

Exhibit A

Proposed Personnel Rule Revisions

(Additions are highlighted, deletions are ~~struck~~)

Section 4 - 020 Transfers

[No changes to Subsections 1 - 7]

(8) Employees not represented in collective bargaining may transfer to any job classification which has a maximum rate of not more than 20% above the maximum rate of the job class from which they transfer. Transfers below and above employees' current classes must meet these requirements

- (a) The employee selected for transfer must meet the qualifications of the job classification as determined by the Personnel Director or designee.
- (b) Approval by the affected hiring authorities and the Personnel Director or designee.
- (c) No layoff list can exist for the classes to which transfers are sought.
- (d) There are no qualified injured workers available
- (e) A posted, Citywide competitive process, evaluating all interested employees, is used in selecting the employee for the position, unless waived by the Personnel Director because an employee who is at risk of layoff is selected
- (f) Do not involve movement from journey to supervisory or supervisory to managerial levels

(9) An employee not represented in collective bargaining who transfers to a different job class as described in (8) above shall serve a probationary period as prescribed in Section 4-015 (1) and (2). An employee who fails to complete the probationary period following transfer may be removed from the position without a statement of cause. The employee so removed shall have return rights to a classification in which the employee formerly held status, beginning with the most recently held classification, unless he or she has been dismissed for cause

Section 5-015 Effect of Classification Actions Upon Incumbents

An employee occupying a position which has been reclassified may be granted status in the new classification under the following conditions

[No changes to Subsections 1-6]

(7) If the employee is moving to a higher classification within a deep classification series, and the following criteria are met:

- (a) The classification series has been designated by the Personnel Director in the classification specifications as a deep series, and
- (b) The duties of the position are appropriately classified at the level to which reclassification is sought, and
- (c) The incumbent is capable, as determined by the appointing authority, of performing the full range of duties of the higher classification and possesses any required licenses or certificates, and
- (d) The employees in the deep classification series are not represented in collective bargaining

The appointing authority shall notify the Personnel Director when an employee has been moved to a higher classification under subsection (7).

~~(7)~~ A reclassified employee shall serve a probationary period in accordance with Section 4-105 of the Rules, unless reclassified under 5-015 (2), ~~and~~ (6), or (7), or unless otherwise expressly waived by the appointing authority with the approval of the Personnel Director

Section 8 - 030 Voluntary Demotion

[No changes to 1 - 2]

(3) An employee not represented in collective bargaining who voluntarily demotes under this rule shall maintain his or her rate of pay in the former classification ("red circle") for six months. After six months, such employees shall be paid as prescribed in City Code 4 080.130 (c) During the time such an employee's rate of pay is red-circled, the employee will not receive any other increase in rate of pay unless the maximum rate of the class exceeds the red-circled rate

35761

RESOLUTION No.

Approve amendments to Personnel Rules concerning reclassification in a classification series, employee transfers, and voluntary demotions (Resolution)

WHEREAS, the City of Portland desires to be competitive in its human resources practices for Information Technology positions, and

WHEREAS, a Classification and Compensation Study of Information Technology positions has been conducted, and

WHEREAS, current Personnel Rules limit movement within classification series, and

WHEREAS, current Personnel Rules restrict transfers of permanent employees, except to positions within an employee's current classification, and

WHEREAS, current Personnel Rules limit the wage step of employees who are approved for voluntary demotions to the top of the range of the new classification, and

WHEREAS, increased flexibility in movement within classification series, transfers, and voluntary demotions would increase the City's competitiveness and responsiveness, and

WHEREAS, the Personnel Director has fulfilled the rules adoption procedure required by the Personnel Rules, and

WHEREAS, the Personnel Rules require the submission of proposed personnel rules to the City Council for approval by resolution,

NOW THEREFORE BE IT RESOLVED that the City Council of Portland, Oregon does hereby approve the Rules and amendments attached hereto as Exhibit A

ADOPTED by the Council,

JAN 27 1999

Mayor Katz
Office of Finance and Administration
Tim Grewe
Bureau of Human Resources
Janice Deardorff J Worcester
January 20, 1999

GARY BLACKMER

Auditor of the City of Portland

By

Bitta Olson

Deputy

RESOLUTION NO. 35761

Title

Approve amendments to Personnel Rules concerning reclassification in a classification series, employee transfers, and voluntary demotions (Resolution)

<p style="text-align: center;">INTRODUCED BY</p> <p>Mayor Vera Katz</p>	<p style="text-align: center;">DATE FILED</p> <p style="text-align: center; font-size: 1.2em;">JAN 21 1999</p> <p style="text-align: center; font-size: 0.8em;">Gary Blackmer Auditor of the City of Portland</p>
<p style="text-align: center;">NOTED BY COMMISSIONER</p> <p>Affairs</p> <p>Finance and Administration <i>VR</i></p> <p>Safety</p> <p>Utilities</p> <p>Works</p>	<p>By <u><i>Cary Kershner</i></u> Deputy</p> <p>For Meeting of _____</p>
<p style="text-align: center;">BUREAU APPROVAL</p> <p>Bureau Human Resources <i>Janice Seardorff</i></p> <p>Prepared by John Worcester</p> <p>Date January 20, 1999</p>	<p>ACTION TAKEN</p>
<p>Budget Impact Review</p> <p>Completed <input type="checkbox"/> Not Required <input checked="" type="checkbox"/></p> <p>Bureau Head <i>Tim Grewe</i> Tim Grewe</p>	

AGENDA	FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS	
		YEAS	NAYS
Consent <input checked="" type="checkbox"/> Regular	Francesconi	✓	
NOTED BY	Hales	✓	
City Attorney <i>MK</i>	Saltzman	—	
City Auditor	Sten	✓	
City Engineer	Katz	—	