

1. PURPOSE

Houston Public Works assignment change notification procedure will ensure consistent communication and steps for long-term or permanent changes in employee work location and / or schedule, supervisor, and work duties.

2. OBJECTIVES

- Establish steps for long-term or permanent changes to employee work location or schedule
- Ensure consistent and fair notification process for all employees
- Confirm notification with payroll, Human Resources, and other required contacts

3. DEFINITIONS

The following terms are used in this document.

TERM	DEFINITION
Location	Work location where employee is assigned
Schedule	Work schedule employee normally works and is assigned in Electronic Timecard System (KRONOS)
Long-term	Change in assigned location and/or schedule for more than 60 days

4. SCOPE

This policy applies to all Houston Public Works employees.

5. RESPONSIBILITIES

ROLE	RESPONSIBILITY
Service Line Director	The Service Line Director (or designee) will ensure this standard operating procedure is enforced, fairly review exceptions, request additional information if needed, and approve changes.
Current Manager / Supervisor	The current Manager / Supervisor will complete necessary forms, meet with employee to discuss change justification, and allow employee opportunity to comment and sign acknowledgement form. The current Manager / Supervisor will transfer timecard, submit change request through time management system (KRONOS), ensure change is approved by payroll, complete HEAR review / assessment, and assign HEAR profile to the new Manager / Supervisor.
New Manager / Supervisor	The new Manager / Supervisor will agree to the change by signing necessary forms, ensure employee has timecard in KRONOS, introduce employee to co-workers, explain work duties, and create a new HEAR Plan for the employee.
Employee	The Employee will review and understand this Procedure. If clarity is needed, questions can be asked. The Employee will comment and sign acknowledgement form. If the Employee disagrees with

APPROVED:



DATE APPROVED:

4/23/2021

	the change, it may be disputed.
Employee Assignment Change Notification Form	The Employee Assignment Change Notification Form does not represent agreement with the change; rather, that the Manager / Supervisor reviewed the form with the employee.

6. PROCEDURE

6.1 EMPLOYEES

6.1.1 CHANGE

Employee should understand that operational requirements sometimes necessitate Employee's transfer to another work location and / or schedule change.

6.1.2 PLAN FOR CHANGE

When a work location and / or schedule change is required, the employee should be allowed time to plan to accommodate the new assignment. Plan may include transportation, childcare, or other adjustments. The accommodation time should be reasonable to ensure employee can transition smoothly while not jeopardizing the continuity of operations.

6.2 MANAGERS AND SUPERVISORS

6.2.1 PLANNING

Manager / Supervisor must plan work assignments to carry out the daily operations.

6.2.2 EMPLOYEE SELECTION

When there is a need to change an employee's work location and/or schedule, the Manager / Supervisor should first seek a volunteer before assigning to an employee.

6.2.3 TWO WEEKS' NOTICE

The Manager / Supervisor will give employee at least two weeks' notice in writing prior to the effective date of assignment change. Changing an employee's assignment without advanced notice could lead to low morale, absenteeism, turn-over or personal problems at home, and is counterproductive to the Team, Service Line, and Department.

6.2.4 EXCEPTIONS

Exceptions including emergencies may arise which are unforeseen and may require a schedule and / or work location change. These situations will be evaluated on a case-by-case basis. The Service Line Director will review and approve or disapprove all exceptions.

6.3 EMPLOYEE COMMUNICATION

6.3.1 MEET WITH EMPLOYEE

Current Manager / Supervisor will meet in-person and speak directly with the employee when a change of assignment is needed.

6.3.2 COMMUNICATE

Current Manager / Supervisor will explain why the change is necessary and allow the employee to ask questions.

6.3.3 TRANSITION

Current Manager / Supervisor will confirm with the employee current job duties, discuss a transition plan, and identify issues that may arise from the change of work assignment and address those issues.

6.3.4 WORK ASSIGNMENTS

Current Manager / Supervisor will have employee finish work assignments in-progress at the current location or transfer them to other employees before transitioning to the new location or new schedule.

6.3.5 HEAR ASSESSMENT

Current Manager / Supervisor will refer to AP 3-20, Houston Employee Assessment and Review (HEAR) Process to complete the HEAR Assessment for the reporting period.

6.3.6 ASSIGNMENT CHANGE NOTIFICATION FORM**6.3.6.1 CURRENT MANAGER / SUPERVISOR**

Current Manager / Supervisor will complete the Assignment Change Notification Form, including signatures, at least two weeks prior to the effective date of the change.

6.3.6.2 EXCEPTIONS

Assignment change with less than two weeks' notice shall state reason on the form. The Current Manager / Supervisor must submit the form to the Service Line Director.

6.3.6.3 SERVICE LINE DIRECTOR

The Service Line Director will review all exceptions, request additional information, and approve or disapprove the change.

6.3.6.4 NEW MANAGER / SUPERVISOR

The new Manager / Supervisor will agree to the change by signing necessary forms, ensure employee has timecard in KRONOS, introduce employee to co-workers, explain work duties, and create a new HEAR Plan for the employee.

6.3.6.5 EMPLOYEE

The employee will review, understand this procedure and ask questions if needed. Employee will sign and make comments on the form. Acknowledgement is to document that the Manager / Supervisor reviewed the form with the employee and does not represent employee agreement with the change.

6.3.7 EXCEPTIONS

Any exception to this policy is made at the discretion of the Service Line Director.

6.3.8 ASSIGNMENT CHANGE NOTIFICATION FORM

<https://www.insidehoustonpublicworks.org/sites/g/files/nwywnm436/files/documents/005-policy-3-15.pdf>

7. COMPLIANCE

Adherence to the above is mandatory. Any employee who violates this procedure may be subject to corrective action.

8. APPENDIX**8.1 REVISION HISTORY**

DATE	REVISED BY	SECTION	CHANGES
8/10/2020	Thomas Hollier	Draft	Draft
12/8/2020	Scott Le	Multiple	Multiple
3/30/2021	Kevin Roe	6.3.8	Replaced form with web-based fillable form URL



ASSIGNMENT CHANGE NOTIFICATION FORM

Houston Public Works assignment change notification form is used when long-term or permanent changes in employee location and / or schedule are required.

EMPLOYEE

Name _____

ID Number _____

Service Line _____

ASSIGNMENT CHANGE

Current Location _____

New Location _____

Current Schedule _____

New Schedule _____

Current Manager _____

New Manager _____

Today's Date _____

Effective Date* _____

*If the proposed effective date is less than two weeks, explain why this is necessary and submit this to the Service Line Director.

Reason employee is not being given at least two weeks from the effective date (required)

ACKNOWLEDGEMENT

This form is only acknowledgement of the change and does not represent agreement. Reference Standard Operating Procedure 3-15.

Employee Comments (if applicable)

Employee Signature & Date

Current Manager / Supervisor Signature & Date

Service Line Director Signature & Date

New Manager / Supervisor Signature & Date

Service Line Director ☐ Approves Assignment Change ☐ Disapproves Assignment Change