



7.04 REDEPLOYMENT

Purpose

It is in the interest of the City to place an impacted employee (one who is subject to layoff due to bumping, bureau reorganization and/or budgetary reductions) into vacant positions if possible. While this rule does not guarantee placement of an employee it is the City's intent to redeploy employees in lieu of layoff whenever possible. This rule is designed:

1. To assist in the placement of an impacted employee affected by budget reductions and reorganizations and
 2. For placement of an impacted employee in any classification where the employee possesses the required skills.
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Employee Eligibility

Employees whose employment is impacted due to fiscal emergency, reorganizations, and/or decreases in City revenues. Impacted employees include:

1. Employees whose positions are cut and are subject to layoff,
 2. Employees subject to layoff as a result of bumping, or
 3. Employees who elect not to exercise their bumping rights and as a result are subject to layoff.
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Bureau of Human Resources Responsibility

The Bureau of Human Resources is responsible for all program coordination, including:

1. Provide impacted employees information on the Redeployment Program;
2. Provide impacted employees with information on appropriate vacancies;
3. Provide names and qualifications of impacted employees to the hiring manager for consideration when filling vacancies.
4. Inform impacted employees that if they obtain a permanent position through redeployment their name will not be placed on the layoff list for recall to their former position

The Director of Human Resources shall have discretion to:

1. Place a hiring freeze on the impacted classification until impacted employees have been considered;
 2. Give impacted employees priority consideration for declared vacancies prior to certifying names from an existing eligible list;
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3. Declare that impacted employees receive first consideration for a vacancy upon receipt of a recruitment request or posting;
 4. Grant exceptions to existing hiring process, to bureaus for internal hiring of impacted employees;
 5. Waive the competitive process for participation in a training plan.
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**Hiring Bureau
Responsibility**

Bureaus are expected to be full participants in the redeployment process and are required to interview all qualified impacted employees and give them priority consideration when filling vacancies.

**Administrative Rule
History**

Adopted by Council March 6, 2002, Ordinance No. 176302
Effective April 5, 2002
Revised: October 15, 2002
Revised July 28, 2003
September 16, 2005
