

# Office of Human Resources

## ***106 Assignment of Duties***

2025-06-18

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**Georgia Department of Human Services  
Human Resources Policy #106**

**Assignment of Duties**

**Release Date:** October 1, 2002

**Revised Date:** March 30, 2020

**Next Review Date:**

**References:** DHS Human Resources Policy #1002 — Official Hours and Work Schedules  
DHS Human Resources Policy #111 — Telework  
Office of Planning and Budget Policy #2 — Rules, Regulations, and Procedures Governing the Payment of Intrastate Relocation Expenses to State Employees

Leadership has the responsibility to accomplish the mission of the Department of Human Services (DHS). Based on the needs of DHS, leadership has the authority to assign, take from, add to, eliminate entirely, or otherwise change the duties and responsibilities of employees, and to direct and monitor their work. The assignment of duties and responsibilities may be temporary or permanent.

## Section A: Work Hours

1. 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 worksites (i.e., by telework, performing duties as a mobile worker, etc.) provided that the responsibilities of the job are fully met.

## Section B: Work Location

1. 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.

For additional information or assistance, please contact your local Human Resource Office, or email [DHS-Policies@dhs.ga.gov](mailto:DHS-Policies@dhs.ga.gov).

## 106 A1 Policy Memorandum

# **106 A2 Employee Application for Intrastate Relocation Expense Reimbursement**

## **106 A3 Employee Intrastate Relocation Expense Voucher**