



Staff Assignments

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	05-31-2022	Original Issue	Richard Foley

[Click here](#) for previous versions

Contact [SC Technical Team P](#) for questions

Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for creating and maintaining staff assignments with WEAT (Web-Enabled Assignment Tool).

Structure Construction uses WEAT to manage their workload needs on projects and corporate activities by creating assignment letters whenever a staff assignment is created or modified. Additionally, WEAT is used to manage rotation assignments, loan assignments, headquarters assignment, and consultant assignments to projects.

There are different types of staff assignments: project assignment, loan assignment, rotation assignment, office assignment, and headquarters assignment. WEAT also manages staff assignments for consultant staff working on SC projects. All assignment letters include information regarding employee's supervisor, project, work location, and the period of time they will be on their assignment.

A project assignment is the assignment of an employee to a specific project. It may be a new project or ongoing.

A loan assignment is the assignment of an employee from their permanent supervisor to another within SC. They occur whenever there is a workload imbalance. SC staff are informed prior to employment thru their Duty Statement of the possibility for moving during periods of fluctuating workload.

A rotation assignment is the assignment of an employee to another sub-division within Division of Engineering Serviced (DES). This is a mandatory assignment to expand the employee's knowledge and experience. Employees working for DES are informed of the rotation assignment prior to employment thru their Duty Statement. Rotation assignments are included in WEAT since they can add or decrease the available staff.

An office assignment occurs when an employee is assigned to an area where they are tasked with performing office duties for multiple projects or in SC Headquarters.

Permanent headquarters addresses are assigned to all permanent SC staff to help with Travel Expense Claims (TEC).

Consultants on A&E contracts are assigned to projects in WEAT since they are part of the available workforce to administer projects. Their assignment letter serves as documentation they have been authorized to work and charge to a project within their A&E contract.

SC is unique from most other subdivisions in DES where staff must physically move from one project location to another. In order to effectively manage staff and workload needs in all twelve districts and headquarters, staff assignments are required by all supervisors and management. Ideally, staff are assigned to projects within their supervisor's area. Whenever there are workload imbalances between supervisors, staff are assigned to projects in other areas via a loan assignment. The supervisor meets with the employee to discuss the loan assignment and issues an assignment letter. Workload imbalances are beyond SC's control, thus the need for loan assignments.

Process Inputs

1. New employee to Structure Construction
2. New project
3. Loan Assignment
4. Rotation Assignment
5. Changes in employment status
6. Consultants working on SC projects

Procedure

1. All work associated with this process is charged as [Overhead](#).
2. SC Supervisors and Managers:

- a. Refer to [Proposed Business Process for Keying Assignments into the OSC Web-Enabled Assignment Tool \(WEAT\)](#) when there are changes due to:
 - i. New employee to Structure Construction
 - ii. New project
 - iii. Loan Assignment
 - iv. Rotation Assignment
 - v. Changes in employment status
 - vi. Consultants working on SC projects
- b. All staff assignments are made using the WEAT tool.
- c. Discuss all new assignments with the employee prior to sending the WEAT generated assignment notification email.
- d. New assignments shall be made 15 days prior to the assigned reporting date.
- e. Assignments are made based with consideration of the following criteria:
 - i. Project staffing needs
 - ii. Employee experience and expertise.
 - iii. Employee professional development goals and objectives.
 - iv. Forecasted Area/Unit workload needs.
- f. Assignments made to a different SC Unit needs to be discussed and agreed on by all managers (ACMs) affected.
- g. The unit loaning staff to a different unit is responsible for making the official assignment in WEAT.
- h. Contact SC Administration Branch Chief or SC Project Management Branch Chief for:
 - i. Assistance with WEAT
 - ii. Questions regarding staff assignments
 - iii. Request to update HQ addresses for staff. Refer to [BCM E-1](#), *Establishing Headquarters for SC Staff*

Process Outputs

1. Project Assignment Letter
2. Office Assignment Letter
3. Loan Assignment Letter
4. Rotation Assignment Letter

5. Headquarters Address

Attachments

None