

ITEM 3 A-L

Dedicated to Outstanding Customer Service for a Better Community

SERVICE SOLUTIONS SUCCESS



TO: Civil Service Commission
FROM: Linda Ball Thomas, PHR, IMPA-CP, Human Resources Director
THRU: Joyce Wilson, City Manager
DATE: July 31, 2013
SUBJECT: Update to Human Resources Policies

The Human Resources Department revised and/or eliminated 12 policies formerly in rule. The revisions were to align the policies with the City Charter changes approved by voters on May 11, 2013 and Classification & Compensation Ordinance 8064 and Civil Service Rules & Regulations Ordinance 8065. This information is being forwarded for notation.

The affected Human Resources Policies and the outcome of each follows:

Original Policy	Outcome
• Application Policy (Revised)	• Revised and a portion of the Contact Information Policy was incorporated
• Certification Policy (Revised)	• Revised and a portion of the Contact Information Policy was incorporated
• Classification Policy (Revised)	• Revised to reflect Charter changes
• Conditions of Employment Policy (Eliminated)	• Eliminated – governed by federal and state law
• Contact Information Policy (Eliminated)	• Eliminated and portions were incorporated into Certification Policy and Application Policy .
• Exam Ratings Policy (Revised/Merged)	• Revised and merged with Examination Standards Policy to create Examination Standards & Ratings Policy
• Exam Standards Policy (Revised/Merged)	• Revised and was merged with Examination Ratings Policy to create Examination Standards & Ratings Policy

Mayor
Oscar Leeser

City Council

District 1
Ann Morgan Lilly

District 2
Larry Romero

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Dr. Michiel R. Noe

District 6
Eddie Holguin Jr.

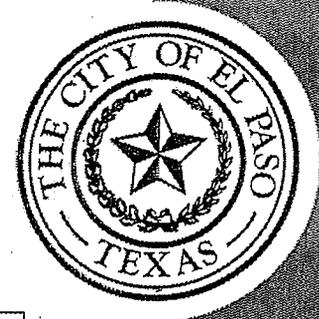
District 7
Lilia B. Limon

District 8
Cortney C. Niland

City Manager
Joyce A. Wilson

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SERVICE SOLUTIONS SUCCESS



<u>Original Policy</u>	<u>Outcome</u>
<ul style="list-style-type: none"> Promotional Process Policy <i>(Revised)</i> 	<ul style="list-style-type: none"> Revised to reflect Charter changes
<ul style="list-style-type: none"> Regular Part-time Employees Policy <i>(Revised)</i> 	<ul style="list-style-type: none"> Revised and portions were incorporated into Examination Standards & Ratings Policy and Provisional & Temporary Appointments Policy and others not needed were eliminated
<ul style="list-style-type: none"> Temporary Appointments Policy <i>(Eliminated)</i> 	<ul style="list-style-type: none"> Eliminated and incorporated into Provisional & Temporary Appointments Policy
<ul style="list-style-type: none"> Provisional & Temporary Appointments Policy <i>(Revised)</i> 	<ul style="list-style-type: none"> Revised Temporary Appointments Policy and Working Out of Classification Policy were incorporated
<ul style="list-style-type: none"> Working Out of Classification Policy <i>(Eliminated)</i> 	<ul style="list-style-type: none"> Eliminated and incorporated into Provisional & Temporary Appointments Policy

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Gortney C. Niland

City Manager

Joyce A. Wilson

WITH CHANGES 3A



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Application Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: APPLICATIONS AND APPEALS

I. POLICY:

It is the City's policy to allow all interested job seekers to apply for available positions and to provide a method for appealing a disqualification determination, pursuant to the procedures set forth in this policy.

II. PROCEDURES:

A. Acceptance of Applications:

1. The Human Resources Director or designee will establish a filing period to accept applications for a particular position.
 - a) All job seekers must complete an application for a particular position through the City's online application system.
 - b) A filing period with a specific closing date may be established for a job posting.
 - c) When the need exists for a limited number of applicants, the filing period will only remain open until an adequate number of applications have been received.
 - d) When necessary to fill positions for which there is a constant need for qualified applicants, or for hard to fill positions, the Human Resources Director may establish an open filing period and accept applications for employment on a continuous basis until all anticipated vacancies are filled, or the need for accepting and processing of applications no longer exists.

B. Review of Applications:

1. **Human Resources Director:** As required, the Human Resources Director or designee will review applications and identify candidates based solely on qualifications.

The Human Resources Director will permit education to substitute for experience as stated in the Equivalency Guidelines. Experience will be counted from the first day of entry into a qualifying job, to the day of the first component of the examination for which they have applied.

2. **Hiring Official:** When requested and as appropriate, applications may be referred to the hiring official to pre-screen.

C. Disqualification:

1. The Human Resources Director will refuse to examine an applicant, or after examination refuse to certify the applicant as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:

- a) **Lacks Minimum Qualifications:** the applicant lacks the minimum qualifications established in the classification for the position;

- (1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.

- b) **Felony Convictions:** the applicant has been convicted of a felony or a misdemeanor within seven (7) years from date of conviction, end of parole, or release from prison, which is determined to be job-related to the position sought; or

- c) **Dismissed from Public Service:** the applicant has been dismissed from public service (to include City employment) for delinquency or misconduct, which is determined to be job-related to the position sought.

D. False Statement on Application:

1. Any false statement knowingly made by an applicant in an application for admission to an examination or any other fraudulent conduct related to the application process will cause the Human Resources Director to:
 - a) Exclude the applicant from such examination;
 - b) Remove the applicant's name from any eligible list;
 - c) Remove the applicant permanently from the position if the applicant has secured appointment from such examination; and/or
 - d) Exclude the applicant from consideration for any City position for a period of two (2) years from the date the falsified application was submitted or discovered, whichever is later.

E. Appeals from Disqualification:

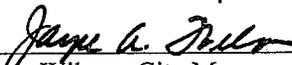
1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:
 - a) **Regular Employee:** A regular employee may file a written appeal to the Civil Service Commission. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.
 - b) **Original Applicant:** Original applicants who are not regular employees may file a written appeal to the Human Resources Director. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.
 - c) **Appeal Form:** Applicants may obtain an appeal form by visiting the Human Resources Department website or office.

- d) **Timeline:** Untimely appeals will not be accepted. If the employee or applicant fails to update their contact information or respond within the timelines set, no further action will be taken.
- e) **Administrative Dismissal:** If the examination is held before the appeal is reviewed, the Human Resources Director may allow the applicant to take the examination pending the disposition of the appeal. If the applicant fails to achieve a passing grade on the examination, the appeal shall be administratively dismissed.

F. Application Retention and Reuse: Applications and/or supporting documentation filed with the City will become the property of the City. Applications for one examination will not be used for any other or later examinations.

G. Contact Information: An applicant may update contact information by logging into their Personal Account Profile. All applicants have the responsibility to update their Personal Account Profile through the City's online application system with any changes in their contact information.

APPROVED BY:



Joyce Wilson, City Manager

8/6/13

Date



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources Subject:
Application Policy
Creation Date: October -18, 2011
Revision -Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: ~~John Batoon~~ Elizabeth Ruhmann

DESCRIPTION: — APPLICATIONS AND APPEALS

I. Policy:

~~Applicants for all positions must file an application with the Human Resource Department not later than the day specified in the job posting for the examination. Application forms for any examination will not be accepted after the close of the filing period, except for good cause as determined by the Human Resources Director.~~

I. H. POLICY: It is the City's policy to allow all interested job seekers to apply for available positions and to provide a method for appealing a disqualification determination, pursuant to the procedures set forth in this policy.

II. PROCEDURES:

A. A. Filing Acceptance of Applications:

1. The Human Resources Director or designee will establish the filing period limits to accept applications for a particular position.

a) All job seekers must complete an application for a particular position through the City's online application system.

b) A filing period with a specific closing date may be established for a job posting.

c) When the need exists for a limited number of applicants, the recruitment filing period will only remain open until a sufficient an adequate number of applications have been filed. Whenever it is required to received.

a)d) When necessary to fill positions and classes for which there is

~~a constant need of for qualified applicants exists, or for hard to fill positions, the Human Resources Director may establish an open filing period for these classes and accept applications for employment on a continuous basis until all anticipated vacancies are filled, or the need for continuous accepting and processing of applications no longer exists. In such cases, notification of the end of the filing period will be made in the same manner as the initial job posting.~~

B. Review of Applications

Human Resources Director. ~~As neededrequired, the Human Resources Director may create an eligible list based on or designee will review applications on file as of that date.~~

~~2. Any false statement knowingly made by any applicant in his application for admission to any examination or made at his request or with his knowledge in any certificate which may accompany his application or any other fraudulent conduct will cause the Human Resources Director to:~~

- ~~(1) Exclude him from such examination;~~
- ~~(2) Remove his name from any eligible list or;~~
- ~~(3) Remove him permanently from his position if he has secured appointment from such examination.~~

~~3. Any applicant who knowingly falsifies his application will be ineligible to reapply for any City position for a period of two (2) years from the date the falsified application was submitted or discovered whichever is later. Additionally, that person's name will be removed from any eligible list(s) on which it currently appears.~~

~~1. 4. In case of applicants for positions the duties of which require special and identify candidates based solely on qualifications, the Human Resources Director will require evidence of a sufficient degree of education, training, or experience. He may also demand such certificates of competency or licenses as the law may require for the practice of the profession, art or trade involved.~~

~~5.~~

~~The Human Resources Director will refuse to examine an applicant, or after examination to certify him as eligible and will remove his name from the eligible list for any of the following reasons, in each case to be fully documented:~~

- ~~(a) He has been dismissed from public service, other than City employment, for delinquency or misconduct, which is determined to be job related to the position sought; or~~

~~6. Any individual who has been dismissed from~~

~~City employment for delinquency or misconduct, which is determined to be job related to the position sought, will not be qualified and/or his name will be removed from the eligible list.~~

~~7. When determining whether an applicant meets the minimum qualifications of a job class, the Human Resources Director will permit education to substitute for experience, as stated in the Equivalency Guidelines.~~

~~8. For purposes of determining if an applicant has met the minimum experience requirements established in the classification for the position and grade for which he has applied, experience will be counted from the first day of entry into a qualifying job, to the day of the first component of the examination for which they have applied.~~

~~2. 9. **Hiring Official:** When requested and as appropriate, applications may be referred to the hiring official to pre-screen.~~

C. Disqualification

1. The Human Resources Director will refuse to examine an applicant, or after examination refuse to certify the applicant as eligible and will remove the name from the eligible list, for any of the following reasons, in each case to be fully documented:

a) **Lacks Minimum Qualifications:** the applicant lacks the minimum qualifications established in the classification for the position;

(1) Applicants lacking three (3) months or less of the required job related work experience at the time of list promulgation may be placed on the eligible list. However, applicants lacking the required experience will not be certified for appointment until after it is determined by the Human Resources Director that they have met the minimum experience required. Applicants may be asked to provide additional details concerning current or past work experience.

