PURPOSE

At times, it is necessary to reassign an employee to a different position in the employee’s same classification. The reassignment may be necessary because of a position reduction, failure of probation, displacement by another employee who returns from leave, or other organizational factors. The goal in administering these placements is to relocate the affected employee in the job that represents the best fit between the employee’s skills and the needs of the organization.

AUTHORITY

The City Charter (Article VII) provides the City Manager with the authority to appoint all employees under his or her jurisdiction, direct the workforce, reassign the workforce, and exercise other management rights.

POLICY

1. Role of Human Resources

   Human Resources shall be responsible for implementing employee placements that are necessary because an employee is required to vacate his or her position. Human Resources shall review the employee’s background, investigate available vacancies, and arrange interviews in seeking to realize a placement that is beneficial for both the employee and the City.

   When there is not a voluntary resolution for placing an employee in a particular department, the Director of Human Resources shall determine the outcome of the placement, after considering the essential functions of the available positions, the employee’s skills and background, and the impacts on departmental operations.

2. Role of the Departments

   Departments are expected to cooperate in interviewing and objectively evaluating employees who are subject to placement, when requested to do so by Human Resources. Departments may be asked to provide written information describing why a particular placement is not desirable. Also, in recognition of the rights provided employees through the Civil Service System, departments may be required to accept an employee who would not normally be their first choice for the position.

3. Sequence of Placement Options

   Human Resources staff shall generally pursue placements in the following order:

   a. Move the employee to another vacancy within the same department.
b. Return the employee to a vacancy in his/her former department, with preference given to the department that originally hired the employee or that passed the employee on probation.

c. Place the employee in a vacant position in another department based on an assessment of the employee skills and job demands.

d. In coordination with the Budget Office and approved by the City Manager, place the employee temporarily in an over-strength position, or in a position not allocated to the employee’s class (overfill or under-fill) until a suitable permanent position is found.

4. Department Appeals

In the event that a Department Director feels that a placement decision made by the Director of Human Resources is not in the best interests of the City organization, he or she shall prepare a memo explaining why the placement is not recommended and send it to the City Manager.

5. Option of returning an employee who has been placed to his/her former department. When an employee is placed in a new department and the next vacancy in the employee’s classification subsequently occurs in the employee’s original department, it is fair that the new department should have an opportunity to fill the vacant position. Therefore, when this situation occurs within two years from the date of the original move, the new department may choose to have the employee transferred back to his/her original department.

PROCEDURES

| Human Resources | 1. Determine that a placement is necessary after receiving information from the Budget Office, City Manager, or department representative. |
| Human Resources | 2. Review employee’s background and possible placement opportunities based on the sequence in Policy # 3 above. |
| Human Resources | 3. Arrange interviews for available positions. |
| Departments | 4. Interview and evaluate employee. Inform ES of evaluation results. |
| Department | 5. Contact employee to confirm selection if appropriate. |
| Director of ES | 6. Determine placement of employee if no selection is volunteered. |
| Department Director | 7. If a proposed placement is not viewed as appropriate, prepare memo to City Manager explaining why the placement should not be implemented. |
Employee Placements

3.2.1

City Manager

8. Make final decision on any placement not agreed to by a Department Director.

Human Resources

9. Complete the transaction, including coordination with the Budget Office and Payroll.

Approved:

/s/ Nona Tobin
Director of Human Resources
August 27, 1997

Director of Human Resources
Date