

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Human Resources

AGENDA DATE: Consent: 08/20/2013

CONTACT PERSON/PHONE: Human Resources Department, Linda Ball Thomas, (915) 541-4509

DISTRICT(S) AFFECTED: City Wide

SUBJECT: FOR NOTATION:

Amendments to Human Resources policies and procedures that were removed from Ordinance 8065 (Civil Service Rules and Regulations) and placed into personnel policies following the March 6, 2012 amendments to Ordinance 8065 - (Application Policy; Certification Policy; Classification Policy; Conditions of Employment Policy; Contact Information Policy; Exam Ratings Policy; Exam Standards Policy; Promotional Process Policy; Regular Part-Time Employees Policy; Temporary Appointments Policy; Temporary & Provisional Appointments Policy; Working Out-of-Classification Policy)

APPROVE:

BACKGROUND / DISCUSSION:

Upon notation, the policies will be updated.

PRIOR COUNCIL ACTION:

Removed from Ordinance 8065 (Civil Service Rules and Regulations) and placed into policies on March 6, 2012.

AMOUNT AND SOURCE OF FUNDING:

N/A

BOARD / COMMISSION ACTION:

Per Civil Service Commission notation on 08/15/2013

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) 

FINANCE: (if required) _____

OTHER: _____
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

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TO: Mayor and City Council
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 forwarded for notation per your direction, on March 6, 2012. It was forwarded to the Civil Service Commission on August 15, 2013 for notation.

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

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

District 6
Eddie Holguin Jr.

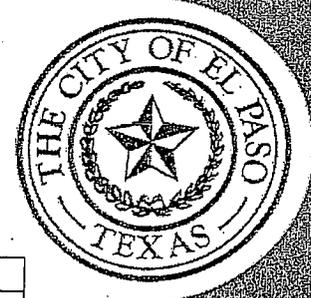
District 7
Lilia B. Limon

District 8
Connery C. Nifand

City Manager
Joyce A. Wilson

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Original Policy	Outcome
<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

Mayor
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City Council

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District 7
Lilla E. Limon

District 8
Courtney C. Niland

City Manager
Joyce A. Wilson



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:

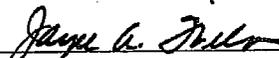
1. Appeals for disqualification from taking an examination, or from not being certified after examination, or from being removed from an eligible list, may be submitted as follows:
 - a) **Regular Employee:** A regular employee may file a written appeal to the Civil Service Commission. The appeal must 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: 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.

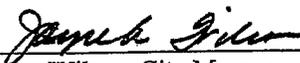
f) **Pay Above Entry:** A starting salary above the entry rate may be approved by the Human Resources Director or designee, not to exceed the top of the third quartile of the pay range. A Pay Above Entry may be approved when the following criteria has been satisfied:

- (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

8/6/13
Date



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
Joyce Wilson, City Manager

8/6/13
Date



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.

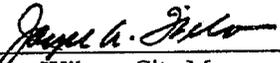
V. **EXAMINATION PROTEST:**

- 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



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



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 A. Wilson
Joyce Wilson, City Manager

8/6/13
Date



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.

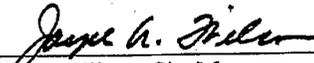
V. CATASTROPHIC EVENT:

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