~~**B. Applications on File:** Applications filed with the City will become the property of the City. An applicant may supplement his application to update contact information, such as address or phone number, or to expand on job entries already listed.~~

b) Applications for one **Felony Convictions:** the applicant has been convicted of a felony or a misdemeanor within seven (7) years from date of conviction, end of parole, or release

from prison, which is determined to be job-related to the position sought; or

- c) Dismissed from Public Service: the applicant has been dismissed from public service (to include City employment) for delinquency or misconduct, which is determined to be job-related to the position sought.

D. False Statement on Application

1. Any false statement knowingly made by an applicant in an application for admission to an examination will not be used for or any other or later examinations. An applicant who has been given notice that he fails to meet the minimum experience requirement will be given fraudulent conduct related to the opportunity within 72 hours of the date of the disqualification notice to supplement his application and provide process will cause the Human Resources Director to:

- a) Exclude the applicant from such examination;
- b) Remove the applicant's name from any relevant information not previously stated in his eligible list;
- c) Remove the applicant permanently from the position if the applicant has secured appointment from such examination; and/or
- d) Exclude the applicant from consideration for any City position for a period of two (2) years from the date the falsified application was submitted or discovered, whichever is later.

E. ~~C. Appeals from Disqualification from Examination for Non-City Employee:~~

~~Applicants who are not Civil Service Employees; disqualified from~~

1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:

- a) **Regular Employee:** A regular employee may file a written appeal to the Human Resources Director provided they appeal within seven calendar days and the individuals who Civil Service Commission. The appeal must file a written rebuttal in a format be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period

begins the date the notice was emailed. Late appeals will not be accepted.

b) **Original Applicant:** Original applicants who are not regular employees may file a written appeal to the Human Resources Director. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.

c) **Appeal Form:** Applicants may obtain an appeal form by visiting the Human Resources Department website or office.

d) **Timeline:** Untimely appeals will not be accepted. If the employee or applicant fails to update their contact information or respond within the timelines set, no further action will be taken.

~~1. Untimely appeals will not be accepted.~~

e) **2-Administrative Dismissal:** If the examination is held before the appeal is reviewed, the Human Resources Director may allow the applicant to take the examination conditionally pending the review determination disposition of the appeal. If a conditional the applicant fails to achieve a passing grade on an the examination, the appeal shall be administratively dismissed.

~~**D. Age:** Appointment to any position in the classified service shall be made without discrimination based on age, except where age constitutes a "bona fide occupational qualification"; or where state or federal law requires; or where the conditions of a grant program prescribe age qualifications. Age limits for classes of positions will be established by ordinance in the class specification.~~

~~When age limits for positions are set by ordinance, an applicant will be considered to be within the age limit if his birthday falls any time within the month in which the examination is held. If the examination has more than one component, the applicant must meet the age requirement in the month in which the first component of the examination is administered.~~

F. Application Retention and Reuse: Applications and/or supporting documentation filed with the City will become the property of the City. Applications for one examination will not be used for any other or later examinations.

G. Contact Information: An applicant may update contact information by logging into their Personal Account Profile. All applicants have the responsibility to update their Personal Account Profile through the City's online application system with any changes in their contact information.

WITH CHANGES 3B



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Certification and Hiring Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: CERTIFICATION AND HIRING POLICY

I. POLICY:

The Human Resources Director or designee shall certify candidates based solely on their qualifications.

II. DEFINITIONS:

- A. **Candidate**: A qualified applicant who may be certified by the Human Resources Director or designee for consideration by the Hiring Official.
- B. **Certification**: The process by which the Human Resources Director or designee certifies as candidates only those applicants who meet or exceed the minimum qualifications of the job specifications.
- C. **Eligible List**: A list comprised of candidates eligible for certification. A list of at least three (3) or more candidates is considered an adequate eligible list. A hiring official must make a selection from the list or wait until the eligible list expires if there are at least six (6) candidates on the list.
- D. **Hiring Official**: The Department Head or designee having the authority to make the hiring decision.

III. PROCEDURES:

A candidate may be appointment to a position in accordance with the established procedures:

A. **Certification**:

- 1. **Non-Promotional**: As necessary, the Human Resources Director or designee will certify candidates for selection

interviews for non-promotional vacancies.

- a) **Transfer/Reinstatement:** Upon request of the Hiring Official, a person on the transfer or reinstatement list may be certified ahead of or in conjunction with the names on the eligible list.
 - b) **Interviews:** The Hiring Official may interview candidates certified from the eligible list. The Hiring Official must interview, at a minimum, as many candidates as there are vacancies, and may proceed with interviewing up to all of the candidates that are on the list. The candidates may be selected for interview in non-sequential order. Hiring Officials are responsible for being consistent and equitable in interviewing candidates.
2. **Promotional:** As necessary, the Human Resources Director or designee will certify candidates for selection interviews for promotion.
- a) **Promotional Referral:** For a City-wide or departmental promotional-only list, the Human Resources Director shall certify the five (5) highest total-scoring candidates for a vacancy, as authorized by rule, for selection interviews.
 - b) **Limited Referral:** From an original eligible list, the Hiring Official may request to interview only employees serving within their department or City-wide.
 - c) **Interviews:** The Hiring Official must interview candidates on the list in sequential order. The Hiring Official is responsible for being consistent and equitable in interviewing candidates.
3. **Unclassified Appointment:** As necessary, the Human Resources Director or designee will provide to the Hiring Official the names of applicants in "Date Received" order. An applicant must be certified by the Human Resources Director before a job offer can be made.
- a) **Interviews:** The Hiring Official must interview, at a minimum, as many candidates as there are vacancies, and may proceed with interviewing up to all of the candidates that are on the list. The Hiring Official may proceed with interviewing applicants in non-sequential order, and may make a recommendation for hire, from the submitted applications. Hiring Officials are responsible for being consistent and

equitable in interviewing candidates.

B. Hiring Process:

1. **Scheduling Interview:** A candidate selected for interview will be notified by the Human Resources Department of the Hiring Official's request to interview the candidate. The candidate will be provided twenty-four (24) hours to respond to and contact the Hiring Official to schedule an interview. Failure of the candidate to respond to the request within twenty-four (24) hours will result in the Hiring Official proceeding with another candidate on the list.

2. **Selection of Candidate:**
 - a) **Job Offer:** The Hiring Official will submit a recommendation for each proposed offer of employment to the Human Resources Director. The Human Resources Director or designee will make all offers of employment unless alternate arrangements have been made with the Hiring Official.

 - b) **Acceptance of Job Offer:** A selected candidate will be notified by the Human Resources Director or designee of a job offer. A selected candidate will be allowed twenty-four (24) hours to accept or decline the offer. Failure of the candidate to respond to the job offer within twenty-four (24) hours may result in the Hiring Official withdrawing the offer and proceeding with selecting another candidate, and may result in the removal of the person from an eligible list.

 - c) **Revocation of Acceptance of Offer by Candidate:** A candidate who accepts a job offer and then subsequently revokes the acceptance may be removed from the eligible list.

 - d) **Non-Selection of Candidate:** Upon the conclusion of the selection process for classified positions, the Human Resources Director or designee will notify non-selected candidates that they were not selected.

 - e) **Selection of Alternate Candidate:** If the selected candidate declines or does not respond to job offer as established by this policy, the Hiring Official may make another selection from the eligible list.

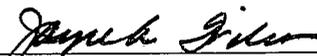
f) **Pay Above Entry:** A starting salary above the entry rate may be approved by the Human Resources Director or designee, not to exceed the top of the third quartile of the pay range. A Pay Above Entry may be approved when the following criteria has been satisfied:

- (1) The position to be filled requires specialized training, experience, or knowledge which is scarce or in high demand.
- (2) The selected applicant has the education, experience, or training directly related to the position, which substantially exceed the minimum qualifications for the position, or which are at a level comparable to the position sought.
- (3) The position is difficult to fill as evidenced by the failure to fill the position at the entry rate.

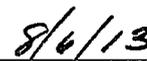
C. Instructions:

1. **Removal:** Candidates who refuse an interview or job offer or who are not selected for a position, for a cumulative total of three (3) or more times, may be removed from the eligible list.
2. **Cancellation:** At any time after a candidate has been certified, the Hiring Official may elect not to hire and the certification will be cancelled, and the eligible candidates will be notified.
3. **Duration of Eligible List:** Eligible lists other than reinstatement and transfer lists will normally expire six (6) months from the date they are certified unless extended by the Human Resources Director.

APPROVED BY:



Joyce Wilson, City Manager



Date



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources Subject:
Certification and Hiring Policy
Creation Date: -October 18, 2011
Revision -Date: August 5, 2013
Prepared By: Human Resources Department
Approved -By: City Manager
Legal Review: ~~John Batoon~~ Elizabeth Ruhmann

DESCRIPTION: _____ CERTIFICATION AND HIRING POLICY

I. _____

POLICY:

I. The Human Resources Director or designee shall certify candidates based solely on their qualifications. ~~This policy applies to all candidates eligible for hire or promotion to civil service, classified and uniformed positions.~~

II. H. DEFINITIONS:

A. Candidate: ~~A~~ qualified applicant who may be certified by the Human Resources Director or designee for consideration by the Hiring Official.

B. Certification: ~~The process by which the names and addresses of persons on a proper eligible list are placed in the correct order in which vacancies are to be filled and thereby become entitled to be considered to fill a vacancy~~ Human Resources Director or designee certifies as candidates only those applicants who meet or exceed the minimum qualifications of the job specifications.

C. III. Eligible List: A list comprised of candidates eligible for certification. A list of at least three (3) or more candidates is considered an adequate eligible list. A hiring official must make a selection from the list or wait until the eligible list expires if there are at least six (6) candidates on the list.

D. Hiring Official: The Department Head or designee having the authority to make the hiring decision.

PROCEDURES:

III. Applicant A candidate may be appointed appointment to a position in accordance with the established procedures:

Certification A. Official Proof of Education: Applicant's must provide official proof of Education or other requirements, official transcripts, original or certified copies of diplomas, official certificates, and driver's license (if required), within 72 hours of being contacted with a job offer. Applicants who fail to provide appropriate documentation will be removed from eligible list. Department Head may make another selection from those presently certified or request certification of the next name on the eligible list.

