

**NORTH GEORGIA HEALTH DISTRICT**  
**County Board of Health Personnel Policy #106**  
Cherokee, Fannin, Gilmer, Murray, Pickens, Whitfield

**ASSIGNMENT OF DUTIES**

**EFFECTIVE DATE:** April 1, 2010

**RELEASE DATE:** April 1, 2010

**REFERENCES:** Rules of the State Personnel Board - Rule 10

Management has the responsibility to accomplish the mission of the Agency. Based on the needs of the Agency, 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.

**WORK HOURS** 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 Agency.

**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.

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