

Job Changes

POLICY STATEMENT

The City strives to achieve the best possible match of City jobs to individual skills, and may initiate transfers, promotions, demotions, or reclassifications in response to the needs of the organization and its employees.

GUIDELINES

1. Promotions

A promotion is the appointment of an employee to a vacant or reclassified position with a higher salary range and greater duties and responsibilities. To the extent possible, current qualified employees are given first consideration as candidates for job vacancies.

Promotions are not guaranteed, and the following factors normally are considered in making promotional decisions:

- Job related skills, knowledge, ability and experience;
- Initiative and attitude;
- Attendance record;
- Performance in selection interviews and tests.

Promoted employees normally enter into a six to 18-month probationary period for the new position, depending upon the position.

If the employee does not successfully complete this period, the employee may be returned to their former position if available and it meets the City's needs. However, there is no guarantee of continued employment and the employee may be terminated.

2. *Reclassifications*

A reclassification is an approved change in pay grade of an existing position as a result of gradual changes in job duties or requirements that have occurred over time.

For many positions, reclassifications can be initiated by:

- An individual employee who has been in the same position for at least 12 months and believes that actual job duties and responsibilities vary in class from those in the job description.
- A supervisor of the position. A supervisor's request for reclassification can be initiated for an employee who has been in the same position for less than 12 months.
- The Human Resources Department.

Requests should be submitted to the Human Resources Department and should include a completed job analysis questionnaire and a list of the job duties that have been changed, added or deleted.

The Human Resources Department reviews the classification and determines whether to grant or deny the reclassification request. Employees have 10 days to appeal the decision to the Human Resources Director. Department Directors may appeal to the City Manager for final determination.

The Department Director recommends the salary for the reclassified individual to the Human Resources Department for approval.

Generally, the reclassification will be effective within three months of the date that the completed Position Description Questionnaire is received in Human Resources.

3. *Transfers*

The change of an employee from one position to another in the same classification and pay grade is termed a transfer.

Department Directors may approve transfers within their department or division.

4. *Fellowships*

All other transfers must be approved by the Human Resources Director and/or implemented in accordance with the respective collective bargaining agreement.

A Fellowship is a temporary appointment by the City Manager that provides qualified employees the opportunity to perform work which is outside the employee's normal responsibilities.

Fellowship assignments are voluntary. Typically the appointed employee will have specific expertise that can be applied to a project or program, or an expressed interest in a professional development opportunity.

Upon appointment to Fellow status, an employee will conduct project work according to the terms and conditions of the appointment as developed between the employee and the City.

5. *Demotions*

A demotion is a transfer of an employee to a position in a classification with a lower pay grade.

Non-disciplinary demotions

The Department Director may transfer an employee to a lower pay grade when an employee voluntarily requests such a demotion as reasonable accommodation for a disability or as part of the City's lay-off procedures. In any case, the employee must meet the minimum qualifications for the new position.

Disciplinary demotions

The Department Director may transfer an employee to a lower pay grade with or without the consent of the employee concerned, when the employee is not performing satisfactory service in the position he or she holds.

Demotions for disciplinary reasons are implemented in accordance with the City's policy on Corrective Action and the applicable collective bargaining agreement.

<p>6. <i>Voluntary Separation</i></p>	<p>Employees who wish to resign their positions are asked to notify the City in writing of their anticipated departure date at least two weeks in advance.</p>
<p>7. <i>Discharge</i></p>	<p>See policy on Corrective Action</p>
<p>8. <i>Job Abandonment</i></p>	<p>Employees who are absent for three consecutive working days without notifying their supervisor, in accordance with the attendance policy, are subject to termination for job abandonment.</p>
<p>9. <i>Layoff</i></p>	<p>In the event that a temporary or permanent workforce reduction becomes necessary due to reduced funding, changes in the nature and scope of the work, or for other operational reasons, the City may respond by implementing a layoff.</p> <p>Layoff provisions of collective bargaining agreements take precedence whenever they are in conflict with the provisions of this policy.</p> <p>Before a layoff is implemented, the City evaluates alternatives by which it may attempt to avoid layoffs, and retains full authority to determine what measures are most appropriate under the circumstances.</p> <p>If layoffs become necessary, employees are selected for layoff in accordance with this section of this policy, applicable law and applicable collective bargaining agreements.</p> <p>When selecting employees for layoff in a job classification, department, or work group, the Human Resources Director, in coordination with Department Directors, will choose employees based on a combination of factors, generally including (but not limited to) qualifications, productivity, and general performance.</p>
<p>10. <i>Exit Interview</i></p>	<p>The Exit Interview is not confidential and is not part of the employee's personnel file.</p>