B. Failure to Respond to Offer of Appointment: The failure of an eligible person to report to the Department Head within five working days from the date notified of appointment, or within three working days of the date of sending the notice by special messenger to the last home address shown on the records of the Human Resources Director, will be considered sufficient cause for removal of the name of the person from an eligible list. If the person declines or does not respond to telephonic or email messages, Department Head may make another selection from those presently certified or request certification of the next name on the eligible list.

C. Waiver:

The Human Resources Director will permit persons on eligible lists to waive certification, provided their name has been placed on hold prior to being contacted to fill a vacancy by the Human Resources Department. Applicants who are non-selected and/or waive certification a combination of three (3) times may be removed from the eligible list.

A. D. Department Head

1. Non-Promotional: As necessary, the Human Resources Director or designee will certify candidates for selection interviews for non-promotional vacancies.

a) Transfer/Reinstatement

Upon request of the Hiring Official, a person on the transfer or reinstatement list may be certified ahead of or in conjunction with the names on the eligible list.

b) Interviews

The Hiring Official may interview candidates certified from the eligible list. The Hiring Official must interview, at a minimum, as many candidates as there are vacancies, and may proceed with interviewing up to all of the candidates that are on the list. The candidates

may be selected for interview in non-sequential order. Hiring Officials are responsible for being consistent and equitable in interviewing candidates.

2. Promotional: As necessary, the Human Resources Director or designee will certify candidates for selection interviews for promotion.

a) Promotional Referral

For a City-wide or departmental promotional-only list, the Human Resources Director shall certify the five (5) highest total-scoring candidates for a vacancy, as authorized by rule, for selection interviews.

b) Limited Referral

From an original eligible list, the Hiring Official may request to interview only employees serving within their department or City-wide.

c) Interviews

The Hiring Official must interview candidates on the list in sequential order. The Hiring Official is responsible for being consistent and equitable in interviewing candidates.

3. Unclassified Appointment: As necessary, the Human Resources Director or designee will provide to the Hiring Official the names of applicants in "Date Received" order. An applicant must be certified by the Human Resources Director before a job offer can be made.

a) Interviews

The Hiring Official must interview, at a minimum, as many candidates as there are vacancies, and may proceed with interviewing up to all of the candidates that are on the list. The Hiring Official may proceed with interviewing applicants in non-sequential order, and may make a recommendation for hire, from the submitted applications. Hiring Officials are responsible for being consistent and equitable in interviewing candidates.

B. Hiring Process

1. Scheduling Interview

A candidate selected for interview will be notified by the Human Resources Department of the Hiring

Official's request to interview the candidate. The candidate will be provided twenty-four (24) hours to respond to and contact the Hiring Official to schedule an interview. Failure of the candidate to respond to the request within twenty-four (24) hours will result in the Hiring Official proceeding with another candidate on the list.

2. Selection of Candidate

Job Offer: The Department Head Hiring Official will make a selection from the eligible list solely on the basis of merit and fit.

E. Notice of Appointment:

a) Each Department Head shall submit his recommendation a recommendation for each proposed offer of employment to the Human Resources Director, in a manner prescribed by the Director, in each case giving the name of the appointee, his address, the title of his position, the compensation grade, date of commencement of service, and recommended compensation level. The Human Resources Director, The Human Resources Director or designee will make all offers of employment unless alternate arrangements alternate arrangements have been made with the Department Head Hiring Official.

b) E. Notice Acceptance of Separation: Job Offer.

The Department Head A selected candidate will also notify be notified by the Human Resources Director immediately or designee of any separation a job offer. A selected candidate will be allowed twenty-four (24) hours to accept or decline the offer. Failure of a the candidate to respond to the job offer within twenty-four (24) hours may result in the Hiring Official withdrawing the offer and proceeding with selecting another candidate, and may result in the removal of the person from the service or any other change therein, and such additional information as an eligible list.

c) Revocation of Acceptance of Offer by Candidate.

A candidate who accepts a job offer and then subsequently revokes the acceptance may be

removed from the eligible list.

d) Non-Selection of Candidate

Upon the conclusion of the selection process for classified positions, the Human Resources Director may, from time to time require, in order to maintain the list of employees of the Civil Service or designee will notify non-selected candidates that they were not selected.

e) Selection of Alternate Candidate

If the selected candidate declines or does not respond to job offer as established by this policy, the Hiring Official may make another selection from the eligible list.

f) Pay Above Entry: A starting salary above the entry rate may be approved by the Human Resources Director or designee, not to exceed the top of the third quartile of the pay range. A Pay Above Entry may be approved when the following criteria has been satisfied:

- (1) The position to be filled requires specialized training, experience, or knowledge which is scarce or in high demand.
- (2) The selected applicant has the education, experience, or training directly related to the position, which substantially exceed the minimum qualifications for the position, or which are at a level comparable to the position sought.
- (3) The position is difficult to fill as evidenced by the failure to fill the position at the entry rate.

C. Instructions

- 1. Removal:** Candidates who refuse an interview or job offer or who are not selected for a position, for a cumulative total of three (3) or more times, may be removed from the eligible list.

Cancellation of Certifications:

- 2. :** At any time after an eligible candidate has been certified and, the Department Head makes a decision Hiring Official may elect not to make an appointment, hire and the certification will be cancelled, and the eligible or eligible candidates will be notified and an entry made on the record by the Human Resources Director.

WITH CHANGES 3C



ADMINISTRATIVE POLICIES AND PROCEDURES.

Policy ID: Human Resources
Subject: Classification Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: CLASSIFICATION

I. POLICY:

The Human Resources Director shall update as necessary the classification plans of the City. When a substantial change of duties is made, or duties are added that are incidental to the main employment, such changes will be reported to the Human Resources Director for the purpose of possible reclassification of the position. This policy applies to all classification plans of the City to include classified, unclassified, and uniformed service.

II. DEFINITIONS:

- A. Specifications of classes: They are descriptive and explanatory and are not restrictive. The use of a particular expression or illustration as to duties, qualifications, or other attributes will not be held to exclude others not mentioned if such others are similar in kind or quality.
- B. Reclassification: Means changing the allocation of a position to the same, higher, or lower graded job classification.
- C. Allocation: The means by which an individual position is assigned to an appropriate job classification based on the duties and responsibilities of the position.

III. PROCEDURES:

- A. Classification of New Positions: The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans to the City Council for acceptance and approval.

1. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a review of the Department Head's proposal, make changes; if necessary recommend the appropriate class and grade in the classification plan to which the position should be allocated.
2. In determining the classification of a position consideration shall be given to the general duties and responsibilities of the position, the recommended minimum entrance qualifications, and relationship to other positions

B. **Reclassification of Positions:** The Human Resources Director may study of his own accord or will study upon the request of a Department Head, any change in the duties and responsibilities of a position from those upon which it was originally classified. Upon initiation of a study, the employee shall be provided written notice. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Human Resources Director will place the position in a proper class and grade.

1. A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the Department Heads or employees involved, statements of the duties and responsibilities of the classification under review.
2. Whenever the reclassification of a position has been authorized, the Human Resources Director, after conferring with the City Manager and Department Head, will determine whether:
 - a) the position in the new class will continue to be held by the incumbent of the position of the old class;
 - b) the position is to be filled through a non-competitive or competitive examination.

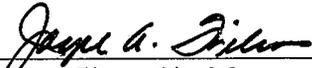
C. **Reassignment into a Different Job Classification:** A regular employee or department head may request to change an employee's job classification to another job classification at the same or lower grade. It must be determined by the Human Resources Director that the employee is fully qualified for the new job classification.

1. When needed, the Human Resources Director may reassign an employee who is fully qualified from one job

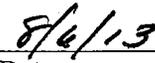
classification into another job classification with an equal or lower grade.

2. If the reassignment is to a lower graded classification the employee must agree to the reassignment in writing.
3. The employee will serve a six (6) month probationary period if the employee has never successfully passed probation in the classification. The competency date will be adjusted to reflect entry into the new job classification.

APPROVED BY:



Joyce Wilson, City Manager



Date

TRACK CHANGES 30



ADMINISTRATIVE POLICIES AND PROCEDURES.

Policy ID: Human Resources
Subject: Classification Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: ~~John Batoon~~ Elizabeth Ruhmann

DESCRIPTION: CLASSIFICATION

I. Policy:

The Human Resources Director shall update as necessary the classification plans of the City. When a substantial change of duties is made, or duties are added that are incidental to the main employment, such changes will be reported to the Human Resources Director for the purpose of possible reclassification of the position. This policy applies to all classification plans of the City to include classified, unclassified, and uniformed service.

II. Definitions:

A. A. **Specifications of classes:** They are descriptive and explanatory and are not restrictive. The use of a particular expression or illustration as to duties, qualifications, or other attributes will not be held to exclude others not mentioned if such others are similar in kind or quality.

B. B. **Reclassification:** Means changing the allocation of a position to the same, higher, or lower graded job classification.

C. C. **Allocation:** The means by which an individual position is assigned to an appropriate job classification based on the duties and responsibilities of the position.

III. Procedures:

A. A. **Classification of New Positions:-**

The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified

services. The Director shall present such plans, ~~and the recommendation of the Civil Service Commission,~~ to the City Council for acceptance and approval.

1. ~~1.~~ Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a review of the Department Head's proposal, make changes; if necessary recommend the appropriate class and grade in the classification plan to which the position should be allocated.

~~Department Head's proposal, make changes; if necessary recommend the appropriate class and grade in the classification plan to which the position should be allocated.~~

2. ~~2.~~ In determining the classification of a position consideration shall be given to the general duties and responsibilities of the position, the recommended minimum entrance qualifications, and relationship to other positions

B. E. —Reclassification of Positions: The Human Resources Director may study of his own accord or will study upon the request of a Department Head, any change in the duties and responsibilities of a position from those upon which it was originally classified. Upon initiation of a study, the employee shall be provided written notice. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Human Resources Director will place the position in a proper class and grade.

1. ~~1.~~ A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the Department Heads or employees involved, statements of the duties and responsibilities of the classification under review.

2. ~~2.~~ Whenever the reclassification of a position has been authorized, the Human Resources Director, after conferring with the City

Manager and Department Head, will determine whether: ~~(a)~~

(a) the position in the new class will continue to be held by the incumbent of the position of the old class;

~~(b)~~ the position is to be filled through a non-competitive or

(b) competitive examination.

