

## Foothill-De Anza Community College District

# **Transition Plan for Bumping Employees**

### Process Description

1. Prior to any layoff list being publicly released, send joint Transition Letter (HR, DA, FH) to all employees in the District.
2. Employees who are bumping to another position are notified, in person, one by one. It is reinforced at that time that they should wait to be contacted by the Transition Team; they should not contact their new supervisor directly.
3. The Transition Team meets with the new Manager/Supervisor. They describe the process and tell them that they will be sent the Manager's Skills Assessment of a Position tool and the current job announcement/description of the position.
4. The interactive MS Word tool is prepared, locked, and emailed to the manager or supervisor to complete. They complete it and return it. The additional information from the Manager's Tool (description and specific dept/campus skills) is added onto the Employee's Assessment Tool being prepped for the employee.
5. The Transition Team meets with the bumping employee. They describe the process and tell them that they will be sent the Employee's Professional Skills Assessment tool.
6. The interactive MS Word tool is prepared, locked, and emailed to the employee. The employee completes it and emails it back to HR.
7. The Transition Team compares the employee's tool and the new manager's tool for matching strengths and to identify training needs.
8. HR schedules a meeting with the employee, the new manager/supervisor and the Transition Team. They meet to review the two assessments and create a training plan for the employee during the meeting. Employee and supervisor often go back to the employee's new office to show them around and introduce them to the staff.
9. HR edits the Training Plan document and emails it to the Transition Team for approval. Once the final copy is approved it is emailed to the employee and the new manager/supervisor, and the Transition Team.
10. Follow up on the transition can occur at any time upon request from the bumping employee or the new manager.

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