

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Assignment of Duties
POLICY NUMBER: HR-1.00
EFFECTIVE DATE: July 1997
SUPERSEDES: N/A
LAST REVISION DATE: July 2009

POLICY:

- I. It is the policy of Serenity Behavioral Health Systems (SBHS) that management has the responsibility to accomplish the mission of SBHS and, subject to the Rules of the State Personnel Board, has the authority to assign job duties and responsibilities, take from, add to, eliminate entirely, or otherwise change the duties and responsibilities of employees, or to direct and control their work. Based on the needs of SBHS, the assignment of duties may be temporary or permanent.
- II. Implicit in the authority to assign duties and responsibilities is the authority to assign hours of work. Therefore, management has the authority to arrange the work schedules of employees as necessary.
- III. The Chief Executive Officer may assign an employee from one duty station to another as a result of transfer, promotion, demotion, or relocation of function.
- IV. If the costs of relocation are reimbursable under regulations established by the Office of Planning and Budget, the relocation must be made in accordance with the provisions of the Office of Planning and Budget Relocation policy.

REFERENCES:

- I. Rules of the State Personnel Board, Rule 15
- II. Rules of the Sate Personnel Board, Rule 10

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

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RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

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Date