

City of Gainesville, Florida
Human Resources Policy Manual
Classification Plan

Human Resources Procedures

HR/OD will develop appropriate forms and procedures to ensure timely and efficient processing of requests for additions and modifications to the Classification Plan. Such forms and part of administrative procedures may be modified from time to time to improve efficiencies and ensure adequate and appropriate review of such requests.

Departments will be responsible for completing required forms completely and accurately, and following all procedures established by HR/OD

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Administrative Procedure

HR/OD will ensure that all regular employees of the City of Gainesville occupy current and valid classifications. Any changes or additions to classifications or job description will be reviewed by HR/OD to ensure compliance with the overall Classification Plan Policy and be approved by the charter officer prior to implementation.

With the concurrence of the Charter Officer(s), the Human Resources Director may:

- 1) Establish a new classification, job title and job description. The new classification will be referred for a compensation review.
- 2) Modify an existing classification and revised job description and/or job title. If the Human Resources Director deems that such changes may affect the compensation level of the classification, the changes will be referred for compensation review.
 - a) Title Changes: The title of a classification may be changed at any time by the Human Resources Director to better reflecting the essential duties or industry standards of the classification. Department Heads/charter officers may request that HR/OD change a title to a classification at any time. Should a classification be authorized and budgeted in more than one department, concurrence of the change must be obtained from all affected department heads/charter officers prior to a change going into effect. HR/OD will communicate the request to all affected department heads/charter officers to obtain concurrence.
 - b) Job Descriptions: A change to the job description of an existing classification may be changed by providing a revised job description in legislative (strike-through) format showing the changes(s) to the Human Resources Director. Upon review, the Human Resources Director may approve or modify, in conjunction with the requesting department head/charter officer, such changes.

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Policy XXX– Human Resources Policy and Procedure Promulgation

In recognition of the complexity of the City of Gainesville and all of the services provided, the City Commission of the City of Gainesville shall establish human resources policies (also known as Personnel Policies) that ensure the human capital resources of the City are managed in an effective, fair, and equitable manner. In recognition of the ever changing landscape of the practice of human resource management, the adoption of flexible policies is essential to ensure that management has the tools necessary to carry out the goals of the City Commission. Furthermore, the policies must be sufficiently detailed so as to enable equal application by those charged with such responsibility, as well as to allow employees to be on notice of their rights and obligations related to the terms and conditions of employment described in the policies.

The City Commission provides direction to Charter Officers regarding human resources practices by the adoption of human resources policies for the City. The responsibility for the administration of these policies is delegated to the Charter Officers. The Charter Officers may jointly promulgate procedures for the administration of these policies. In addition, each Charter Officer may promulgate guidelines for the administration of human resources policies and procedures for his or her respective department(s) which do not conflict with the adopted human resources policies or procedures. The City Commission designates the Human Resources & Organizational Development Department to develop, maintain and administer as appropriate city-wide human resources practices and systems in accordance with human resources policies, administrative procedures and guidelines, and local, state, and federal laws.

Policies, Administrative Procedures, and Guidelines:

The City Commission will adopt human resources policies that provide direction and flexibility to Charter Officers in the management of the City's human resources. These policies describe the nature of the employment relationship, the terms and conditions under which it exists, and the mechanism and basis for change. Charter Officers shall adopt administrative procedures that implement, interpret, or describe the practice requirements of administration of policy. Procedures include any form that imposes any requirement not specifically required by policy. Individual Charter Officers may adopt guidelines, effective within his or her office. These guidelines would address particular situations or issues where additional clarification or definition of a policy or procedure would be beneficial, and which address implementation of policy or procedure otherwise within the discretion of the Charter Officer.

