



CITY OF VISALIA PERSONNEL POLICY
Policy #113
Changes in Assignment

I. PURPOSE

The purpose is to define the different types of assignment changes that can occur.

II. POLICY

Changes in assignment may be the result of, but are not limited to, reassignment, transfer, job change, demotion, promotion or reclassification, and may be made at the sole discretion of the City in accordance with applicable Personnel Policies and Memorandum of Understanding provisions.

A. Reassignment

An employee may be reassigned within the department to another position within his/her current classification at the discretion of the appointing authority. Reassignment does not constitute a transfer.

B. Transfer

1. Voluntary Transfer

A probationary or regular employee may request to transfer to a position in another department in the same classification. Such request to transfer must be submitted in writing to the Human Resources Division.

A probationary or regular employee may request to transfer to a comparable classification in the employee's current department or another department. Such request to transfer must be submitted in writing to the Human Resources division. For transfer purposes, a comparable class is one with the same maximum salary range, involves the performance of similar duties and requires substantially the same basic knowledge, skills and abilities.

Employees whose transfer requests are approved by the Human Resources Division will be placed on the transfer eligible list.

2. Involuntary Transfer

The City may involuntary transfer employees either inter-departmentally or intra-departmentally to same or comparable classifications because of reorganizations, changes in workload, for cause, or in the best interest of the City. Employees affected shall be given reasonable advance notice. Such transfer may be long-term or for a limited period of time.

C. Job Change



CITY OF VISALIA PERSONNEL POLICY
Policy #113
Changes in Assignment

As the needs of the City and the department change, an employee's job duties may also change. Employees are expected to perform assigned duties that are consistent with the scope of the classification.

D. Demotion

1. Voluntary Demotion

A voluntary demotion is movement to a job classification with a lower maximum rate of pay based on an employee's request. Requests must be made in writing to the Human Resources Division.

2. Involuntary Demotion

An involuntary demotion is the involuntary movement of an employee to a lower job classification as part of a reorganization, reduction in workforce, or for cause.

E. Promotion

1. Promotion through a Competitive Process

A promotion is the appointment of an employee in one classification to a position in a higher level classification through a competitive recruitment process.

2. Promotion in Flexibly Allocated Classification Series

The Human Resources Division maintains a list of flexibly allocated classification series approved by the City Manager. Employees in these flexibly allocated classifications may be moved from the lower level classification in the series to the higher level classification without examination or certification from an eligible list.

Appointing authorities must provide justification and request authorization in writing from the Human Resources Division to promote an employee in a flexibly allocated classification series. Approval will be given upon evidence of completion of on-the-job training, performance of the full range of duties, and completion of the probationary period.

Where flexible staffing exists between trainee and journey level classes, the employees shall not have the right to revert to their former trainee classifications if rejected during the probationary period for the higher level position.

F. Reclassification

A reclassification is a change in assignment when the duties, responsibilities, nature and scope of a position have materially changed. A reclassification may be warranted if:

- Tasks of the position have significantly changed over time;
- The new tasks require higher-level skills, knowledge and abilities;
- The tasks are performed as a primary part of the position's ongoing duties;



CITY OF VISALIA PERSONNEL POLICY
Policy #113
Changes in Assignment

- The tasks cannot reasonably be assigned elsewhere; or
- The employee has performed at the higher level for a minimum of six months.

Requests for review of the classification of a position may be initiated by a supervisor or an employee with department head approval. The department head shall be responsible for the preliminary evaluation and/or justification of the request and will forward approved requests, with comment and recommendation, to the Human Resources Division on the prescribed form. Upon authorization from the City Manager, the Human Resources Division will conduct a classification study and will advise the City Manager and affected department head of the disposition of requests for review.

G. Change in Status

An At-Will employee (hourly or contract) who was hired into such capacity through a competitive recruitment process may be moved to a vacant regularly allocated position in the same classification at the written request of the appointing authority, provided the initial certification was from an eligible list used for regular appointments and the employee has demonstrated six (6) months satisfactory performance. Such appointment is subject to a probationary period.