

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Relocations		
Policy Number: 104.26	Effective Date: 4/28/2020	Page Number: 1 of 2
Authority: Commissioner	Originating Division: Administration & Finance Division (Humans Resources)	Access Listing: Level I: All Access

I. Introduction and Summary:

An Appointing Authority may relocate an employee. The costs of relocation may be reimbursable under the Office of Planning and Budget regulations. Management has the responsibility to accomplish the mission of the agency and may relocate employees as necessary to carry out this responsibility. 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. Authority:

- A. Ga Comp. R. & Regs.: 478-1-.15, 478-1-.20, 478-1-.04, and 478-1-.27;
- B. Office of Planning and Budget Policy Memorandum No. 2, Revision 7, Rules Governing the Payment of Intrastate Relocation Expense to State Employees; and
- C. Georgia Department of Corrections (GDC) Standard Operating Procedures (SOPs): 406.10, Employee Relocation Expense and 104.43, Employee Complaint Resolution Procedure.

III. Definitions:

- A. **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.

IV. Statement of Policy and Applicable Procedures:

- 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.
- B. Employees in Warden, Deputy Warden or Superintendent job series are subject to Relocation as a condition of employment, based on Department requirements (Attachment 1).
- C. When it is necessary to move some, but not all, employees in the same job at one

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Relocations		
Policy Number: 104.26	Effective Date: 4/28/2020	Page Number: 2 of 2
Authority: Commissioner	Originating Division: Administration & Finance Division (Humans Resources)	Access Listing: Level I: All Access

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 478-1-.25 of the Rules of the State Personnel Board will be used to select any classified employee(s) involved for Relocation. Selection of unclassified employees for Reduction in Force (RIF) should follow the classified process if feasible. No RIF plan will commence without the approval of the Department Human Resources Director.

- D. 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 Appointing Authority who must consult with the Department Human Resources Director prior to granting permission.

V. Attachments:

Attachment 1: Relocation Terms and Conditions Employment Notice

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be retained permanently in the employee's personnel file.