




City of Olympia Administrative Guidelines

GUIDELINE #5	
Personnel Actions	
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Administrative Guideline #5 – Personnel Actions

5 Personnel Actions

5.1. PURPOSE: To establish guidelines for executing personnel actions, such as promotions, transfers, reclassifications, salary range, adjustments, out-of-class assignments, step increases and resignations.

5.2. REFERENCE: None.

5.3. APPLICATION: This Administrative Guideline applies to all employees of the City of Olympia, unless personnel actions are otherwise governed by contract or statute (e.g., Civil Service Rules, Union Contract, individual Employment Contract or Memorandum of Understanding.)

5.4. POLICY: Personnel actions require the approval of, and are strictly at the discretion of the City Manager or his/her designee. The City Manager reserves the right to take any personnel action deemed appropriate within legal limitations, without cause of action. The following guidelines are established to assist the City Manager, and his/her designees, make personnel decisions in a fair and consistent manner.

5.5. GUIDELINES:

5.5.1. APPOINTMENTS:

- a. **Competitive Process:** Appointments to vacancies should be made on the basis of merit and fitness to perform the work as determined by a competitive process. The competitive process may be waived when such a process would create an undue operational hardship.
- b. **Confirmation:** Appointments, including terms and conditions of employment, should be confirmed in writing by the department director. The Human Resources Director should be notified immediately via a copy of the confirmation letter.
- c. **Probation:** Original and promotional appointments should be considered tentative and subject to a initial evaluation period of not less than six (6) consecutive months of service. The initial evaluation period may be extended for up to six (6) additional months (a year total) at the discretion of the supervisor. During the initial evaluation period, the appointment may be withdrawn at any time without cause, advance notice or appeal.
- d. **Compensation:** New appointees will normally be compensated at Step 1 of the salary range. Department directors have the discretion to approve appointment up to and including Step 3. Any variance from this policy or unusual benefit arrangement must be approved by the City Manager.
- e. **Alternative Compensation for Temporary and Emergency Employees:** Temporary and Emergency employees may, at the discretion of a Department Director, be paid up to 10% below Step 1 of the salary range for an existing classification if:
 1. The Human Resources Department determines that there is not job classification that adequately describes the assigned work; and
 2. The assigned duties and responsibilities are either the same or closely related to those performed by regular employees in the same classification, but of a lesser scope, breadth, or skill level; and

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3. The temporary or emergency position operates with significantly less independence and discretionary authority, and requires consistent and ongoing supervision, training, and direction from regular employees.

5.5.2. IN-TRAINING:

- a. **Purpose:** In-Training will allow the City to hire a candidate that can obtain the necessary skill level required of a job classification in 6-12 months. During this In-training period, the City will provide the necessary opportunities for obtaining the skills required.
- b. **Appointment:** Upon hire and stated in the offer letter, the In-training employee will be provided a list of the specific skills that need to be obtained during the In-training period. The supervisor will provide regular evaluations throughout the In-training period.
- c. **Compensation:** If the City designates the employee to need 6 months of In-training time to meet the required skill level, the employee shall be paid at 5% below Step 1 of the designated classification pay range. An employee on the 6 month In-training period may have this period extended to 12 months without a change in pay.

If the City designates the employee to need 12 months of In-training time to meet the required skill level, the employee shall be paid at 10% below Step 1 of the designated classification pay range. Upon successful completion of the first 6 months In-training, the pay will be moved to 5% below Step 1.

When the In-training period has been successfully completed and the employee has met the skill requirements of the fully skilled position, the pay will be increased to Step 1 of the pay range for the appointed classification and receive future increases as defined in 5.5.9 Step increases.

- d. **Probationary Period:** The probationary period for In-training employees will be for a minimum of 6 months or for the duration of the In-training period (initial and/or extended). The probationary period will run concurrently with the In-training period. An employee not meeting the skill level required of the position after the In-training period will constitute a failure of the probationary period and employment will be terminated.

5.5.3. PROMOTIONS:

- a. **Competitive Process:** Vacancies in positions above the entry level may be filled by promotion whenever the department director, or his/ her designee, determines it is in the best interest of the Department to do so. Promotions will be based on merit and fitness to perform the work as determined by a competitive process.
- b. **Compensation:** A promoted employee will receive a minimum 5% pay increase, so long as it does not exceed Step 5 of the pay range for the promoted position. Department directors have the discretion to approve a promotion salary up to and including Step 3. Pay increases greater than 5% and greater than Step 3 or unusual benefit arrangements must be approved by the City Manager.
- c. **Probation:** Promotional appointments should be considered tentative and subject to a initial evaluation period of not less than six (6) consecutive months of service. The initial evaluation period may be extended for up to six (6) additional months (a year total) at the discretion of the supervisor. During the initial evaluation period, the appointment may be withdrawn at any time without cause, advance notice or appeal.

