

# PERSONNEL 3.0

## Official Work Station -- 3.15

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### **POLICY**

The Director of the Bureau of Health Services will establish the official work station for Regional Directors and Regional Health Officers. The official work station for all other health department employees shall be the location at which the employee spends the major portion of his/her work time unless he/she is assigned to an alternate work location by the Bureau Director.

### **APPLICABILITY**

This policy applies to Local Health Department, Regional and Central Office personnel.

### **PURPOSE**

To ensure that staff are available to provide essential services in all health department clinic sites.

### **PROCEDURE**

The official work station of an employee is normally the location at which the employee spends the major portion of his/her working time. However, in an emergency situation when particular staff are needed to perform essential duties at locations other than their official work station, or when it is in the best interest of the state, the Regional Director may request that the Bureau Director reassign

the employee to an alternate work location without changing the employee's official work station for a period not to exceed six (6) months. The Bureau Director will confirm the reassignment in writing and this written notification will be placed in the employee's personnel file.

For an employee required to be on call (as determined by his or her job description), either overnight or on weekends, the official station of the employee while on call becomes his or her residence, or the location at which the employee receives the call. Reimbursable mileage begins at the location at which the employee receives the call.

**OFFICE OF PRIMARY RESPONSIBILITY**

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