~~C.~~

C. Reassignment into a Different Job Classification:

A regular employee or department head may request to change an employee's job classification to another job classification at the same or lower grade. It must be determined by the Human Resources Director that the employee is fully qualified for the new job classification.

1. ~~1.~~ When needed, the Human Resources Director may reassign an employee who is fully qualified from one job classification into another job classification with an equal or lower grade.
2. ~~2.~~ If the reassignment is to a lower graded classification the employee must agree to the reassignment in writing.
3. ~~3.~~ The employee will serve a six (6) month probationary period if the employee has never successfully passed probation in the classification. The competency date will be adjusted to reflect entry into the new job classification.

Joyce Wilson, City Manager

Date



TRACK CHANGES 3D

ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Conditions of Employment Policy
Creation Date: January 17, 2012
Revision Date:
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: John Batoon

DESCRIPTION: CONDITIONS OF EMPLOYMENT

I. Policy:

General Requirements

A) Citizenship. In accordance with the Immigration Reform and Control Act of 1986, the City of El Paso shall only hire citizens or intending citizens, as these terms are used in the Act, for positions within the City of El Paso. The City shall not discriminate because of an individual's national origin or in the case of an intending citizen because of the individual's citizenship status. If, however, a federal or state grant, law, or regulation requires only citizens to be hired, the City may discriminate as to only hiring citizens for those affected positions.

In addition, the City may hire an employee who is a citizen or lawfully admitted alien, with appropriate work permits, if the two individuals are equally qualified. Any applicant or employee disqualified by the Human Resources Director under the above provisions may appeal to the Civil Service Commission for a decision on the citizenship status.

B) Promotional Eligibility for Police and Fire Employees:

1. Service lost by reason of a suspension for cause, resignation with subsequent reinstatement or leave of absence shall not count for the minimum period of service set forth in the job specification for the position to which promotion is sought.

2. Any employee who resigns and is not reinstated, or is otherwise terminated from City service and is subsequently appointed to a position in the City service shall not be entitled to count for promotional purposes any service prior to such resignation or termination.

Jofee Wilson, City Manager

3/15/12
Date

TRACK CHANGES 3E



~~ADMINISTRATIVE POLICIES AND PROCEDURES~~

~~Policy ID: Human Resources
Subject: Contact Information Policy
Creation Date: October 18, 2011
Revision Date:
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: John Batoon~~

~~DESCRIPTION: CHANGING CONTACT INFORMATION~~

~~I. Policy:~~

~~All candidates have the responsibility to update his Personal Account Profile in the City online application system of any changes in contact information~~

~~II. Definitions:~~

~~Contact information: Any and all personal information contained in applicant's online application.~~

~~III. Procedures:~~

~~For certification:~~

- ~~A. If the person does not respond to telephonic or email messages, certification of the next person eligible in order on the list will be made.~~
- ~~B. The Human Resources Director will send an electronic notice of certification of a person's name for reinstatement or appointment to him at his last email address that is on file with the Human Resources Department.~~

~~For disqualification from examination:~~

- ~~A. Employees will receive disqualification notices via email. If they fail to update their contact information or respond within the timelines set, no further action will be taken.~~

APPROVED BY:


Joyce Wilson, City Manager

3/15/12
Date

WITH CHANGES 3F+3G
COMBINED



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Examination Standards and Rating Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: EXAMINATION STANDARDS AND RATINGS POLICY

I. POLICY:

It is the policy of the City of El Paso that qualifying examinations be job-related and consist only of subjects and components that will fairly test the relative capacity of the person examined to perform the particular duties of the job class to which appointment is sought.

II. EXAMINATION SCORING:

Scores and Weights: The minimum passing score for an examination is determined by the Human Resources Director. For examinations consisting of more than one component, the minimum passing score and the weight to be given each component will be determined by the Human Resources Director.

A. Scoring and Grading: The method of scoring and grading tests will be objective and applied uniformly to all candidates.

B. Clerical and Non-Technical Classifications: A passing score of seventy percent (70%) shall be required on an examination for clerical and non-technical positions.

C. Professional and Technical Classifications: A passing score of seventy five (75%) shall be required on an examination for professional and technical positions.

III. EXAMINATION COMPONENTS:

A. An examination may consist of any or all of the following components, as appropriate:

- 1. Written Exam:** a written demonstration designed to show the applicant's familiarity with general information or any job related information pertinent to the classification. It may

consist of any combination of multiple choice, essay, fill-in-the-blanks or similar exercises.

2. **Oral Exam:** an oral examination will include job-related technical or professional knowledge. Normally, such exams will be given only to the highest ranked applicants as established in the job posting examination component.
3. **Practical Exam:** a practical examination will include tests to measure the skill or ability of candidates to perform the work involved.
4. **Physical Test:** a physical test will consist of tests of bodily condition, muscular strength, agility and the general physical fitness of the candidate.
5. **Psychological Test:** a psychological examination will include tests to determine mental alertness, the general capacity of applicants to adjust their thinking to new problems and conditions or to ascertain special character traits and aptitudes related to the job to be performed.
6. **Training and Experience:** a training and experience determination will be based on the statements of education and experience contained in the application form or such supplementary data as may be required by the Human Resources Director.

IV. STANDARDS AND GUIDELINES:

- A. **Subject Weights:** The Human Resources Director or designee will determine subjects to be included in the examination and the weights to be ascribed each. The weights will represent reasonably the value of the associated subject in ascertaining the fitness of the applicants being examined.
- B. **Consultant:** The Human Resources Director or designee may use other persons qualified in a particular field to prepare, conduct or score an examination.
- C. **Medical Exam:** A medical examination may be requested after extending a job offer or conditional job offer if the medical exam is job related and required of all candidates.
- D. **Job Posting:** A job posting with examination information will be prepared by the Human Resources Director or designee and will be located on the City website or other appropriate websites, if applicable.

E. Special Credit:

1. **Seniority Points:** One and one-quarter points (1.25) will be added to the score of an applicant for each of the first four (4) complete and continuous years served in a regular Civil Service position, to a maximum of five (5) points, and provided that the minimum passing grade is achieved on the examination. Seniority will be computed from the job class entry date to the date the list is promulgated.
2. **Ratings of Efficiency:** An applicant, who is a regular Civil Service employee, will receive two (2) additional efficiency points provided that:
 - a) the minimum passing grade is achieved on the examination; and
 - b) the employee is not on a Performance Improvement Plan (PIP) and/or has not received a scheduled or unscheduled performance evaluation that is below the minimum standards.
3. **Veterans Points:** Military veterans must submit their DD214 at time of application to qualify for veterans points. To qualify for additional disabled veterans points, a current letter from the Veterans Administration Office must be attached to the application.
 - a) **Qualified Veterans:** Five (5) points will be added to their passing score if they submit a DD214(s) member 4.
 - b) **Disabled Veterans:** An additional five (5) points will be added to their passing score if they submit a current letter, stating a 30% or more disability, from the Veterans Administration Office.

F. Tie Ratings: When eligible candidates receive the same score, they will be ranked alike. Tie ratings will not be broken.

G. Notice to Candidate of Result of Examination:

1. **Notification:** Candidates will be notified by e-mail of the rating received, and if such rating is above the required minimum, he shall be given his comparative standing.
2. **Final Ranking:** Candidates who pass the examination will be ranked by their final score, which may include efficiency, seniority or veteran points, as applicable.

H. Preservation of Examination Papers: Examination papers of each examination shall be preserved in accordance with federal, state and local laws.

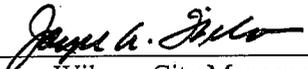
V. **EXAMINATION PROTEST:**

- A. **Written Exam Protest:** An examinee may file a written protest about any portion of the examination provided that the written protest is filed immediately following the administration of the examination. Such protest should contain specific points or objection to specific questions, actions or procedures. The Human Resources Director or designee will schedule a one-hour period for such protests to be filed; typically on the date of the examination or soon thereafter.

- B. **Other Exam Protest:** For all other types of examinations, candidates may file a written protest immediately following the administration of the examination. No protests will be accepted after the date on which the administration of the examination is completed. Such protests must contain specific points or objections to specific questions, actions or procedures.

- C. **Dispositions:** All examination protests will be reviewed and decided upon by the Human Resources Director.

APPROVED BY:



Joyce Wilson, City Manager

8/6/13
Date

TRACK CHANGES 3F + 3G COMBINED



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Examination Ratings Standards and Rating Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: ~~John Batoon~~ Elizabeth Ruhmann

DESCRIPTION: — EXAMINATION STANDARDS AND RATINGS POLICY

I. POLICY:

~~The method~~ It is the policy of determining the City of El Paso that qualifying examinations be job-related and consist only of subjects and components that will fairly test the relative capacity of the person examined to perform the particular duties of the job class to which appointment is sought.

II. EXAMINATION SCORING

A. Scores and Weights: The minimum passing scores in each part of score for an examination will be determined by the Human Resources Director. For examinations consisting of more than one component, the minimum passing score and the weight to be given each component will be determined by the Human Resources Director.

B. Scoring and Grading: The method of scoring and grading tests will be objective and applied uniformly to all candidates.

H. Procedures:

C. A. Clerical and Non-Technical Classifications: A passing score of seventy percent (70%) shall be required on an examination for clerical and non-technical positions.

D. Professional and Technical Classifications: A passing score of seventy five (75%) shall be required on an examination for professional and technical positions.

III. EXAMINATION COMPONENTS

A. An examination may consist of any or all of the following components, as appropriate:

1. **Written Exam:** a written demonstration designed to show the applicant's familiarity with general information or any job related information pertinent to the classification. It may consist of any combination of multiple choice, essay, fill-in-the-blanks or similar exercises.
2. **Oral Exam:** an oral examination will include job-related technical or professional knowledge. Normally, such exams will be given only to the highest ranked applicants as established in the job posting examination component.
3. **Practical Exam:** a practical examination will include tests to measure the skill or ability of candidates to perform the work involved.
4. **Physical Test:** a physical test will consist of tests of bodily condition, muscular strength, agility and the general physical fitness of the candidate.
5. **Psychological Test:** a psychological examination will include tests to determine mental alertness, the general capacity of applicants to adjust their thinking to new problems and conditions or to ascertain special character traits and aptitudes related to the job to be performed.
6. **Training and Experience:** a training and experience determination will be based on the statements of education and experience contained in the application form or such supplementary data as may be required by the Human Resources Director.

