



Tips and Tidbits
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Question: How can an employee be misassigned? What steps may be taken to ensure this does not occur?

A misassignment occurs when an employee is permitted or requested to perform major duties that are not officially designated in the employees' position description. The reverse may also result in a misassignment. That is, the inclusion of major duties in the official position description that are not actually performed by the employee. Typically the causes of misassignments are: (1) failure to officially detail or temporarily promote an employee to temporary duties assignments in excess of 30 days; or, (2) failure to request official position description changes prior to assigning new duties on a continuing basis.

Managers and supervisors may assign work not described in an employee's position description on a temporary basis (thirty days or less) for the sake of meeting short term mission requirements; however, a duty performed by the employee in excess of thirty days is considered a misassignment unless action has been initiated to officially detail the employee. Factors contributing to misassignments include, but are not limited to, poor, haphazard delegation, inflated duties on position descriptions, and gradual accretion of duties.

Notwithstanding the fact that it may sometimes be difficult to be one hundred percent accurate due to changing missions and shifting priorities, supervisors are [solely] responsible for the accuracy of all position descriptions within their assigned purview. As such, a periodic review of position descriptions should occur on an annual basis, when the organizational design changes, or when new missions are absorbed by the organization that will require corrective duties in a position description. The consequences of not attending to this important function could result in reduced efficiency, low employee morale, improper compensation (pay) for work performed, or quite possibly an employee-initiated complaint.

Please contact your servicing HR Specialist with questions or for additional information.

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