

## 520.3

### STAFF ASSIGNMENT AND TRANSFER

While the Board of Control approves all contracts, the assignment of all staff to positions and duties is the responsibility of the Agency Administrator or designee. Individuals may be assigned to different functions as needs and funding sources warrant. All staff members are eligible to be considered for transfers to positions for which they are qualified. Transfer positions will be made by the Agency Administrator or designee and will be based on the best interest of the Agency and its clients.

Legal Reference: State Statute 111.70

Tentative Approval: September 3, 2003

FINAL APPROVAL: October 8, 2003

Revised and Approved: October 3, 2011