IV. STANDARDS AND GUIDELINES

- A. **Subject Weights.** The Human Resources Director or designee will determine subjects to be included in the examination and the weights to be ascribed each. The weights will represent reasonably the value of the associated subject in ascertaining the fitness of the applicants being examined.
- B. **Consultant.** The Human Resources Director or designee may use other persons qualified in a particular field to prepare, conduct or score an examination.
- C. **Medical Exam.** A medical examination may be requested after extending a job offer or conditional job offer if the medical exam is job related and required of all candidates.

D. Job Posting. A job posting with examination information will be prepared by the Human Resources Director or designee and will be located on the City website or other appropriate websites, if applicable.

E. Special Credit:

4. Ratings for Seniority

1. Points. One point and one-quarter points (1.25) will be added to the score of an applicant for each of the first four (4) complete and continuous years served in a regular Civil Service position, to a maximum of four (4) points, and provided that the minimum passing grade is achieved on the examination or evaluation. Seniority will be computed from the job class entry date of the person's last promotion and to the date of the examination. If the employee has never received a promotion, seniority will be computed from the date of appointment to the position from which promotion is sought. 2. Ratings of Efficiency the list is promulgated.

a. A person may be eligible to take a promotion examination who has received an overall rating of "Meets Performance Standards" or higher for the most recent regularly scheduled rating period in the position from which promotion is sought. If an efficiency rating has not been filed for the person for the position from which promotion is sought, the most recent regularly scheduled evaluations in a prior position shall be used. Efficiency ratings must be on file for examination eligibility purposes no later than the last day of the pay period in which the employee's competency anniversary date falls.

b. Points, to a maximum of three (3), will be added to or subtracted from, the examination score of applicants passing promotional examinations based on the employee's most recent regularly scheduled evaluations. The overall or summary rating for the three (3) most recent

regularly scheduled evaluations will be used, if available. The following formula will be used in computing the number of points to be added or subtracted:

Rating of 4 - Consistently Exceeds Performance Standards (CEPS) = 3.0

Rating of 3 - Meets Performance Standards (MPS) = 1.5

Rating of 2 - Needs Improvement (NI) = minus 1.5

Rating of 1 - Unsatisfactory (U) = minus 3.0

$3 \times \text{Number of (CEPS)} + 1.5 \times \text{Number of (MPS)} - 1.5 \times \text{Number of (NI)} - 3 \times \text{Number of (U)}$
(Divided by Total Number of Ratings)

Provided, however, that not more than seven points can be added to an applicant's score for a combination of seniority and efficiency.

2. **B. Ratings of Efficiency.** An applicant, who is a regular Civil Service employee, will receive two (2) additional efficiency points provided that:
 - a) the minimum passing grade is achieved on the examination; and
 - b) the employee is not on a Performance Improvement Plan (PIP) and/or has not received a scheduled or unscheduled performance evaluation that is below the minimum standards.
3. **Veterans Points.** Military veterans must submit their DD214 at time of application to qualify for veterans points. To qualify for additional disabled veterans points, a current letter from the Veterans Administration Office must be attached to the application.
 - a) **Qualified Veterans.** Five (5) points will be added to their passing score if they submit a DD214(s) member 4.
 - b) **Disabled Veterans.** An additional five (5) points will be added to their passing score if they submit a current letter, stating a 30% or more disability, from the Veterans Administration Office.

Tie Ratings: ~~In case two (2) or more classified~~ When eligible candidates receive the same rating after the addition of seniority and efficiency credits, the resulting tie will be resolved by application, in succession, of the following procedure:

~~1. If the persons tied are already in the classified service, the one having the greatest seniority in the City service the same score, they will be ranked alike. Tie ratings will have precedence on the list.~~

~~2. If two (2) or more tied persons have the same seniority, the one (1) among this group with the highest overall efficiency rating in the last two (2) efficiency reports for each will have precedence.~~

~~F. 3. If the candidates are still tied, the tie shall not be broken by using a random number generation.~~

G. C. Notice to Candidate of Result of Examination: ~~The performance test, when required, will include tests to measure the skill or ability of competitors to perform the work involved.~~

1. ~~1~~**Notification.** Candidates will be notified by e-mail of the rating received, and, if such rating is above the required minimum, he shall be given his comparative standing.
2. ~~2~~**Final Ranking.** Candidates who pass the examination will be ranked by their examination final score, which may include efficiency, seniority, or veteran points, as applicable.

H. ~~D.~~ Preservation of Examination Papers: Examination papers of each examination shall be preserved for at least the length of the life of the resulting eligible lists. The examination papers written by a candidate certified for appointment will be open to the inspection of the Department Head during such time as the papers are on file with the Human Resources Director in accordance with federal, state and local laws.

E. Review of Examination and Appeals:

V. ~~1.~~ EXAMINATION PROTEST

Written Exam Protest: An examinee will be allowed to ~~may~~ file a written protest ~~from~~ about any portion ~~of a~~ of the examination provided that the written protest is filed immediately following the administration of the examination. Such protest ~~should~~ contain specific points or objection to specific questions, actions, or procedures. The Human Resources Director or designee will schedule ~~a one-one-~~

A. ~~1.~~ hour period; for such protests to be filed, at typically on the convenience date of the examination or soon thereafter.

~~Human Resources Department on the date of the examination.~~

~~2. During the one hour period, the following materials will be available to examinees: unmarked test booklet, correct answers to questions, and protest forms. Examinees may bring their own reference materials. At the end of one (1) hour, all protests must be turned in to the Human Resources Department staff. No protests regarding the examination will be accepted after this time. Any individual attending such session may write down the number of the test questions protested, and remove such written notations from the testing room. No other notes or papers shall be carried out by any individual attending such a session.~~

B. ~~3.~~ Other Exam Protest: For all other types of examinations ~~as specified,~~ candidates may file a written protest ~~immediately~~ immediately following the administration of the examination. No protests will be accepted after the date on which the administration of the examination is completed. Such protests must contain specific points or objections to specific questions, actions or procedures. ~~Candidates filing protests will be notified of the disposition of their protests and if dissatisfied, can appeal to the Civil Service Commission within five (5) calendar days of notice in a manner consistent with the Rules and Regulations.~~

Date _____

C. ~~3.~~ Dispositions: All examination protests will be reviewed and decided upon by the Human Resources Director.

TRACK CHANGES 3F



ADMINISTRATIVE POLICIES AND PROCEDURES

~~Policy ID: Human Resources~~
~~Subject: Examination Ratings Policy~~
~~Creation Date: October 18, 2011~~
~~Revision Date:~~
~~Prepared By: Human Resources Department~~
~~Approved By: City Manager~~
~~Legal Review: John Batoon~~

DESCRIPTION: ~~EXAMINATION RATINGS~~

~~I. Policy~~

~~The method of determining minimum passing scores in each part of an examination will be determined by the Human Resources Director. The method of scoring and grading tests will be objective and applied uniformly to all candidates.~~

~~II. Procedures:~~

~~A. Special Credit:~~

~~1. Ratings for Seniority~~

~~One point will be added to the score of an applicant for each of the first four (4) complete and continuous years served in a regular Civil Service position to a maximum of four (4) points, and provided that the minimum passing grade is achieved on the examination or evaluation. Seniority will be computed from the date of the person's last promotion and to the date of the examination. If the employee has never received a promotion, seniority will be computed from the date of appointment to the position from which promotion is sought.~~

~~2. Ratings of Efficiency~~

~~a. A person may be eligible to take a promotion examination who has received an overall rating of "Meets Performance Standards" or higher for the most recent regularly scheduled rating period in the position from which promotion is sought. If an efficiency rating has not been filed for the person for the position from which promotion is sought, the most recent regularly scheduled evaluations in a prior position shall be used. Efficiency ratings must be on file for examination eligibility purposes no later than the last day of the pay period in which the employee's competency anniversary date falls.~~

~~b. Points, to a maximum of three (3), will be added to or subtracted from, the examination score of applicants passing promotional examinations based on the employee's most recent regularly scheduled evaluations. The overall or summary rating for the three (3) most recent~~

~~regularly scheduled evaluations will be used, if available. The following formula will be used in computing the number of points to be added or subtracted:~~

~~Rating of 4 Consistently Exceeds Performance Standards (CEPS) = 3.0~~

~~Rating of 3 Meets Performance Standards (MPS) = 1.5~~

~~Rating of 2 Needs Improvement (NI) = minus 1.5~~

~~Rating of 1 Unsatisfactory (U) = minus 3.0~~

~~$$3 \times \text{Number of (CEPS)} + 1.5 \times \text{Number of (MPS)} - 1.5 \times$$
$$\text{Number of (NI)} - 3 \times \text{Number of (U)}$$
$$(\text{Divided by Total Number of Ratings})$$~~

~~Provided, however, that not more than seven points can be added to an applicant's score for a combination of seniority and efficiency.~~

~~**B. Tie Ratings:** In case two (2) or more classified candidates receive the same rating after the addition of seniority and efficiency credits, the resulting tie will be resolved by application, in succession, of the following procedure:~~

~~1. If the persons tied are already in the classified service, the one having the greatest seniority in the City service will have precedence on the list.~~

~~2. If two (2) or more tied persons have the same seniority, the one (1) among this group with the highest overall efficiency rating in the last two (2) efficiency reports for each will have precedence.~~

~~3. If the candidates are still tied, the tie shall be broken by using a random number generation.~~

~~**C. Notice to Candidate of Result of Examination:** The performance test, when required, will include tests to measure the skill or ability of competitors to perform the work involved.~~

~~1. Candidates will be notified by e-mail of the rating received, and, if such rating is above the required minimum, he shall be given his comparative standing.~~

~~2. Candidates who pass the examination will be ranked by their examination score, efficiency, seniority, or veteran points as applicable.~~

~~**D. Preservation of Examination Papers:** Examination papers of each examination shall be preserved for at least the length of the life of the resulting eligible lists. The examination papers written by a candidate certified for appointment will be open to the inspection of the Department Head during such time as the papers are on file with the Human Resources Director.~~

~~**E. Review of Examination and Appeals:**~~

~~1. An examinee will be allowed to file a written protest from any portion of a written examination. Such protest should contain specific points or objection to specific questions, actions, or procedures. The Human Resources Director will schedule one one-hour period; for such protests to be filed, at the convenience of the Human Resources Department on the date of the examination.~~

2. During the one hour period, the following materials will be available to examinees: unmarked test booklet, correct answers to questions, and protest forms. Examinees may bring their own reference materials. At the end of one (1) hour, all protests must be turned in to the Human Resources Department staff. No protests regarding the examination will be accepted after this time. Any individual attending such session may write down the number of the test questions protested, and remove such written notations from the testing room. No other notes or papers shall be carried out by any individual attending such a session.

