

**COUNTY BOARD OF HEALTH
POLICY # HR-03005
ASSIGNMENT OF DUTIES POLICY AND PROCEDURES**

Approval:		5/14/20
	District Health Director	Date



1.0 PURPOSE

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

2.0 AUTHORITY – The County Board of Health (CBOH) Assignment of Duties Policy is published under the authority of CBOH and in compliance with the following:

- 2.1** Policy # HR-03402 Official Hours and Work Schedules
- 2.2** Office of Planning and Budget Policy 2, Regulations and Procedures Governing the Payment of Intrastate Relocation Expenses to State Employees.
- 2.3** State Personnel Board Rule 478-1-.15 (5) – Changes to Employment Status

3.0 SCOPE

This policy applies to employees of the County Board of Health.

4.0 POLICY

Management has the responsibility to accomplish the mission of the County Board of Health. Based on the needs of CBOH, 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.

5.0 DEFINITIONS AND ACRONYMS

5.1 CBOH – County Board of Health

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5.2 HR– Human Resources

5.3 FLSA – Fair Labor Standards Act

6.0 RESPONSIBILITIES

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

7.0 PROCEDURES

7.1 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 CBOH. Managers may allow employees to work alternative work schedules or at alternative work sites provided that the responsibilities of the job are fully met and are in compliance with FLSA.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	June 4, 2014	Initial Issue
	September 24, 2015	Annual Review
1	June 5, 2018	Annual Review – Revision 6.1
2	April 28, 2020	Revised 2.1, 5.2, 7.1, and Related Forms

9.0 RELATED FORMS

None