

City of Sterling Personnel Policies

Effective Date: January 1, 2009		# of Pages: 5
Rev. Effective Date:		
Personnel Board Approval		Date
Board President		
Board Member	<i>S. Adams</i>	<i>10-29-2008</i>
Board Member	<i>(Signature)</i>	<i>10-29-08</i>

CHAPTER 4

APPOINTMENTS

The City Manager is the appointing authority for all City positions covered under this policy manual in accordance with the Charter of the City of Sterling. For the purpose of City employment, all transfers, promotions, reclassifications and demotions will be considered appointment actions.

SECTION 1 - TYPES OF APPOINTMENTS

The following is a list of types of appointments used by the City of Sterling. Different appointment types may be added periodically as circumstance warrant.

The descriptor "regular" is used to qualify an appointment by denoting that attendance at work is on a predictable schedule throughout the year. Regular status appointments are usually eligible for Paid Time Off (PTO) and other benefits associated with City employment. The "regular" descriptor is also used to designate if an employee is eligible to use the disciplinary appeal process or other processes reserved for the respective appointment.

- (a) A regular full-time appointment is one in which the incumbent is expected to, on a regular and reoccurring basis, work the number of hours as scheduled necessary to take the incumbent to any overtime threshold, if applicable, for their respective and specific work cycle. This type of appointment receives the full benefit package as offered by the City.
- (b) A regular full time reduced schedule appointment is one in which the incumbent is expected to work as regularly scheduled a minimum of thirty (30) and not exceeding forty (40) hours per work week. This type of appointment will receive full health insurance benefits with other benefits to be allocated on a prorated basis dependent on hours worked.
- (c) A regular part-time appointment is one in which the incumbent will normally work on a regular and reoccurring basis as scheduled for a minimum of twenty (20) hours and not exceeding thirty (30) hours per work week. Paid leave benefits are available on a prorated basis dependent on hours worked.
- (d) A part-time appointment is one in which the incumbent may work on a scheduled and reoccurring basis throughout the year. Normally these types of appointments work less than twenty hours per week. Part-time appointments are not eligible for City benefits including but not limited to Paid Time Off (PTO), Personal Day, City Hall Closure Days, etc. Only benefits mandated by statute are available under this category of appointment.
- (e) Seasonal appointments are made for the performance of work as scheduled on a regular and/or recurring basis during a specific season "or portion of a year". This appointment type expires at the end of the season.

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- (f) Temporary appointments are those made for work on an irregular basis as circumstances or need for that particular service dictate. This type of appointment may be extended or terminated at the discretion of the City Manager. Temporary appointments are not eligible for City benefits including but not limited to Paid Time Off (PTO), Personal Day, City Hall Closure Days, etc., unless explicitly authorized by the City Manager. Only benefits mandated by statute are available under this category of appointment.
- (g) Volunteers are those persons who voluntarily aid or support the City with no expectation of compensation and are not considered to be employees.

SECTION 2 - POLITICAL OR PARTISAN ENDORSEMENT PROHIBITED

No consideration shall be given to political or partisan endorsement for appointments or promotions to positions in the City's service; only merit and fitness for employment or promotions shall be considered.

SECTION 3 - CERTIFICATION OF HEALTH

An appropriate physical examination shall be required of persons entering regular employment with the City of Sterling. A physical examination may include but not necessarily be limited to previous medical history; medical tests which determine the ability of an individual to perform the essential functions of the position to which they are being appointed, a drug screen, or any other medical or psychological test which may establish fitness for duty.

SECTION 4 - CHANGE OF ANNIVERSARY DATE

Any appointment action taken by the City Manager may cause a change in anniversary date. A subsequent appointment, for any reason, may cause an employee's anniversary date to be changed to the effective date of the appointment action. This change in anniversary date does not affect the employee's overall years of service with the organization or calculation there of, but only affects the date for the purposes of performance appraisal and pay increase eligibility. This section shall not be applicable to temporary or emergency transfers of full time employees.

