

GEORGIA DEPARTMENT OF CORRECTIONS

Standard Operating Procedures

Functional Area: Support Services/Human Resources	Reference Number: IVO05-0004 (104.26)	Revises Previous Effective Date: 12/15/06
Subject: Relocations		
Authority: Bryson/Dozier	Effective Date: 03/31/15	Page 1 of 3

I. POLICY:

- A. An Appointing Authority may relocate an employee. The costs of relocation may be reimbursable under the Office of Planning and Budget regulations.
- B. Management has the responsibility to accomplish the mission of the agency, and may relocate employees as necessary to carry out this responsibility. The relocation of classified employees is subject to the rules of the State Personnel Board. Unclassified employees of this Department will be treated similarly to classified employees, as far as is practical for the Department.
- C. Reasons for relocating an employee may include, but are not limited to: reorganizing or abolishing functions, filling vacancies requiring experience not practicably attainable through promotion or hiring of new employees, and removing an employee from a work situation in which the employee is no longer effective. Employees may not be relocated arbitrarily, or for purposes of harassment or punishment.

II. APPLICABILITY:

All employees of the Department of Corrections (GDC).

III. RELATED DIRECTIVES

- A. Rules of the State Personnel Board:
 - 478-1-.15 Changes to Employment Status
 - 478-1-.20 Employee Grievance Procedure
 - 478-1-.24 Rules for Classified Employees
- B. Office of Planning and Budget Policy Memorandum No. 2, Revision 7
- C. GDC Standard Operating Procedures (SOP):
 - IVGO1-0015 Employee Relocation Expense
 - IVO12-0004 Employee Grievance Procedure

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IV. DEFINITIONS:

Relocation: The reassignment of an employee from one work location (facility/center/office) to another resulting from transfer, promotion, demotion, relocation of function, or reassignment of duties.

V. ATTACHMENT:

Attachment 1 Relocation Terms and Conditions Employment Notice

VI. PROCEDURE:

A. When an employee is being relocated, the Appointing Authority must provide advance written notice, specifying the effective date of the relocation. The Appointing Authority should make a good faith effort to provide the employee the maximum amount of notice possible.

1. Notice to a classified employee must advise that employee of any rights provided under the Rules of the State Personnel Board, 148-1-.20, Employee Grievance Procedure or 148-1-.24, Rules for Classified Employees.
2. Notice to an unclassified employee must advise of any rights under the GDC Employee Grievance Procedure.

B. Relocations of employees are non-grievable, except where such relocation may meet the requirements for reimbursement under regulations promulgated by the Office of Planning and Budget.

Note: Temporary work assignments which do not exceed ninety calendar days are non-grievable.

C. Employees in the Warden, Deputy Warden or Superintendent jobs are subject to relocation as a condition of employment, based on Department requirements (Attachment 1).

D. When it is necessary to move some, but not all, employees in the same job at one location, the Appointing Authority will attempt to establish an agreement between all parties involved for voluntary relocation. If a voluntary agreement cannot be reached, a reduction-in-force plan conducted in accordance with 148-1-.24 of the Rules of the State Personnel Board will be used to select the employee(s) for relocation. This process must be used unless there is a valid business reason for moving a certain individual, or individuals.

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E. Unless the relocation is agreed upon by both units involved and the employee concerned, the employee may not be relocated without prior approval of the appropriate Division Director. That Division Director must consult with the Director, Human Resources prior to granting permission.

VII. RECORD RETENTION:

Attachment 1 - Relocation Terms and Conditions Employment Notice

Retain permanently in the Human Resources file.