Reassignment – Standard Operating Procedure

Responsible Unit	Volunteer Solutions Section (VSS)
Focal Point	Volunteer Solutions Section-Onsite
Effective Date	1 October 2021
Applicability	All UN Volunteers (National and International)

1. **ATLAS HCM User Guide**
2. **UN Volunteers Unified Conditions of Service**

Processes specific to a particular workflow are indicated by the colours below. In all other cases follow the procedure with no color.

	Responsible party or person		Process step	Description	Documents	System role	Comments
#	**Country presence (PA/PAn)**	**Country presence (PAn)**	**No country presence**				
The only reassignment allowed in the current conditions of service is to move to a new duty station in the same country. All other contract changes trigger a new assignment.							
1.	HE hiring manager			In UVP, complete the action to 'request a reassignment'. Select new duty station, effective date and confirm volunteer consent.			The following conditions apply in cases of reassignment. ● Remaining in the same UN Volunteer category and type; ● Changing their duty station within the same country or mission area for a period of more than three (3) months; and ● Remaining with the same Host Entity.

						Changes to core functions can occur as part of a reassignment and will not constitute a new assignment. Reassignments do not require the issuance of a new UN Volunteer Contract, but the UN Volunteer must consent to the reassignment. Funds for travel and settling-in will be provided in cases of reassignment.
2.	OA (FF)	Clear with donor (FF only)	Complete 'Review reassignment (FF) UVP task Ensure donor supports reassignment Complete task to confirm donor support.			
3.	OA	Process request	Complete 'Review reassignment request' and approve in UVP. Confirm reassignment.			
4.	OA VM	Update position data and job data in Atlas	Update position data. Update job data to reflect the position update. Use 'Transfer/UNV Duty ST same country' as transfer reason. Reassignment entry allowance to be paid automatically in payroll along with the travel amount. Will be charged to the project budget. Do not generate new contract	Position form, chart-field form	Position Administrator	
5.	System (Atlas)	Pay reassignment allowance	When change reason is entered in Atlas. Pay the UN Volunteer the reassignment			

			allowance ($2000 for IUNV or $200 for NUNV)			
6.	OA VM	Request travel quotation (IUNV only)	Create a case request for a travel quotation in SalesForce			
7.	UNV travel	Receive a case request and Produce travel quotation	Receive case in Salesforce and check for the most economic routing/fare (as defined in UNV duty travel policy) using corporate available Online Booking Tools (OBT), Indicate fare quotation in USD. System automatically calculates Quotation Surcharge with 120% travel monetization. UNV Travel marks status as "Quotation is Available"			This step is applicable for IUNV only For NUNV, reassignment travel amount is $200 which is paid through payroll
8.	System (Salesforce)	Create task for OA	OA (requestor) receives a task on UVP dashboard when quotation amount is available			
9.	Volunteer	Complete travel clearance	Complete in TRIP			
10.	Volunteer	Arrange travel	Arrange travel to the new duty station			
11.	HE account owner	Assign new supervisor in UVP (if needed)	Update the supervisor in UVP if changed			

Abbreviations

OA – Operations Associate (VSC)
PA – Programme Assistant (Field unit)
PAn – Programme Analyst (field unit)
VSC – Volunteer Service Centre