

Policy: AD-06-20

Policy Temporary Assignments Policy

Policy Purpose: Provide guidelines in the development to establish temporary assignments for personnel.

Implementation Date: 11/1/2006

Revision Date: N/A

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT**

TEMPORARY ASSIGNMENT POLICY

This policy is provided to create a procedure to establish temporary personnel assignments within the department.

There may be special situations, such as an emergency, in which temporary revisions to the organizational structure may be required. Personnel from other areas of the organization who will work on special or emergency programs will be evaluated and assigned by supervision.

All job descriptions within the Public Works Department shall include the following statement:

“Supervision reserves the right to change job responsibilities, transfer job positions, or assign additional job duties at anytime. This includes, working on special projects and/or assignment to other work divisions as necessary.”

The assignment of personnel under this section permits for the reassignment of permanent and temporary job duties and responsibilities. All job descriptions within the department shall follow this guideline.



Bruce A. Hauk, Director
Westfield Public Works Department