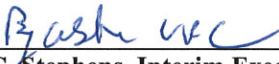
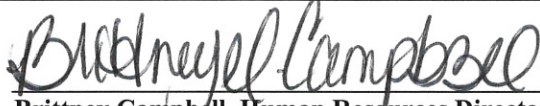




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Page 1 of 1

<b>Policy # 4004</b>	<b>Assignment of Duties and Transfers</b>
<b>Origination Date: September 2001</b>	
<b>Revision Date: April 2004; April 2006; July 2006; March 7, 2012, May 9, 2013</b>	
<b>Reviewed Date: February 2005; March 26, 2007; March 11, 2008; March 10, 2009; March 8, 2010; March 8, 2011, March 19, 2017</b>	
<b>Approved:</b>  _____ <b>Bryan G. Stephens, Interim Executive Director</b>	 _____ <b>Brittney Campbell, Human Resources Director</b>

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to delegate to management the responsibility of accomplishing the mission of the Boards. Based on the needs of the organization, 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. Transfers may be voluntary or involuntary.

**PROCEDURE:**

1. Implicit in the authority to assign duties and responsibilities is the authority to assign work hours. Management has the authority to arrange the work schedules of employees as necessary or to meet the needs of the organization.
2. Job assignments will be non-discriminatory with regard to race, color, religion, disability, sex, age or national origin.
3. The Executive Director, Chief Financial Officer, Human Resources Director, Department Directors, and Managers will determine the most effective use of current positions based on clients' needs, geographic area, budget restraints, etc.
4. Assignment of new positions will be determined by the Executive Director, Chief Financial Officer, Human Resources Director, Department Directors and Managers. Clients' needs and budget considerations will be the criteria used to establish new positions.
5. Employees may be assigned from one work site to another as a result of transfer, promotion, demotion or relocation of function. Such reassignments are not grievable unless the distance between the old and new duty stations exceeds fifty (50) miles AND the transfer results in the employee having to drive at least thirty five (35) miles farther from the employee's residence to the new duty station than the employee drove from the residence to the old duty station.
6. The Department of Administrative Services generic job description for the specific job serves as the official basis for the job description for each position. The job description is reviewed annually with the employee to insure accuracy.
7. When an employee or contractor transfers to a new department it is the responsibility of that employee's previous supervisor to immediately contact the IT Department to revoke all information access privileges initiated for the previous assignment. Similarly, the previous supervisor must insure that any equipment and other resources allocated to the employee for the old work assignment are returned and accounted for.