



Legislation Details (With Text)

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File created: 10/9/2015 **In control:** City Manager
On agenda: 11/5/2015 **Final action:** 11/5/2015
Title: Human Resources Policies 23: Job Vacancy, Layoff, Transfer, Recall, Length of Service; NEW E-5: Layoff and Recall; and NEW E-6: Separation from Service; C-3: Changes in Employee Status Affecting Compensation (B)

This is a request for the City Commission approval to sunset HR Policy 23: Job Vacancy, Layoff, Transfer, Recall, Length of Service; implement HR Policy E-5: Layoff and Recall; implement HR Policy E-6: Separation from Service; and amend HR Policy C-3: Changes in Employee Status Affecting Compensation.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 150427A_Policy 23 Job Vacancy Layoff Transfer Recall Length of Service (Sunset 11-5-15)_20151105.pdf, 2. 150427B_E-5 Layoff and Recall (11-5-15)_20151105.pdf, 3. 150427C_E-6 Separation from Service Policy (11-5-15)_20151105.pdf, 4. 150427D_C-3 Changes in Employee Status Affecting Compensation (11-5-15)_20151105.pdf

Date	Ver.	Action By	Action	Result
11/5/2015	1	City Commission	Approved as Recommended	

Human Resources Policies 23: Job Vacancy, Layoff, Transfer, Recall, Length of Service; NEW E-5: Layoff and Recall; and NEW E-6: Separation from Service; C-3: Changes in Employee Status Affecting Compensation (B)

This is a request for the City Commission approval to sunset HR Policy 23: Job Vacancy, Layoff, Transfer, Recall, Length of Service; implement HR Policy E-5: Layoff and Recall; implement HR Policy E-6: Separation from Service; and amend HR Policy C-3: Changes in Employee Status Affecting Compensation.

Human Resources Policy 23: Job Vacancy, Layoff, Transfer, Recall, Length of Service is sunset as described below:

Human Resources Policy E-5: Layoff and Recall is implemented to provide governing language for the layoff and recall processes that are currently set forth in Policy 23: Job Vacancy, Layoff, Transfer, Recall, Length of Service; to codify existing, long term practices of the City, and to delete obsolete language.

Human Resources Policy E-6: Separation from Service is implemented to provide governing language for Separation from Service practices that are currently set forth in Policy 23: Job Vacancy, Layoff, Transfer, Recall, Length of Service.

Human Resources Policy 06: Probationary Policy is to sunset as described above.

Human Resources Policy C-3: Changes in Employee Status Affecting Compensation is amended to allow greater

flexibility in setting the pay rate of a reclassified employee, and to enable equity adjustments.

There is no fiscal impact for the changes to HR Policies 23, E-5, and E-6. Equity adjustments made pursuant to changes to C-3 will be incorporated into subsequent departmental budgets.

The City Commission approve revisions to Human Resources Policies 23, E-5, E-6 and C-3.