SECTION 5 - NEW EMPLOYEE ORIENTATION

All newly appointed employees are required to furnish the appropriate personal documentation to complete the necessary forms required for employment and to review the City of Sterling's Employee Handbook. The intention of the orientation program conducted by the Personnel/HR Department is to acquaint the employee with the City, its policies, procedures and performance expectations, including, but not limited to, benefits information, code of ethics, drug free workplace, electronic media access and acceptable use, non-discrimination and harassment policies, and grievance procedures. In addition, on-the-job orientation by the hiring department provides the appointee with an opportunity to ask questions about and learn the duties of the specific position, to be informed of the operational policies and procedures within the department and the performance expectations of the supervisor.

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SECTION 6 - INTRODUCTORY PERIOD

The Introductory Period is intended to give newly appointed employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The introductory period shall be regarded as an integral part of the placement process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of an employee to his or her position and for rejecting any employee whose performance falls below minimum standards of the position. **Either the new employee or the City may end the employment relationship at any time during or at the end of an introductory period, with or without advance notice.**

Introductory or probationary employees are not eligible to utilize the disciplinary review or appeal process found in this manual.

- A) Duration-** The minimum duration of an introductory period shall be determined by using the table below. Sworn Public Safety Positions shall include all entry level fire fighter and police officer positions. In the event an employee already has the proper Public Safety certifications and training required, they shall be deemed to be a lateral entry with an introductory period which shall be either one (1) year or an adequate time determined by the appropriate Department Head, with City Manager or their designee approval.

Positions	Introductory Period
Sworn Public Safety	One Year
Public Safety Dispatchers	One Year
Supervisory	One Year
Executive	One Year
All Other Full Time, Partial Full Time and Regular Part Time Positions	Six Months

- B) Extension of an Introductory Period-** If the City determines that the designated introductory period does not allow sufficient time to evaluate thoroughly the employee's performance, the introductory period may be extended. The appropriate Department Head may extend the duration of the introductory period with the approval of the City Manager. Reasons for the extensions shall be provided in writing and filed with the Human Resource Office.
- C) Interruption of an Introductory Period-** If an employee voluntarily resigns in good standing during the introductory period and is re-appointed to the same position within six (6) months and providing the individual's previous service has been satisfactory, the individual may be given credit for the completed portion of the introductory period. Other interruptions of the introductory period, layoff, special unpaid leave, etc., may qualify for credit for completion of the introductory period provided the above criteria are satisfied and upon the approval of the City Manager.
- D) Dismissal During an Introductory Period-** At any time during the employee's introductory period, the City Manager or their designee, may dismiss or demote an introductory employee if the introductory period indicates that the employee is unable or unwilling to perform the duties of the position satisfactorily, or that the employee's habits, behaviors, actions, and/or lack of dependability do not merit continued employment with the City. The employee may be suspended without pay prior to discharge by the City Manager. Generally, the City Manager will confer with the employee's Department Head prior to taking action to review the circumstances

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of the dismissal. A written report of the dismissal shall be signed by the appropriate Department Head and the City Manager and placed in the personnel file of the person in question.

E) Promotional or Transfer Introductory Period- An employee promoted to a position with greater pay and responsibility shall satisfactorily complete a one year introductory period. An employee transferring to another position with similar duties, responsibilities, and pay, shall satisfactorily complete a six-month introductory period. The successful completion of an introductory period will normally grant the affected employee regular status in the new position. An employee, who fails to satisfactorily complete such an introductory period, may, at the City Manager's discretion, be returned to the pay and position held immediately prior to the promotion or transfer, provided the position is available, or if unavailable, to a position with similar pay and responsibility, provided such a vacancy exists.

F) Introductory Period Reports- The frequency and content of these reports shall be determined by the City Manager. The reports should designate the progress the introductory period employee is making toward the achievement of departmental standards.

G) Final Introductory Period Report- At least ten (10) working days prior to the expiration of the employee's introductory period the Department Head, with the concurrence of the City Manager, shall notify the employee of the outcome of the introductory period. If the introductory employee has satisfactorily completed the introductory period their employment status shall be upgraded to regular status for the purpose of using the disciplinary appeal or grievance processes.

