



**eLEET: Electronic Laboratory Employee Enrichment Toolkit**

## **Mobility Assignment Policy and Procedure**

***Sponsored by:***

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**Purpose**

To provide laboratory employees with an opportunity to explore work and cross train on activities outside of the laboratory and to provide employees from outside of the laboratory an opportunity to explore laboratory work. To ensure consistency in the administration of Human Resource Management (HRM) practices for providing mobility assignments.

**Policy**

The laboratory will follow collective bargaining agreements and plans, state/university rules, administrative procedures and guidelines in Human Resource Management practices regarding mobility assignments.

**Definitions**

Appointing Authority - a warden, superintendent, or manager who has been delegated as the authority for personnel transactions by the head of the organization.

Mobility - a voluntary, but limited, assignment of an employee to alternative duties in another department, agency, public jurisdiction, federal government, private industry, or another appointing authority within the department. There are 3 forms:

1. *Intra-agency*: when an employee moves to another job with a different appointing authority within his/her own organization.
2. *Inter-agency*: when an employee goes to another organization for a specific period of time to provide a service or to perform duties outside their normal job.
3. *Inter-change*: when the organization sends or receives an individual from another governmental unit or the private sector--a situation which requires that a written agreement describing the terms and conditions of employment and a Contract for Services Agreement be submitted to the organization.

**Procedures****A. Supervisor Responsibilities**

1. When a supervisor identifies a position that needs to be filled with mobility, they will contact their HRM representative.
2. The supervisor will consider how to fill the position in a manner that furthers the organizations commitment to employee development and retention.
3. If applicable to the organization, the supervisor will review and follow the collective bargaining agreements in filling considerations.
4. The supervisor sends out a request that they are looking for a mobility assignment.

B. Human Resource Management representative responsibilities

1. A HRM representative will review the position description for the appropriate allocation and determine what payment is appropriate under the provisions of the collective bargaining agreement and/or organization HRM policies. If necessary, they will also send out a request that they are looking for a mobility assignment to other government units or the private sector.
2. The representative will review the proposed agreement for possible conflicts of interest.
3. If the assignment is to another public jurisdiction, federal government, or private industry, the representative will prepare a written mobility agreement covering the duration, the conditions under which the agreement can be terminated by the involved parties, the description of the job duties, the percentage of the employee's salary and benefits to be paid by each agency and other provisions as necessary for a complete understanding. All the parties will sign this agreement.

C. General Guidelines

1. The mobility assignment will normally last no more than one year in duration, but may be extended under the provisions for unique circumstances. The duration of a mobility assignment should not exceed 24 months during any 36-month period.
2. If applicable, employees will retain their permanent class and status in their current bargaining unit and will accrue benefits accordingly. However, eligibility for overtime is based upon the Fair Labor Standards (FLSA) and the collective bargaining agreement or plan in the assignment classification.
3. An employee who goes on a mobility assignment is not required to test for the classification of the assignment but must meet any licensure or certification requirements for that position.
4. In no case may an employee receive additional compensation for performing tasks for the requesting agency that are part of the employee's assigned duties and responsibilities at the home agency.

Any paid leave is considered to be part of the work day and employees should not be paid for working for another organization during periods of paid leave from the home agency.

5. Supervisors will strive to fill temporary assignments affirmatively. Human Resource Management staff will post positions for expressions of interest. The posting requirements are at the discretion of the hiring supervisor but generally should follow standard practice for the job class and location.

D. Mobility assignments

1. Payment during a mobility assignment should be consistent with requirements of collective bargaining agreements, organization compensation plans, and FLSA laws.
2. An employee returning from a mobility assignment should be entitled to return as provided in the reinstatement from leave provision of the appropriate collective bargaining agreement and/or compensation plan.
3. If, during the mobility assignment, the sending or receiving organization is facing a layoff situation that could affect the employee or the position involved, the mobility assignment should be terminated prior to any layoff action.