



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD
2021

DATE: NOVEMBER 1,

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REVISIONS TO THE REINSTATEMENT POLICY (I-4) AND THE EMPLOYEE TRANSFERS POLICY (I-13)

ISSUE:

Approve revisions to the Reinstatement Policy (I-4) and the Employee Transfers and Voluntary Demotions Policy (I-13).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Reinstatement Policy (I-4) and the Employee Transfers and Voluntary Demotions Policy (I-13).

BACKGROUND:

The Reinstatement Policy (I-4) was last revised in July 2006 and the Employee Transfers and Voluntary Demotions Policy (I-13) was last revised in November 2011. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, these policies were reviewed and refined.

DISCUSSION

The Reinstatement Policy includes revisions to establish a uniform policy that describes eligibility for reinstatement and the degree of benefits that an individual shall receive if reinstated after voluntary separation, layoff, or demotion. The revisions also clarify that regular former employees reinstated within twelve months do not have to requalify for a position held immediately prior to separation through a competitive process provided that all minimum requirements are met, the position is vacant, and the former employee left the City in good standing. Furthermore, this policy clarifies that former employees requesting reinstatement are not guaranteed automatic reinstatement even if the position remains vacant.

A new section was added to this policy clarifying that reinstatement for employees who were laid off within a twenty-four-month period shall be entitled to the same vacation rate attained

immediately prior to separation as well as credit for previously accumulated sick leave hours lost at the time of separation.

The Employee Transfers and Voluntary Demotions Policy has been revised to establish guidelines for current employees who apply for an internal/external transfer within the City or to be considered for a lower-level classification which ultimately results in a voluntary demotion. The policy clarifies that internal/external transfers will not result in a change in compensation. Additionally, the revisions require that employees must be in good standing in their current position and not received an overall rating of unsatisfactory (2 or below) on a performance appraisal within the last twelve months.

A section was added to the policy to inform employees seeking a demotion to a lower-level position, in a classification previously held, may be granted a voluntary demotion outside of the normal recruitment process if it is convenient to the City and a vacancy exists. The hiring manager may deny this request if it creates operational or staffing disruption to the department. Employees seeking voluntary demotions to a position not previously held must apply for the position while the position is open for recruitment and possess the stated minimum qualifications in addition to serving a new probationary period. Furthermore, all policies also include administrative changes to reflect process changes and to conform to a city-wide format.

The policies were reviewed by City Management and a City-Wide Policy Committee for their concurrence with policy changes.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority No. 5 High Performing Government** and **Goal No. 5.3** – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

This item aligns with EACH of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The policies contained within this report have been reviewed and approved by the various bargaining units, the City Attorney's Office, will be reviewed by the Human Resources Board, and a Public Hearing will be held to receive public input to build community trust.
2. **Equity** – Policies and procedures reflect the City's vision, values and culture, and ensures equality for all employees.
3. **Fiscal Responsibility** – There is no funding associated with this report. However, updated policies and procedures ensure that quality services are provided to all.
4. **Innovation** – A collaborative and innovative approach was used to revise these policies to meet the City's current and changing needs while ensuring compliance with various rules and regulations.
5. **Sustainability & Resiliency** – To maintain a sustainable and resilient workforce it is important to keep all policies and procedures updated to ensure equitable applicability of personnel rules.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Rene Goldman, Human Resources Director
Approved by: Rafael Guzman, Assistant City Manager

Attachments:

1. Reinstatement (I-4)
2. Employee Transfers and Voluntary Demotions (I-13)