3. For all other types of examinations as specified candidates may file a written protest immediately following the administration of the examination. No protests will be accepted after the date on which the administration of the examination is completed. Such protests must contain specific points or objections to specific questions, actions or procedures. Candidates filing protests will be notified of the disposition of their protests and if dissatisfied, can appeal to the Civil Service Commission within five (5) calendar days of notice in a manner consistent with the Rules and Regulations.

APPROVED BY: -


Joyce Wilson, City Manager

3/15/12
Date

TRACK CHANGES 3G



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: ~~Human Resources~~
Subject: ~~Examination Standards Policy~~
Creation Date: ~~October 18, 2011~~
Revision Date:
Prepared By: ~~Human Resources Department~~
Approved By: ~~City Manager~~
Legal Review: ~~John Batoon~~

DESCRIPTION: ~~EXAMINATION STANDARDS~~

I. ~~Policy:~~

~~All examinations will be job related and consist only of subjects which will fairly test the relative capacity of the person examined to discharge the particular duties of the class to which appointment is sought. The Human Resources Director shall establish a passing score on an examination for clerical and non technical positions at seventy (70%) percent; for professional and technical positions at seventy five (75%) percent.~~

~~Examinations held to establish a list of eligibles for any class will consist of one or more of the following components as determined by the Human Resources Director.~~

II. ~~Definitions:~~

~~A. Written Test: The written part, when required, will include a written demonstration designed to show the familiarity of competitors with the knowledge involved in the class of positions to which they seek appointment, their ability in the use of English (where job related), the range of their general information, or their general educational attainments. An essay upon one or more subjects may be required if advisable.~~

~~B. Oral Interview/Assessment: The oral interview, when required, will include personal interviews with the competitors for classes of positions where ability to deal with others, to meet the public, or other special personal qualifications or verification of special technical or professional knowledge are involved. Nonnally, such interviews will be given only to the highest ranked candidates as established in the job posting examination component.~~

~~C. Performance Test: The perfonnance test, when required, will include tests to measure the skill or ability of candidates to perform the work involved.~~

~~D. Physical Test: The physical test, when required, will consist of tests of bodily condition, muscular strength, agility and the general physical fitness of candidates. The results either may be given a weight in the total examinations, or may be used to exclude from~~

further examination applicants who do not achieve the minimum required physical standards.

E. Psychological Tests: The psychological test, when required, will include tests to determine mental alertness, the general capacity of applicants to adjust their thinking to new problems and conditions, or to ascertain their special character traits and aptitudes related to the job to be performed.

F. Training and Experience: An evaluation of training and experience, when required, will be based on the statements of education and experience contained in the application form or such supplementary data as may be required by the Human Resources Director. The Human Resources Director may investigate the truth of any statements by the applicant as to training and experience. If any such statement is incorrect, the Human Resources Director shall recommend appropriate action.

III. Procedures:

A. The Human Resources Director will determine subjects to be included in the examination and the weights to be ascribed each. The weights will represent reasonably the value of the associated subject in ascertaining the fitness of the applicants being examined.

B. The Human Resources Director may use other persons qualified in a particular field to prepare, conduct or mark an examination.

C. All eligibles for employment in the Civil Service may be required to pass a medical examination by physicians designated for such purpose by the Director to determine their physical fitness for the position for which they are applying.

D. A job posting will be prepared by the Human Resources Director and will be located on the City web site.

E. Current City employees may take original entrance examinations if an examination is given on an original entry basis for a position, except as provided for hereunder. An employee will not be allowed to take an original entrance examination if the examination is actually promotional for the employee, and the employee would otherwise be ineligible to take the promotional examination. An employee will not be allowed to take any examinations as an original entrant if the person would otherwise be ineligible to take the examination. Employees wishing to take original entrance examinations because of probationary status must further demonstrate that the completion of their probationary status is not necessary for the employee to meet the minimum experience requirements of the position. Employees who are allowed to take original entrance examinations, and are placed on an eligible list as a result thereof, if selected for positions based on such standing on the eligible list, must resign their current City position prior to starting employment in the new position.

F. Current employees hired in this manner will be considered for all purposes as an original entrant.

APPROVED BY:

Joyce Wilson
Joyce Wilson, City Manager

3/15/12
Date

WITH CHANGES 3H



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Promotional Process Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: PROMOTIONAL PROCESS

I. POLICY:

The City of El Paso has guidelines for the promotion and internal recruitment of its employees. Many City positions are open to City employees before they are advertised, if at all, to the public. The purpose of this policy is to outline the requirements for the City's promotional and internal recruitment process.

II. DEFINITIONS:

Regular Employee: A classified employee who has completed an original probationary period.

III. PROCEDURES:

A. Promotion within City or Department: Examinations for promotional positions will be open to all regular employees.

1. City-Wide Recruitments: Upon request of a Department Head, City-wide examinations may be limited to current regular city employees, so long as it is anticipated that there is a minimum of three (3) qualified candidates.

2. Department-Only Recruitments: Upon request of a Department Head, promotional examinations for promotional positions may be limited to employees presently working within the requesting department, so long as it is anticipated that there is a minimum of three (3) qualified applicants.

B. Eligibility and Qualifications:

1. **A regular employee:** A regular employee is eligible to take a promotional examination:
 - a) after successfully serving in a regular position for six (6) months; and
 - b) upon fully meeting the qualifications of the position as specified in the job description.
2. **Leave of absence:** If otherwise qualified, a regular employee on leave of absence, or on a reinstatement list as a result of involuntary separation, through no fault or delinquency on his part, is eligible to take a promotional examination.
3. **Effect of Demotion:** An employee who is demoted for disciplinary reasons is ineligible to take a promotional examination within two years of the effective date of the demotion.
4. **Voluntary Removal during Probationary Period:**
 - a) **First 30 Days:** A regular employee who voluntarily seeks removal from a promotional position during the first thirty (30) working days of the probationary period is eligible to take a Civil Service examination for which he is qualified.
 - b) **After 30 Days:** A regular employee who voluntarily seeks removal from a promotional position after thirty (30) working days is not eligible to take any Civil Service examination for a period of twelve (12) months from the date of removal.
 - c) **Placement:** The employee will be placed in his former position if it is vacant. If the former position is not vacant, the Human Resources Director will attempt to place the employee at an equal or lower graded vacant position for which he is qualified. The refusal of an employee to accept an offer of placement to fill a vacancy will result in the employee being laid off and placed on a reinstatement list.

5. Involuntary Removal during Probationary Period:

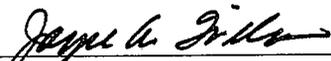
- a) A regular employee who is involuntarily removed is ineligible to take any Civil Service examination for a period of twelve (12) months from the date of removal.
- b) Placement: The employee will be placed in his former position if it is vacant. If the former position is not vacant, the Human Resources Director will attempt to place the employee at an equal or lower graded position for which he is qualified. The refusal of an employee to accept an offer to fill a vacancy will result in the employee being laid off and placed on a reinstatement list.

6. Limited Placement Following Removal:

- a) An employee who is unsuccessful in completing a promotional probation for any reason will be placed in a vacant position at or below the classification for which he is qualified.
- b) If the employee is unsuccessful in this first placement, he will be placed in another vacant position at or below the classification for which he is qualified.
- c) If unsuccessful in this second placement, the employee will be laid off and placed on a reinstatement list.

- C. Internal Recruitment: When appropriate, the City may open an internal recruitment for a particular position. This applies to, for example, employees who are temporary, provisional, unclassified, and grant-funded, as well as to interns and vocational office education students.

APPROVED BY:



Joyce Wilson, City Manager

8/6/13

Date

TRACK CHANGES 3H



ADMINISTRATIVE -POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Promotional Process Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: ~~John Batoon~~ Elizabeth Ruhmann

DESCRIPTION: PROMOTIONAL PROCESS

I. Policy:

The City of El Paso has guidelines for the promotion and internal recruitment of its employees. Many City positions are open to City employees before they are advertised, if at all, to the public. The purpose of this policy is to outline the requirements for the City's promotional and internal recruitment process.

II. Definitions:

Regular Employee: A classified employee who has completed an original probationary period.

III. Procedures:

A. Promotion within City or Department:

a) Examinations for promotional positions will be open to all regular employees.

1. City-Wide Recruitments: Upon request of a Department Head, City-wide examinations may be limited to current regular city employees, so long as it is anticipated that there is a minimum of three (3) qualified candidates.

2. Department-Only Recruitments: Upon request of a Department Head, promotional examinations for promotional positions may be limited to employees presently working within the requesting department, so long as it is anticipated that there is a minimum of three (3) qualified

applicants.

B. Eligibility and Qualifications:

1. A regular employee is eligible to take a promotional examination:

a) after successfully serving in a regular position for six (6) months; and when he

b) upon fully meeting the qualifications for the position as specified in the job description.

II. Leave of absence Procedures:

2. A. Eligibility: If otherwise qualified, a classified regular employee on leave of absence, or on a reinstatement list as a result of involuntary separation, through no fault or delinquency on their his part, are is eligible to take a promotional examination.

1. No person may take a promotional examination, or be certified for interview or appointment if he cannot physically perform the duties of the position to which he seeks promotion.

3. 2. Effect of Demotion: An employee who is demoted for disciplinary reasons is eligible for any ineligible to take a promotional examination within two years of the effective date of his the demotion.

4. 3. Any employee who resigns Voluntary Removal during Probationary Period:

a) First 30 Days: A regular employee who voluntarily seeks removal from a promotional position during the first thirty (30) working days of his the probationary period is eligible to take a Civil Service examination for which he is qualified.

b) After 30 Days: A regular employee who voluntarily seeks removal from a promotional position after thirty (30) working days is not eligible to take any Civil Service examination for which qualified. Employees who resign from the position within the first 30 working days a period of twelve (12) months from the date of removal.

c) Placement: The employee will be placed in their his former position if it is vacant. If the former position is not vacant, the Human Resources Director will attempt to place the employee at an equal or lower graded vacant position for which he is qualified. The refusal of an employee to accept an offer of

placement to fill a vacancy will result in the employee being laid off and placed on a reinstatement list.

5. Involuntary Removal during Probationary Period:

a) A regular employee who is involuntarily removed is ineligible to take any Civil Service examination for a period of twelve (12) months from the date of removal.

Placement: The employee will be placed in his former position if it is vacant. If the former position is not vacant, the Human Resources Director will attempt to place the employee at an equal or lower graded position for which he is qualified. The refusal of an employee to accept an offer to fill a vacancy will result in the employee being laid off and placed on a reinstatement list.

