

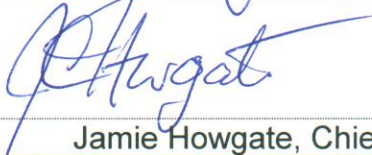
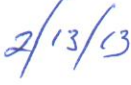




**GEORGIA DEPARTMENT OF PUBLIC HEALTH
POLICY # HR-03005
ASSIGNMENT OF DUTIES POLICY
AND PROCEDURES**

Approval:	 Kate Pfirman, Chief Financial Officer	 Date
	 Jamie Howgate, Chief of Staff	 Date

1.0 PURPOSE

The purpose of this policy is to clearly establish the authority of Management to assign duties.

1.1 AUTHORITY – The Georgia Department of Public Health (DPH) Assignment of Duties Policy is published under the authority of DPH and in compliance with the following:

- 1.1.1 Policy # HR-03402 Office Hours and Work Schedules
- 1.1.2 Policy # HR-03403 Work Away
- 1.1.3 Office of Planning and Budget Policy 2, Rules, Regulations and Procedures Governing the Payment of Intrastate Relocation Expenses to State Employees.
- 1.1.4 State Personnel Board Rule 478-1-.15 (5) – Changes to Employment Status

2.0 SCOPE

This policy applies to all employees of the Department of Public Health.

3.0 POLICY

Management has the responsibility to accomplish the mission of the Department of Public Health. Based on the needs of DPH, management has the authority to assign, take from, add to, eliminate entirely, or otherwise change the duties and responsibilities of employees, and to direct and control their work. The assignment of duties and responsibilities may be temporary or permanent.

4.0 DEFINITIONS

- 4.1 DPH – Georgia Department of Public Health
- 4.2 HR – DPH Division of Finance, Human Resources Section

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4.3 FLSA – Fair Labor Standards Act

5.0 RESPONSIBILITIES

5.1 It is the responsibility of Management to establish and assign work hours and duties to their subordinates.

6.0 PROCEDURES

6.1 WORK HOURS – Implicit in the authority to assign duties and responsibilities is the authority to assign work hours and work schedules. Management has the authority to arrange the work schedules of employees as necessary to meet the needs of the Department. Managers may allow employees to work alternative work schedules or at alternative work sites (i.e., by teleworking, performing duties as a mobile worker, etc.) provided that the responsibilities of the job are fully met.

6.2 WORK LOCATION – Employees may be assigned from one duty station to another as a result of transfer, promotion, demotion, or relocation of function. Employees who are relocated and meet the established requirements for reimbursement for relocation expenses will be reimbursed in accordance with the Rules, Regulations and Procedures Governing the Payment of Interstate Relocation Expenses to State Employees published by the Office of Planning and Budget.

7.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	July 1, 2011	Initial Issue
1	July 23, 2012	Annual review and update. Reformat to new template

8.0 RELATED FORMS

HR03005A - Employee Application for Intrastate Relocation Expense Reimbursement
HR03005B - Employee Intrastate Relocation Expense Voucher