

# CITY OF REDDING

## Personnel Policies and Procedures Manual

Section: Employment

Subject: Competitive Recruitment/Reclassification Policy

Personnel Director: Randa Johnson Date: 6-14-04

City Manager : Michael Dawson Date: 6-16-04

City Council Resolution No. (if applicable) n/a Effective Date: 4/1/01

It is the objective of the City of Redding to employ, retain, and promote individuals who are best qualified and best suited to succeed in the positions to which they are appointed. In meeting this objective, it is the policy of the City of Redding, in general, to fill vacancies through recruitment processes that are open and competitive. At the same time, however, the City of Redding recognizes that, because City employees are carefully selected, competitively skilled and trained, there are advantages to providing promotional opportunities, whenever possible. It is the intent of this policy to balance the City's desire to employ the very best individuals for each and every position with its desire to provide promotional opportunities. In striving to achieve this balance, the following will be the policies of the City of Redding with regard to filling vacancies:

### 1. Vacant Positions:

Consistent with the City of Redding Policy on Equal Employment Opportunity, full-time and part-time vacancies, other than executive management or other non-represented positions, shall be publicly posted in order to provide qualified individuals, an opportunity to compete. Executive management or other non-represented positions may be posted at the discretion of the City Manager, or designee. This policy will apply to unfilled positions, vacated, or newly created.

### 2. Reorganized Positions:

Openings resulting from reorganization or other changes in which there is no vacant position, and the opening is being created from existing filled positions, generally shall be filled on a "promotional only" basis. Whenever a position is filled on this basis, the Department Director shall make a recommendation to the Personnel ~~Manager~~ Director, who may limit the recruitment to employees within a specific division or department, for instance, or open it to all City employees. Limiting the scope of the recruitment will be done only as necessary to avoid situations which could inadvertently result in a layoff. This policy will not apply to incumbents in classifications which are flexibly staffed.

### 3. Reclassifications In Place:

Exceptions to the policies above will be considered for in-place reclassifications but shall be limited to those circumstances wherein an individual's work has already increased in skill demands, complexity and/or responsibility to the point that more than 50 percent of the work is of a higher classification. This may occur due to unanticipated increased departmental workload; new special projects; new work resulting from mandated legislation; reorganizations that eliminate a higher classification, resulting in work being distributed to a lower classification; or other such situations. Such exceptions will be made only when it is determined by the Personnel ~~Manager~~ Director that the circumstances are of such a nature that a "promotional only" recruitment is not appropriate.

In meeting the objectives of this policy, it is incumbent upon the City of Redding, through the Personnel ~~Division of the Administrative Services~~ Department and its departmental management structure, to ensure that employees are properly classified and the work assigned is consistent with such classification. It is

the responsibility of the Personnel Division Department to prepare and maintain classification and compensation plans that accurately reflect the needs of the City of Redding. It is the responsibility of Department Directors to ensure that the duties performed by employees are consistent with the class to which the position is allocated. Reclassifications shall not be used for the purposes of circumventing compensation plan ranges or policies regarding recruitment, promotion, or demotion. Department Directors shall, at all times, be accountable for responsibly assigning work to avoid situations where employees are working out of class. Exceptions shall be made only when appropriate justification can be provided and the work performed is on a temporary basis and is done in accordance with applicable temporary upgrade or temporary reclassification procedures. Such temporary assignments shall be distributed as equitably as possible among employees qualified for such work. Temporary assignments resulting in a temporary reclassification shall not exceed 1 year in duration.

#### Working Out of Classification

In situations in which employees believe they are working outside of their regular classification without appropriate recognition and compensation through temporary upgrade or temporary reclassification, or when such work is believed to not be of a temporary nature, employees shall discuss the situation with their supervisor at the earliest possible opportunity in order to address the situation. If the issue cannot be resolved with the supervisor, the employee should discuss the issue with their Department Director. If the issue cannot be resolved with the Department Director, the employee shall submit a written request for review to the Personnel Manager Director, who will investigate the circumstances and make a determination on whether a temporary upgrade or temporary reclassification of the employee is necessary, and whether or not a permanent change in classification for the position is required. The Personnel Manager Director shall respond in writing to the employee within 45 days. In situations where a permanent change in classification for the position is determined to be necessary, the preceding policies regarding competitive recruitment shall apply.

In situations in which this policy is in conflict with applicable law or existing memoranda of understanding between the City and its represented employee groups, the law or MOU shall take precedence.

#### "Y"-Rating Employees

"Y" rate is a pay rate which exceeds the maximum step of the salary range of the employee's classification. "Y" rating is a process by which an employee's rate of pay is frozen until future adjustments to the rate/range exceed the frozen rate of pay. At that time, the employee will be paid at the same rate as all other employees within that particular classification. "Y" rating shall not change the employee's anniversary date and the employee may not be required to serve a new probationary period.

Downgrade: In the event that a position is reclassified downward or management requests that the employee be placed in a lower paid classification, the salary of the incumbent may be "Y" rated until such time as any general cost-of-living increase or other salary increase or adjustment results in a salary that is equal to or greater than the "Y" rate. "Y" rating normally does not apply when employees, 1) request to be placed in a lower paid classification, 2) through participation in the recruitment process, accept an appointment to a position in a lower salary range, 3) are demoted for discipline or performance related reasons, or 4) are placed in a lower paid classification due to an established layoff procedure.

#### Definitions:

Vacant position --	A new or existing budgeted position which is not currently filled by an employee
Reorganized position --	A new position being created through reorganization which will take the place of an existing budgeted position

- Reclassification in place – Changing the permanent classification of an existing position and the employee occupying the position due to an unanticipated and permanent change in responsibilities and/or duties
- Open and competitive – A recruitment that is open to the public, as well as existing employees
- Promotional only -- A recruitment that is open only to City employees
- Executive Management – Positions not represented by a union or association which are listed on the City's Executive Management Pay-For-Performance Salary Plan
- Temporary reclassification – Changing the classification of a position and employee due to temporary change in the nature of the work which is anticipated to last more than one pay period, but less than one year
- Temporary upgrade – Compensating an employee for performing the functions of a higher-paid classification for a period anticipated to be one pay period or less
- "Y" Rate – Employee's rate of pay shall be frozen until future adjustments to the rate/range exceed the frozen rate of pay.

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