~~4. Any employee who is removed or who resigns during his probationary period after 30 working days is ineligible to take any Civil Service examination for a period of six months from the date of removal or resignation. If the former position is not vacant, the Human Resources Director will attempt to place the employee at an equal or lower graded position for which qualified. The refusal~~

b) of an employee to accept an offer to fill a vacancy will result in the employee being laid off and placed on a reinstatement list.

6. B. Limited Placement Following Removal:

An employee who is unsuccessful in completing a Promotion within City or Department: Examinations for promotional positions ~~probation for any reason~~ will ~~be open to all persons properly qualified, without regard to~~ placed in a vacant position at or below the ~~department in~~ classification for which they are serving.

a) 1. Upon request of a Department Head, city wide examinations may be limited to current city employees so long as it is anticipated there ~~is a minimum of five~~ qualified candidates.

b) 2. Upon request of a Department Head, promotional examinations for promotional positions may be limited to employees presently working within the requested department so long as it is anticipated there is a minimum of five ~~qualified~~ If the employee is unsuccessful in this first placement, he will be placed in another vacant position at or below the classification for which he is qualified.

c) If unsuccessful in this second placement, the employee will be laid off and placed on a reinstatement list.

C. Internal Recruitment: When appropriate, the City may open an internal recruitment for a particular position. This applies to, for example, employees who are temporary, provisional, unclassified, and grant-funded, as well as to interns and vocational office education students.

~~qualified applicants.~~

APPROVED BY:



WITH CHANGES 3 I

ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Regular Part-Time Employees Policy
Creation Date: January 17, 2012
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: REGULAR PART-TIME EMPLOYEES

I. POLICY:

The City recognizes the value of part-time employment to both the employee and employer. Part-time employees might need or desire to work less than the traditional 40-hour week, and such employment opportunities can be used to address the City's staffing needs.

II. DEFINITIONS:

A. **Regular Part-Time Employee:** An employee who is regularly scheduled to work for no more than twenty-nine (29) hours per week.

III. PROCEDURES:

A. **Promotional Exams:** Regular part-time employees are eligible to take promotional examinations for full or part-time positions after successful completion of original probation in a regular part-time position.

B. **Part-time to Full-time Status:** Regular part-time employees who wish to be placed on an eligible list within the Certification Process for full-time employment in the same classification shall submit a written request to the Human Resources Director.

1. Names will be placed on such list in the order in which they are received.
2. Eligible employees will be sent to hiring official for interview in the order in which they are received.

C. **Full-time to Part-time Status:** A regular full-time employee may request a change in status from full to part-time. Such request must be in writing and will state the reason(s) for which the employee is requesting change to part-time status.

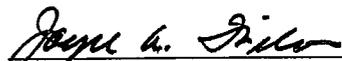
1. Requests will be granted on a case-by-case basis and

in as timely a manner as practicable, subject to the operating needs of the City.

2. Such requests shall be forwarded directly to the Human Resources Director who shall approve or deny.
3. Regular full-time employees who have been granted part-time status may seek a return to full-time status as described in this policy.
4. A status change from full to part-time will not affect the employee's seniority for pay and benefit accrual purposes.

D. Temporary Appointments/Provisional Appointments:
Regular part-time employees may receive temporary promotions or provisional appointments to full-time positions.

APPROVED BY:



Joyce Wilson, City Manager

8/6/13
Date

TRACK CHANGES 3 I



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Regular Part-Time Employees Policy
Creation Date: January 17, 2012
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: ~~John Batoon~~ Elizabeth Ruhmann

~~DESCRIPTION:~~

REGULAR PART-TIME EMPLOYEES

I. Policy:

~~Regular part-time employees may be regularly scheduled for hours which are predetermined and set by the department in advance, or may be on-call employees who are called to work when the department has special events, extra work or non regularly scheduled recurring work which is not being performed by regular full-time employees.~~

The City recognizes the value of part-time employment to both the employee and employer. Part-time employees might need or desire to work less than the traditional 40-hour week, and such employment opportunities can be used to address the City's staffing needs.

II. Definitions:

~~**A. A. Regular Part-Time Employee:** —An employee who is regularly scheduled to work for no more than twenty-nine (29) hours per week, or for no more than 40 hours per week in a department with a 24-hour schedule.~~

~~**B. Seasonal Employee:** An employee who works only part of the year are considered temporary employees and are not eligible for regular part-time status.~~

III. Procedures:

A. A. Promotional Exams:

~~Part~~Regular part-time employees are eligible to take promotional examinations for ~~-full -or -part-time -positions -after-~~ successful completion of original probation in a regular ~~part-time~~ position.

~~1. Seniority credits will be prorated based on full-time service and in the same manner as prescribed for promotional examinations.~~

~~2. Efficiency credits shall be awarded in the same manner as full-time employees.~~

B. Transfers:

~~Regular part-time employees may request transfer to another regular part-time position of the same class and grade in a different department within the order of certification.~~

- ~~1. Part-time to Full-time Status: Regular part-time employees may not receive a transfer to regular full-time positions.~~

~~C. Part time to Full-time Status:~~

~~B. Part-time employees, who wish to be placed on a transferan eligible list within the Certification Process for full-time employment in the same classification, shall submit a written request to the Human Resources Director.~~

- ~~1. 1. Names will be placed on such list in the order in which they are received.~~
- ~~2. Eligible employees will be sent to hiring official for interview in the order in which they are received.~~

DC. Full-time to Part-time Status:

A regular full-time employee may request a reductionchange in status from full to part-time. Such request must be in writing and will state the reason(s) for which the employee is requesting reductionchange to part-time status.

- ~~1. 1. Requests will be granted on a case-by-case basis and in as timely a manner as practicable, subject to the operating needs of the City.~~
- ~~2. Such requests shall be forwarded directly to the Human Resources Director who shall approve or deny.~~

~~3. 3. FullRegular full-time employees who have been granted part-time status may seek a return to full-time status as described in "For Part-time to Full-time Status" in this policy.~~

~~4. A status change from full to part-time will not affect the employee's seniority for pay and benefit accrual purposes.~~

ED. Temporary Appointments/Provisional Appointments:

Regular part-time employees may receive temporary promotions or provisional appointments to full-time positions.

APPROVED BY:

TRACIC CHANGES 3J



~~ADMINISTRATIVE POLICIES AND PROCEDURES~~

~~Policy ID: Human Resources
Subject: Temporary Appointment Policy
Creation Date: October 18, 2011
Revision Date:
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: John Batoon~~

~~DESCRIPTION: TEMPORARY APPOINTMENT OF CLASSIFIED EMPLOYEE~~

~~I. Policy:~~

~~An interim or temporary appointment to a higher position may be authorized by the Human Resources Director without examination upon written request of the Department Head when any of the following conditions exists:~~

- ~~1. When a position is vacant due to the sickness, disability or other absence of a regular employee.~~
- ~~2. When it is necessary to fill positions of a seasonal nature.~~
- ~~3. When a vacancy cannot be filled with an existing eligible list.~~

~~II. Procedures:~~

~~When an interim or temporary appointment is granted:~~

~~A. All such temporary appointments will continue only during the period of sickness or disability, seasonal need, or other absence, or until certification from an eligible list can be made. In no event will such temporary appointment be effective for longer than 12 months.~~

~~B. An individual appointed in this manner must meet the minimum qualifications for the position. Such appointments are limited to individuals within the same department in which the vacancy exists~~

~~APPROVED BY:~~

~~*Joyce Wilson*
Joyce Wilson, City Manager~~

~~*3/15/12*~~

~~_____ Date~~

WITH CHANGES 3 K



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Provisional and Temporary Appointment Policy
Creation Date: October 18, 2011
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: PROVISIONAL AND TEMPORARY APPOINTMENTS

I. POLICY:

Provisional and temporary appointments shall be made to meet the business and operational needs of the City, as permitted by the City Charter and all applicable federal and state employment laws.

II. GUIDELINES FOR LIMITED TERM APPOINTMENTS:

- A. Provisional Appointments: A provisional appointment to a higher position may be authorized by the Human Resources Director without examination upon written request of the Department Head when a vacancy cannot be filled with an existing eligible list. All such provisional appointments may continue only until certification from an eligible list can be made, unless extended by the City Manager or designee.
- B. Temporary Appointments: A temporary appointment to a position may be authorized by the Human Resources Director without examination upon written request of the Department Head when for example:
 1. Vacancy: When a position is vacant due to the sickness, disability or other absence of a regular employee.
 2. Flexible Staffing Needs: Such as, employees hired to perform seasonal work.
- C. Working Out of Class (WOC): The temporary assignment of an employee to perform duties of a significant and distinct nature allocated to a higher graded job classification.

D. **Developmental Assignment Request:** A Department Head may request that the Human Resources Director appoint a regular employee to a developmental assignment. Approval of the request will be based on the following:

1. **Qualification:** To qualify, the employee must meet the minimum qualifications for the position or be within eighteen (18) months of meeting the minimum qualifications.
2. **Standing:** The employee shall not currently be on a performance improvement plan (PIP) and shall not have received any disciplinary action within the preceding twelve (12) months.
3. **Situation:** The employee may not have been previously granted a developmental assignment that was substantially similar in nature.
4. **Consent:** The employee must consent to appointment in the developmental assignment.
5. **Pay:** Typically, no increase from the normal pay rate will be earned for developmental assignments for the first 180 days since they are learning the assigned work.
6. **Duration:** A developmental assignment may not exceed one (1) year,

E. **Duration:** Temporary and provisional appointments may not exceed one (1) year, Temporary and provisional appointments may terminate sooner.

F. **Restriction on Privileges:** A provisional or temporary appointment will not confer upon the appointee any privileges of promotion, transfer or reinstatement to any other position in classified service other than as specified in this policy.

III. **TEMPORARY APPOINTMENT MADE REGULAR:**

- A. Any person who has been temporarily appointed from the appropriate eligible list, and who at the time of the appointment was willing to accept the appointment under the conditions stated, may, in the case of the position being made regular, be regularly appointed in the position. This appointment is authorized regardless of the number of higher eligible applicants willing to accept regular appointment.
- B. Temporary employees who are made regular will be considered fully qualified for the position and not required to complete the probationary period provided they have successfully completed six months in the same position.

IV. REAPPOINTMENT TO TEMPORARY EMPLOYMENT:

Any person who has been appointed to a temporary position from an eligible list and who at the time was willing to accept appointment, may be reappointed to another temporary position, provided such reappointment is requested by the Department Head and approved by the City Manager or designee.

