



## Request for City Council Committee Action From the Department of Human Resources

Date: September 8, 2003

To: Ways and Means/Budget Committee

Prepared or Submitted by \_\_\_\_\_ Pamela French, 673-2139

Approved by \_\_\_\_\_, John Moir, City Coordinator

**Subject: Recommended changes to Hiring, Promotion and  
Reclassification Freeze**

**Presenters in Committee:** Pam French, Interim HR Director

**Recommendation:** Maintain the hiring, promotion and reclassification freeze, but allow departments to make management decisions to fill vacancies without submitting a waiver to Human Resources when there are no employees in the Job Bank.

**Financial Impact** (Check those that apply)

No financial impact or Action is within current budget.

Action requires an appropriation increase to the Capital Budget

Action requires an appropriation increase to the Operating Budget

Action provides increased revenue for appropriation increase

Action requires use of contingency or reserves

Other financial impact (Explain):

Request provided to the Budget Office when provided to the  
Committee Coordinator

## **Background/Supporting Information -**

On March 13, 2003, the City Council implemented a hiring, promotion and reclassification freeze. This freeze also called for the termination of all temporary and permit employees. Department heads who sought exemptions from the hiring freeze for critical positions were instructed to submit waiver requests to the Human Resources Director. Department heads could appeal decisions made by the Human Resources Director to an Appeals Committee, composed of the City Coordinator and the Finance Officer.

On the May 2, 2003 the City Council amended the hiring, promotion and reclassification freeze to allow for placement of employees in the Job Bank without a waiver request. As of September 1, 2003, there will no longer be anyone in the Job Bank.

The priority for filling vacancies when there are no employees in the Job Bank is as follows (one or more of these activities may take place concurrently):

1. Recall of laid off employees with classification-specific recall rights,
2. Notification of opportunities to laid off employees with no classification-specific recall rights who are within one year of leaving the Job Bank,
3. Employee applicants/transfers from a list of eligible candidates,
4. Non-employee applicants from a list of eligible candidates.

In total 34 waivers have been granted through August 27, 2003. There are 22 waivers for permanent positions that went through the job bank and will now be opened as Restricted/Promotional or Open to the general public and 12 waivers for temporary/detail positions.

Since the implementation of the freeze, very few requests for waivers have been denied because department heads have responsibly managed their workforce needs. Consequently, we believe the requirement to submit a waiver request to be exempt from the freeze is no longer necessary.

The original resolution directed the Human Resources Director to submit a monthly report to the Ways and Means/Budget Committee reporting the final decisions on the waiver process. The most recent report is attached.

In the event the City Council approves the waiver request requirement, the Human Resources Department will no longer file a monthly report to the Ways and Means Committee unless the parameters of the hiring freeze changes.