriate e.g. promotion from G to P (see HR.SOP.III.026 Change in Grade) – and undertakes new responsibilities as per the position description.	Staff member
16		Offline and GSM	Before the staff member's departure takes the necessary actions or requests staff member to take action to :-	Admin Assistant (releasing unit)

			<ul style="list-style-type: none"> <li>• ensure staff member returns all previous department owned equipment i.e. blackberry, laptop etc. if moving to another department;</li> <li>• Notifies staff member to take action or delegate fully actions coming to their GSM worklist to ensure that all actions received are approved;</li> <li>• Ensures leave and absence records are confirmed and approved, and any accumulated compensatory leave is taken;</li> <li>• Ensures when staff member has taken up duty with new unit/department that unit/department specific GSM and sharedrive, sharepoint accesses are/have been removed.</li> </ul>	
16		Offline and GSM	<p>Takes necessary action to :-</p> <ul style="list-style-type: none"> <li>• update major office address system (white pages (HQ), email accounts, share drives, etc.),</li> <li>• review necessary GSM accesses</li> <li>• provide internal briefing on unit/department</li> <li>• ensure telephone and office space is adequate.</li> </ul> <p>If the re-assignment involves promotion with diplomatic privileges, send Staff Member to appropriate office.</p>	Admin Assistant (receiving unit)

**2. KEY RISKS & COMPENSATING CONTROLS**

Risks	Compensating Controls	Process Step
If re-assignment involves promotion, possible risk that incorrect Step or Grade is administered.	HR Administrator and Certifying Officer review HRAP details, Supporting Documents, GSM information before and after reassignment, element entries and sign off.	9, 11