

Exhibit AProposed Revised Personnel Rules

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

Section 4 - 020      Transfers

[No changes to Subsections 1 - 5]

(6) During a period of time declared by the Council in response to a fiscal emergency or other decrease in City revenue sources, employees 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) Approval by the Personnel Director or designees of transfers between job classifications~~
- (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 whose position is being eliminated or who is being bumped as a result of the elimination of a position is selected for the transfer
- (f) Do not involve movement from ~~subjourney to journey~~; journey to supervisory or supervisory to managerial levels; ~~nor involve upward movement within an occupational series~~

(7) An employee who transfers as described above in (6) to a different job class ~~or to a different bureau shall work through a three (3) month trial period~~ shall serve a probationary period as prescribed in Section 4-015 (1) and (2) or the applicable labor agreement. An employee who fails to complete the probationary period following transfer shall be subject to the provisions of Section 4-015 (3) ~~In the event this trial period is not completed, the employee shall return to a vacancy in the former job class in the former bureau. If no vacancy exists the employee shall be subject to the Personnel Rules on layoff and recall or the applicable labor~~

~~agreement~~

Section 8 - 030      Voluntary Demotion

[No changes to 1]

(2) During a period of time declared by the Council in response to a fiscal emergency or other decrease in City revenue sources, employees who voluntarily demote under this rule ~~to a vacancy in a job class in which the maximum rate is within 20% of the maximum rate of the job class from which they transfer,~~ shall maintain their rate of pay in the former classification ("red circle") for ~~one (1) year~~ six months. After ~~one (1) year~~ six months represented employees shall be paid in compliance with Rule 10-010 (2) (d) and nonrepresented employees shall be paid in compliance with City Code 4 080 130(c). During the time an employee's rate of pay is "red-circled" the employee will not receive any contractual or other increase in rate of pay unless the maximum rate of the class exceeds the "red-circle" rate. Such a voluntary demotion shall not cancel seniority in the higher class for purposes of layoff.

35785

**RESOLUTION No**

Approve amendments to Personnel Rules concerning employee transfers and voluntary demotions (Resolution)

WHEREAS, the Personnel Rules were revised in 1997 to provide for expanded transfer and voluntary demotion opportunities during a period of time declared by the Council in response to a fiscal emergency or other decrease in City revenue sources, and

WHEREAS, the Council declared the period May 12, 1997 through December 31, 1997, as a period of time during which the revised Rules were in effect, and

WHEREAS, the revised Rules were used beneficially by City bureaus and reduced the number of layoffs during this period, and

WHEREAS, minor refinements to the revised Rules have been proposed by City bureaus to improve the Rules, and

WHEREAS, the City is committed to mitigating the impact on the employment of City employees by the current fiscal emergency or other decrease in City revenue sources, 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

BE IT FURTHER RESOLVED that the Personnel Director is authorized to adopt and carry out the provisions of Exhibit A and that the Council declares April 28, 1999 through December 31, 1999, as a period of time during which the adopted rules are in effect as a result of a fiscal emergency or other decrease in City revenue sources

**ADOPTED** by the Council,

**APR 28 1999**

Mayor Katz  
Office of Finance and Administration  
Tim Grewe  
Bureau of Human Resources  
Janice Deardorff J Worcester  
April 28, 1999

**GARY BLACKMER**  
Auditor of the City of Portland

By *Britta Olson*  
Deputy

545

Agenda No

35785

RESOLUTION NO

Title

Approve amendments to Personnel Rules concerning employee transfers and voluntary demotions

(Resolution)

INTRODUCED BY	Filed	APR 23 1999
Mayor Vera Katz	Gary Blackmer Auditor of the City of Portland	
NOTED BY COMMISSIONER		
Affairs		
Finance and Administration <i>UK</i>	By	<i>Gary Blackmer</i> Deputy
Safety	For Meeting of _____	
Utilities	ACTION TAKEN	
Works		
BUREAU APPROVAL		
Bureau Office of Finance and Administration Bureau of Human Resources		
Prepared by Date		
J Worcester 4-21-99		
Budget Impact Review		
X Completed x Not Required		
Bureau Head Janice Deardorff Tim Grewe <i>Tim Grewe</i>		

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