



PERSONNEL POLICIES AND PROCEDURES MANUAL

Dated – March 2014

Issued – August 2015

ARTICLE IV GENERAL EMPLOYMENT PRACTICES

- 4.1 Department Initiated Reassignment** - A Department Head or designee may within his or her own department reassign an employee from one position to another in the same class for non-disciplinary reasons. An employee reassigned to another position in the same class shall receive the same salary received in the former position, excluding salary differentials.
- Employee Initiated Reassignment** - If an employee wishes to be assigned to another position in the same or lower class within his or her own agency where a vacancy exists, he shall submit his or her request in writing to his or her Department Head or designee, stating the reason for his or her request. The Department Head or designee must be sure that the employee who requests a reassignment understands the effect to his or her rate of pay. The Department Head or designee may recommend approval of the lateral transfer or demotion in writing to the Director of Human Resources or designee who may, either approve or disapprove the request. If the reassignment is to a lower classification, the salary shall be reduced by at least 5%. The new salary shall be within the pay range of the reassigned classification.
- 4.2 Transfers** - Transfers may be initiated by the Department Head or designee when a position is open. An employee is eligible to be transferred if the employee meets the requirements for the position to which he is transferred. The employment status of an employee shall not be affected by a transfer. No change in evaluation date, seniority or leave credits shall be made upon transfer.
- (1) **Administrative Transfers Between Departments** - In instances in which two Department Heads have determined that the best interest of their departments would be served, the Department Heads may administratively transfer an employee to a position in the same pay range with no reduction in pay. Recruitment procedures do not apply for administrative transfers.
 - (2) **Temporary Transfers** - The City Manager or designee may reassign or transfer employees between departments where the Department Heads are appointed by the City Manager.
 - (3) **Pay of Transferred Employees** - An employee transferred, in which recruitment procedures apply, may negotiate within the guidelines established by the Administrative Regulations for salary purposes not to exceed the maximum of the new pay range.
- 4.3 Transfers between Legislative Departments** - City Council or designee may reassign or transfer employees between agencies where the Department Heads are appointed by City Council.
- 4.4 Promotions** - It is the policy of the City to obtain the best qualified applicants available for each position without regard to race, age, sex, national origin, religion, marital status, disability or membership in other protected groups. As far as practicable and in accordance with these Personnel Policies, the policy for filling vacant positions shall be to encourage career development and upward mobility through promotional opportunities for eligible City employees.
- (1) **Chain of Promotions** - In some instances when an agency wishes to fill a position from a limited examination process, a chain of promotions in a series may reasonably be expected. Whenever an Appointing Authority or designee anticipates such a chain of promotions, he or she shall notify the Department of Human Resources of all vacancies expected.
 - (2) **Pay of Promoted Employees** - An employee shall receive at least the minimum amount in the pay range of the new class or that amount in such pay range which affords the employee approximately a 10% pay increase, whichever is the higher rate. The salary must be within the pay range of the new classification. Promotional salary increases shall be effective on the first day of a pay period.



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4.5 Performance Demotion - As a non-disciplinary measure, the Department Head or designee may recommend to the Director of Human Resources or designee that an employee be demoted to a lower classification within the Agency due to performance.

- (1) All such demotions shall be based upon an employee's performance level as evaluated through the City's performance evaluation system.
- (2) Prior to a performance demotion, the Department Head or designee shall notify the employee in writing of the reasons for such action, including giving the employee a copy of the employee's most recent performance evaluation report, which clearly demonstrates the unsatisfactory performance, and shall give the employee seven (7) calendar days to respond.
- (3) The Director of Human Resources or designee shall review and decide the approval or denial of the Department Head or designee's recommendation.
- (4) Performance demotions are considered not as a disciplinary matter, but rather a performance issue. However, such demotions are grievable, notwithstanding any provision in Rule 7.0 to the contrary.
- (5) Upon approval, the salary of an employee demoted for performance reasons shall be reduced by the Department Head or designee and the Director of Human Resources or designee, to the maximum of the new pay range, or approximately 5% the level below the current salary, whichever is lower. In no case shall the salary of such employee exceed the maximum salary of the new pay range.

4.6 Temporary Interim (Acting) Assignments – An “acting” assignment is to temporarily fill a vacancy. However, in some instances the assignment may be to assume the duties of another employee who is on an approved leave (i.e. medical or military etc.) other than vacation or holiday leave. Temporary (acting) assignments are anticipated to last more than fifteen (15) consecutive work days, but less than 12 months.

When such temporary (acting) assignment extends beyond fifteen consecutive work days, the employee shall receive compensation retroactive to the date he commenced acting in such position equal to the minimum of the new range or an increase of 5%, whichever is greater. The amount, however, shall not exceed the maximum amount of the new pay range. Increases of more than 10% shall require approval of the Director of Human Resources and the City Manager. In no case may the assignment last more than twelve (12) months without written approval of the Director of Human Resources and the City Manager. On the date the employee is no longer performing such temporary upgrade duties, his compensation shall return to the amount of the range of his formerly assigned position.