SECTION 7 - PROMOTION

In the spirit of employee development and promoting from within, whenever feasible, it is the intent of the City to attempt to fill vacancies internally. All employees seeking promotion shall be expected to meet the minimum qualification and experience requirements and/or necessary certifications for the position to which they seek promotion. Employment history may also be a factor in promotional eligibility. Normally only regular status employees are eligible for promotional opportunities, with probationary and introductory employees excluded. Any employee being promoted shall have their anniversary date adjusted to the effective date of the promotion. The promoted employee will serve an introductory period as a means of determining job compatibility and potential success in the job. A promotion is viewed as the voluntary movement of an employee from their current position to a position of higher responsibility, increased qualifications and a higher rate of pay.

SECTION 8 - TRANSFERS

An employee may request a transfer to another job of similar or like qualifications and responsibilities, within the same pay grade but in a different department, division, etc. To request a transfer an employee will complete and submit a request for transfer form prior to or on the date specified in the position posting to the Human Resource Office. Such a request will be valid for that particular position opening only. The employee is responsible for screening upcoming internal job announcements and requesting transfer as the vacancies occur and are posted. The hiring authority may hire the transferring employee or may consider the transfer request along with other eligible applicants for the position. Transferred employees shall serve an introductory period pursuant to **Section 6 E** of this chapter.

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SECTION 9 – DEMOTION

A voluntary demotion may occur when an employee requests movement to a job of lesser qualifications, responsibilities, and in a lower pay grade. A voluntary demotion may occur if an employee in their own opinion is unable to perform the duties required in his or her current position provided the immediate supervisor indicates that the employee can function competently in the lower level position. Voluntarily demoted employees shall serve an introductory period pursuant to Section 6 E of this chapter.

An involuntary demotion may occur if an employee is unable or demonstrates an inability to perform the duties required in their current position or as a disciplinary action, as documented by their immediate supervisor. The immediate supervisor must indicate that the employee has previously functioned competently in the lower level position. Involuntarily demoted employees shall serve, at a minimum, an introductory period pursuant to Section 6 E of this chapter.

SECTION 10 - TRAINING AND EMERGENCY TRANSFERS

Training Transfer -To promote career development, an employee may be transferred to another job of comparable classification for a predetermined length of time. Training transfers must receive the approval of the employee and the Department Head(s) involved, be processed by the Personnel/HR Department and approved by the City Manager.

Emergency Transfers- In the event of emergency staffing problems within the city, employees may be transferred to a position of higher, comparable, or lower classification. This type of transfer will be in effect only for the duration of the emergency. During this type of transfer, no employee will be entitled to any change of salary or anniversary date. Emergency transfers will be utilized only to resolve staffing problems and help in the continuation of efficiency of the city government.

SECTION 11 - TEMPORARY UPGRADE

Occasionally, it may be necessary to assign an employee temporarily duties/responsibilities that clearly exceed the established duties and responsibilities of the regular position occupied by that employee. Such action may include a change in title and/or the need for additional compensation. The payment of such compensation may be made during the period of the temporary assignment or may be in the form of a bonus at the end of such service.

SECTION 12 - CHANGE IN TITLE ONLY

When job descriptions or classifications are reviewed and an employee's job title is changed for administrative purposes only (to reflect more appropriate or current terminology), and there is no change in pay grade, the employee's anniversary date will remain the same.

SECTION 13 - PROBATIONARY PERIOD

After an employee has satisfied their introductory period, the affected Department Head may with City Manager approval, place an employee on a probationary period. During the probationary period, which is usually imposed for repeated disciplinary or behavioral infractions by the employee, any disciplinary infraction shall result in additional disciplinary action up to and including dismissal. Dismissal during the probationary period shall follow the provisions of **Section 6, D) Dismissal During an Introductory Period** of this chapter. A probated employee must satisfactorily complete any probationary period imposed prior to being reinstated to regular status. Probationary employees are not eligible to utilize the disciplinary review or appeal process as presented in subsequent chapters of this manual.