Charter Officers:

Charter Officers are responsible for the administration of the adopted human resources policies and may jointly establish administrative procedures to assist in such. Changes to the procedure of any policy will require approval by all Charter Officers. If all Charter Officers cannot reach consensus on a particular administrative procedure, the procedure may be brought forward to the City Commission for consideration and adoption. Each Charter Officer may also promulgate guidelines for the administration of human resources policies and procedures, which do not conflict with the adopted City policies or procedures, in his or her respective department(s). The Charter Officers shall not have the authority to adopt an administrative procedure only because it is reasonably related to the purpose of a policy and is not arbitrary or capricious; instead, an

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administrative procedures must interpret or apply specific policies, as directed or presumptively authorized by the policy

Human Resources Department:

The Human Resources Department is responsible for the review and administration of all human resources policies and the administrative procedures, advising the Charter Officers on the establishment of administrative procedures and guidelines to ensure they comply with all City policies, local, state, and federal laws, and ensuring that the human resources goals of the City Commission are met. Human Resources is responsible for the consistent application of the policies and procedures by all Charter Officers. Such procedures and guidelines may be amended by the Charter Officers from time to time to ensure compliance with changes in technological systems and laws governing employment at all levels of government.

Establishment and Modification of Administrative Procedures

- A. A Procedure Review Panel (Panel) shall be established consisting of the Human Resources Director and each Charter Officer, or designee to be appointed by the Charter Officer, to review all new procedures or revisions to procedures.
- B. Any member of the Panel may propose new or revised procedures to the Panel. Working with the Human Resources & Organizational Development Department, the Panel member proposing the new procedure or revision to the procedures must submit information to the Panel justifying the need for the new or revised procedure and a statement as to whether the proposed procedure complies with adopted human resources policies and local, state, and federal law.
- C. If after review each Charter Officer approves the new or revised procedure, the new or revised procedure shall become effective immediately. If after review the Charter Officers cannot agree on the proposed changes, each Charter Officer has the option to present the proposal to the City Commission via the Personnel & Organizational Structure (P&O) Committee for approval.
- D. Upon approval of a new or revised procedure by all Charter Officers or the City Commission, the Human Resources & Organizational Development Department shall update the City's human resources policies and procedures manual accordingly and disseminate the new or revised procedure to City employees.

Establishment of Charter Officer Guidelines

Each Charter Officer may also promulgate guidelines for the administration of City policies and procedures, which do not conflict with the adopted City policies or procedures, based on the job functions and operational needs of his or her respective department(s). If such guidelines are promulgated by a Charter Officer, a copy of the guidelines must be sent to the Human Resources Director for maintenance in a central location. The Human Resources & Organizational Development Department will provide support and advice to each Charter Officer promulgating guidelines.

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Human Resources Policy Manual
Policy X.XX – Classification Plan

Policy

It is the policy of the City of Gainesville to establish and maintain a flexible and responsive Classification Plan to ensure the city's human capital are appropriately classified so as to provide excellent services to the citizens of the community. It is the responsibility of each Charter Officer to recommend and budget for the appropriate and necessary human resources to meet the goals of the City Commission and the City Commission will annually approve a personal services budget for each charter office. Further, the City Commission designates the Human Resources & Organizational Development Department (HR/OD) to develop, maintain and administer an appropriate city-wide classification system to include developing, consolidating, or revising classifications through job analysis, position audits, organizational analysis, and reorganizations in accordance with city policies and local, state, and federal laws. HR/OD will maintain a job description for each classification and will ensure that all employees occupy current and valid classifications.

It shall be the policy of the City to authorize the Charter Officers to make adjustments during the fiscal year to their budgeted personal services as long as the total budget for each fund is not increased and for HR/OD to report such changes to the City Commission on a quarterly basis as follows:

1. Additions of, or changes to, the type and level of classifications may be made with Charter Officers' approval where there is no net change in the total number of authorized positions.
2. Changes that increase the total number of budgeted positions by one-half (1/2) percent or less within the Charter Office may be made with Charter Officers' approval. In Charter Officers' departments with less than 20 authorized positions, one additional budgeted position may be approved by the Charter Officer.

Any other changes to the budgeted personal services will require City Commission approval.

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