

SECTION 4

EMPLOYEE MOVEMENT

4.1 PROMOTION

Employees who are interested in career advancement are eligible to utilize the Career Opportunity Program (Section 2.3) to apply for positions that become vacant. A promotion is defined as movement into a position that has a higher maximum rate of pay. Pay for a promotion is covered in the Wage and Salary Plan (Section 10).

Employees who are promoted will enter into a new probationary period in their new position. The probation is a six-month period unless otherwise stated in a union contract, or the position has a one-year probationary period as determined for the position by the Department Director and Personnel Director. If after this probationary period the employee does not meet the requirements necessary to remain in this position, the employee shall be returned to his or her prior position or a position of similar work functions if such a vacancy exists. If there is no appropriate vacant position within the City, the employee will be dismissed.

4.2 TRANSFER

Employees requesting placement into another position of the same pay grade within their current Division, or into the same position or a position in the same pay grade in another Division may apply for a transfer using the Career Opportunity Program. The appropriate Department Director(s), the Personnel Director, and the City Manager must approve all transfers. There is no pay adjustment involved in a transfer.

When it is in the best interest of the City and the affected employees, the City Manager may authorize a transfer between two employees within the same pay grade. This action will not act to impede the Career Opportunity Program, but to provide a resource for management to resolve internal matters.

Non-union employees transferring will undergo a probationary period of six months. LIU covered employees accepting a transfer undergo a 90-day probationary period. If after this probationary period the employee does not meet the requirements necessary to remain in the position, the employee shall be returned to his prior position or a position of similar work functions if such a vacancy exists. If there is no appropriate vacant position within the City, the employee will be dismissed.

Nothing in this section precludes Department Directors or Division Managers from reassigning duties of employees consistent with their pay grades.

4.3 DEMOTION

Employees requesting placement into another position of a lower pay grade may apply for a demotion through the Career Opportunity Program (Section 2.3). All demotions must be approved by the appropriate Department Director(s), the Personnel Director, and the City Manager. Pay for a demotion is covered in the Wage and Salary Plan (Section 10).

When it is in the interest of the City and the employee, the City Manager may impose a demotion. Such action may be taken (a) when an employee would otherwise be laid off because the position is being abolished; (b) when the position is being reclassified to a higher grade should the employee not meet the criteria to perform the higher-level position; (c) because of lack of work; (d) because of lack of funds; or (e) because of a return to work from an authorized leave.

Non-union employees who accept a demotion will undergo a six-month probationary period. LIU employees accepting a demotion undergo a 90-day probationary period. If after this probationary period the employee does not meet the requirements necessary to remain in this position, the employee shall be returned to his prior position or a position of similar work functions if such a vacancy exists. If there is no appropriate vacant position, the employee will be dismissed.