

WEST VIRGINIA DIVISION OF HIGHWAYS  
ADMINISTRATIVE OPERATING PROCEDURES  
SECTION II, CHAPTER 8

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SECTION TITLE: PAYROLL/PERSONNEL  
CHAPTER TITLE: TRANSFERS AND REASSIGNMENTS ORDERED BY  
MANAGEMENT

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I. **INTRODUCTION**

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In order to fulfill its obligation to the public, the Division of Highways must constantly strive to use all of its resources - material, financial, and human - in the most efficient manner possible. The effective allocation of the work force for the timely performance of normal Divisional functions, particularly in periods of accelerated work programs, requires that management make personnel decisions aimed at placing the right people in the right assignments at the right time. Which is also practiced in private industry. This can be done on a County, District, or Statewide basis from time to time and, inevitably, results in requirements for the transfer and reassignment of personnel from location to location to meet the changing work load conditions.

This procedure is intended to cover those instances in which employees are transferred or reassigned. Such transfer or reassignment must be at the direction of the Commissioner who may also delegate authority to any other management official within Highways to effect such transfers. Transfers or reassignments under this procedure must be within the scope of the classification currently held by the employee and, therefore, must not result in a functional demotion. Any action resulting in a change in an employee's duties must be approved by Human Resources Division.

## II. DEFINITION OF TERMS

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### A. **TRANSFER**

The term "transfer" shall mean the movement of an employee from the jurisdiction of one organizational unit within the Division of Highways to another. For this purpose, organizational units are defined as follows: each County, each District, and each Expressway Maintenance Section.

### B. **REASSIGNMENT**

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The term "reassignment" shall mean the movement of an employee within the same organizational unit.

## III. RESPONSIBILITIES

### A. **COMMISSIONER**

The Commissioner is charged by law with the responsibility and authority for the "effective organization of all - personnel for the entire state road and highway program". In carrying out this responsibility, it is necessary for the Commissioner (or those managers to whom he delegates such powers) to order transfers or reassignments of such personnel when he considers such actions to be in the public interest. Employees transferred or reassigned at management direction will be expected to accept such transfers or reassignment.

### B. **DELEGATED MANAGERS**

Responsibility for reassignment of employees within Highways is generally delegated as follows:

1. Reassignments: Reassignments within a County or Expressway Maintenance Section may be made by the County Superintendent or Expressway Maintenance Supervisor. Reassignment within a District may be made by the District Administrator. Reassignment within a Division may be made by the Division Director.
2. Transfers: Transfers from one County or Expressway Maintenance Section to another County or Expressway Maintenance Section within the same District may be made by the District Administrator.

3. **Other Transfers or Reassignments:** Transfers or reassignments that are not included above shall require authorization by the Commissioner or his/her designee.

#### **IV. GENERAL PROVISIONS**

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##### **A. EMPLOYEE REIMBURSEMENT**

Any payments for travel and moving expenses for movement of personnel made under this procedure will be governed by separate instructions. Some, but not all, movements of personnel under this procedure will qualify for payment by the state for these costs.

##### **B. EMPLOYEE NOTICE**

An employee selected for transfer will be given a minimum of ten calendar days advance notice in writing of transfer.

##### **C. EMPLOYEE SELECTION**

Selection of employees for transfer will be made in compliance with the Equal Employment Opportunity Policy and laws which prohibit discrimination in employment on the basis of race, color, religion, sex, national origin, age, or handicap.