



## Legislation Text

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**File #:** 150427., **Version:** 1

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**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.