- A. **Duration:** Temporary and provisional appointments may not exceed one (1) year, Temporary and provisional appointments may terminate sooner.
- B. **Restriction on Privileges:** A provisional or temporary appointment will not confer upon the appointee any privileges of promotion, transfer or reinstatement to any other position in classified service other than as specified in this policy.

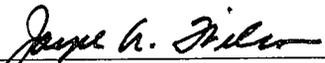
V. CATASTROPHIC EVENT:

Employees may be worked out of class by the City Manager or designee during a catastrophic event or during a period of recovery following the occurrence of such an event and may not be eligible to receive additional compensation.

VI. DIRECT APPOINTMENTS:

- A. **Direct Appointment:** Noncompetitive selection and appointment procedures may be used for skilled or semiskilled positions, or where job related ranking measures are not practical or appropriate. Direct appointments must be approved by the City Manager or Designee.
 - 1. Requires special or unique skills such as expert professional or executive level positions; or
 - 2. Have critical timing requirements affecting recruitment.
 - 3. Hiring Official may hire no more than one percent of their employees using a direct appointment.

APPROVED BY:



Joyce Wilson, City Manager

8/6/13
Date

TRACK CHANGES 3K



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Provisional and Temporary Appointment Policy
Creation Date: October 18, -2011
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: ~~John Batoon~~ Elizabeth Ruhmann

~~I. DESCRIPTION: PROVISIONAL AND TEMPORARY APPOINTMENTS I. Description: Policy:~~

Provisional and Temporary Appointments

II. Policy:

Provisional and temporary appointments may shall be made to meet the business and operational needs of the City, as permitted by the City Charter and all applicable federal and state employment laws.

II. The duration of a Guidelines for Limited Term Appointments

A. Provisional Appointments. A provisional appointment to a higher position may be authorized by the Human Resources Director without examination upon written request of the Department Head when a vacancy cannot be filled with an existing eligible list. All such provisional appointments may continue only until certification from an eligible list can be made, unless extended by the City Manager or designee.

B. Temporary Appointments. A temporary appointment to a position may be authorized by the Human Resources Director without examination upon written request of the Department Head when for example:

1. Vacancy. When a position is vacant due to the sickness, disability or other absence of a regular employee.
2. Flexible Staffing Needs. Such as, employees hired to perform seasonal work.

C. Working Out of Class (WOC): The temporary assignment of an employee to perform duties of a significant and distinct nature allocated to a higher graded job classification.

D. Developmental Assignment Request. A Department Head may request that the Human Resources Director appoint a regular employee to a developmental assignment. Approval of the request will be based on the following:

1. **Qualification.** To qualify, the employee must meet the minimum qualifications for the position or be within eighteen (18) months of meeting the minimum qualifications.
2. **Standing.** The employee shall not currently be on a performance improvement plan (PIP) and shall not have received any disciplinary action within the preceding twelve (12) months.
3. **Situation.** The employee may not have been previously granted a developmental assignment that was substantially similar in nature.
4. **Consent.** The employee must consent to appointment in the developmental assignment.
5. **Pay.** Typically, no increase from the normal pay rate will be earned for developmental assignments for the first 180 days since they are learning the assigned work.
6. **Duration.** A developmental assignment may not exceed ~~(1)~~ one (1) year. The ~~provisional~~ appointment will terminate at the expiration of the period.

E. Duration. Temporary and provisional appointments may be made. ~~The duration of a temporary appointment may not exceed one (1) one year. The temporary appointment will terminate at the expiration of the period.~~ Temporary and provisional appointments may terminate sooner.

Restriction
on ~~H~~
Procedures:

A
Privileges.

F. A provisional or temporary appointment will not confer upon the appointee any privileges of promotion, transfer or reinstatement to any other position in classified service other than as specified in this policy.

~~B~~ **Temporary**
Appointments:

a. ~~An interim or temporary appointment to a higher position may be authorized by the Human Resources Director without examination upon written request of the Department Head when any of the following conditions exists:~~

1. when a position is vacant due to the sickness;

disability or other absence of a regular employee

2. when it is necessary to fill positions of a seasonal nature

C. III Temporary Appointment Made Regular:

A. Any person who has been appointed temporarily appointed from the appropriate eligible list, and who at the time of the appointment was one of the top five eligible applicants willing to accept the appointment under the conditions stated, may, in the case of the position is being made regular, be regularly appointed in the position. This appointment is authorized regardless of the number of higher eligible applicants willing to accept regular appointment.

B. D. Temporary employees who are made regular will be considered fully qualified for the position and not required to complete the probationary period provided they have successfully completed six months in the same position.

IV Reappointment to Temporary Employment.

Any person who has been appointed to a temporary position from an eligible list, being one of the five persons highest on the list and who at the time was willing to accept appointment at this time, may be reappointed to another temporary position, provided such reappointment is requested by the Department Head and approved by the City Manager or designee.

E. Provisional Appointments:

An interim or provisional appointment to a higher position may be authorized by the Human Resources Director without examination upon written request of the Department Head when the following condition exist:

A. When a vacancy cannot be filled with an existing eligible list. All such Duration. Temporary and provisional appointments may not exceed one (1) year. Temporary and provisional appointments may terminate sooner.

B. Restriction on Privileges. A provisional or temporary appointment will continue only until certification from an eligible list cannot confer upon the appointee any privileges of promotion, transfer or reinstatement to any other position in classified service other than as specified in this policy.

V. Catastrophic Event. Employees may be worked out of class by the City Manager or designee during a catastrophic event or during a period of recovery following the occurrence of such an event and may not be eligible to receive additional compensation.

VI. Direct Appointments:

A. Direct Appointment: Noncompetitive selection and appointment procedures may be made used for skilled or semiskilled

positions, or where job related ranking measures are not practical or appropriate. Direct appointments must be approved by the City Manager or Designee.

1. Requires special or unique skills such as expert professional or executive level positions; or
2. Have critical timing requirements affecting recruitment.
3. Hiring Official may hire no more than one percent of their employees using a direct appointment.

TRACK CHANGES 3L



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Working Out of Class Policy
Creation Date: January 17, 2012
Revision Date:
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: John Batoon

DESCRIPTION: ~~WORKING OUT OF CLASS~~

~~I. Policy:~~

~~Employees may be worked out of classification for any of the following reasons or purposes:~~

- ~~(1) to work in a position because it is vacant or because the incumbent is on leave or for which a department has a temporary need,~~
- ~~(2) for developmental assignment, or~~
- ~~(3) because of a catastrophic event.~~

~~II. Definitions:~~

~~As used herein, the following terms, in their various configurations, are defined. All terms not defined shall have their ordinary meaning.~~

- ~~A. Working Out of Class (WOC) The temporary assignment of an employee to daily perform duties of a significant and distinct nature allocated to a higher graded job class other than work performed in response to a catastrophic event.~~
- ~~B. Days Unless the context requires otherwise, days that an employee actually works:~~
- ~~C. Department Head The department director.~~
- ~~D. Catastrophic Event The occurrence of a sudden emergency or other incident affecting public health, safety or welfare in the City which necessitates the immediate use or mobilization of a large number of employees to respond to and deal with the incident.~~
- ~~E. Scheduled Evaluation For purposes of this rule, probationary evaluations will be considered scheduled.~~

~~III. Procedures:~~

~~A. When Employees May be Worked out of Class: No unclassified employee may be worked out of their normal classification except in conformity with this Policy. Employees~~

may be worked out of class for such limited periods of time, not to exceed one (1) year. With the agreement of the employee, a Department Head may work a regular employee out of class for developmental assignments. In order to be considered for a developmental assignment, an employee must have received an overall rating of "meets performance standards" or higher on their last scheduled performance evaluation report and may not have been previously granted developmental assignments that are substantially similar in nature. Additionally, an employee must show that he would meet the minimum qualifications for the position within one (1) year from the date of the request. Request for continuations or extensions beyond one (1) year will not be approved. Employees may be worked out of class by the City Manager during the course of a catastrophic event or a period of recovery following the occurrence of such an event. In these circumstances, employees required to work out of class shall not be eligible to receive additional compensation or credit as would otherwise be extended under this Policy.

B. Approval Process by Department Head:

When it is expected or anticipated or when a significant potential exists that an employee will work out of class for 15 or more consecutive days and for all developmental assignments, a Department Head must complete the appropriate form to work an employee out of classification, stating the reasons therefore, the date the necessity arose or is reasonably anticipated to arise, the likely duration of the necessity, and the difference in compensation, if any, between the employee's current classification and that to which the new assignment relates. In cases arising out of developmental assignments, only the duration of the length of the assignment need be set forth, together with evidence of the employee's consent. The form shall be submitted to the Office of the City Manager for the approval of the City Manager or designee.

C. Compensation and Credit:

Except as otherwise provided in this policy, an employee will be credited for each day of out of classification work for the purpose of calculating experience toward the minimum qualifications for a promotional examination related to the position. At the end of each calendar month, any employee who does not have a pending or approved working out of class application and who has performed one or more days of out of classification work during that month shall, before the 10th day of the following month, fill out a request to receive credit for such work and submit the request to their Department Head. If the Department Head fails to act upon the request within five (5) working days, the credit shall be automatically granted. If the Department Head denies the request, the employee shall be informed, and may appeal as provided in Section 5 of this Rule. No more than 30 total days of credit for out of classification work may be granted on an annual basis based on the calendar year to an employee pursuant to this self-reporting system.

1. An employee who is authorized and assigned to work out of class for 15 or more consecutive days shall receive compensation retroactively, at the minimum salary for the out-

~~of class position, provided further, that in no event shall the adjustment in pay be less than five (5) percent higher than the employee's regular rate of pay. This additional compensation shall not affect the employee's eligibility for increases in accordance with nonnal pay practices, nor shall the additional compensation herein provided extend beyond the period for which the employee works out of class.~~

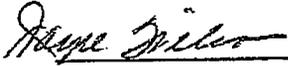
D. Supervisory Duties:

~~Provided that there is no employee within the same department eligible for promotion or temporary promotion, an employee may be assigned temporary supervisory duties pursuant to a developmental assignment as provided in Sec. 1 of this Policy; otherwise, an employee may not be required to perform supervisory duties not contained within the job description he was working before being worked out of class.~~

E. Appeals:

~~An employee may appeal to the City Manager any perceived violation of this policy within 10 days after the employee knew or should have known of the purported violation.~~

APPROVED BY:



Steve Miller
City Manager



Date