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- d. **Reinstatement:** If a promotional appointment is withdrawn during probation, the employee will be returned to the next available vacancy in their previous job class. If no vacancy is available at the time the promotion is withdrawn, the employee may be placed on a recall list for a period not to exceed one (1) year, to be reinstated when the next available opening occurs in any position previously held beyond the initial evaluation period at the discretion of the department director. The employee may be required to complete a new initial evaluation period upon reinstatement at the discretion of the supervisor.

5.5.4. DEMOTIONS:

- a. **Reasons:** Demotions may be made for the following reasons, or for any other reason, at the discretion of the City Manager:
 - 1. Disciplinary action;
 - 2. Reduction in force;
 - 3. Voluntary demotion; or
 - 4. Reorganization of the work force.
- b. **Compensation (Reorganization):** Demotions, which are made for organizational convenience beyond the control of the employee, will not necessarily result in a decrease in pay. Salary adjustment will be made according to the following guidelines:
 - 1. If the employee's current salary falls within the proposed range, the employee will move to the step which most closely corresponds with the current salary and does not result in a decrease.
 - 2. If the employee's current salary falls above Step E of the proposed range, the employee's salary will be frozen (Y-Rated) at the current rate until general salary increases raise the proposed range to encompass the employee's current rate.
- c. **Compensation (Voluntary, Disciplinary or RIF)** Demotions which are voluntary, disciplinary or made due to financial cutbacks may result in an immediate decrease in pay at the discretion of the City Manager.
- d. **Probation (Disciplinary)** Employees who are demoted for disciplinary reasons are required to serve a six-month initial evaluation period.
- e. **Probation (Reorganization, Voluntary or RIF)** Employees who are demoted for reorganization, voluntary or RIF reasons may be required to serve a six month initial evaluation period at the discretion of the department director.

- 5.5.5. TRANSFER (Same Job Class): An employee may transfer from one position to another position within the same job class; (1) at the direction of the department director; or (2) at the employees request with the approval of the department director(s). The transferred employee will maintain the same pay and anniversary date held in the original position.

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5.5.6. TRANSFER (different job class, same salary range): An employee may transfer to a position in a different job class with the same salary range; (1) at the direction of the department director; or (2) at the employee's request with the approval of the department director (s). The employee will maintain the same pay and anniversary date held in the original position, but will be required to complete a new initial evaluation period. If a step increase is due during probation, it will be postponed and granted upon successful completion of probation in the new class. (See also section 5.5.1.c, Probation.) If transfer to a different job class is withdrawn during probation, the employee will be returned to the next available vacancy in their previous job class. If no vacancy is available at the time the transfer is withdrawn, the employee will be placed on a recall list for a period not to exceed one (1) year, to be reinstated when the next available opening occurs in any previous job held by the employee past the initial evaluation period. The employee may be required to complete a new initial evaluation period upon reinstatement at the discretion of the supervisor.

5.5.7. RECLASSIFICATION / SALARY RANGE ADJUSTMENT:

a. Employees: Employees will typically move with their positions in the event of reclassification if they possess the knowledge, skills and abilities required.

b. Compensation: In the event of a change in salary range, the employee will be compensated as follows.

1. In the event of a decrease:

a. If the employee's current salary falls within the proposed range, the employee will move to the step which most closely corresponds with the employee's current salary and does not result in a decrease.

b. If the employee's current salary falls above Step 5 of the proposed range, the employee's salary will be frozen (Y-Rated) at the current rate until general salary increases raise the proposed range to encompass the employee's current rate.

2. In the event of an increase:

a. For a one range increase, the employee will move to the corresponding step in the higher range. (Example: Range 38, Step 3, to Range 40, Step 3.)

For multiple range increases, the employee will move one range as described above. (Example: Range 38, Step 3 to Range 40, Step 3.) This one range increase creates an enhanced base. Additional range increases will be made with the least financial impact to the step on the assigned range which most closely corresponds with the enhanced base and does not result in a decrease. (Example: Range 39, Step 3 to Range 40, Step 3 to create the enhanced base. Then to Range 48, Step 1.)

5.5.8. INTERIM ASSIGNMENTS: An employee will be compensated at the discretion of the department director when s/he is appointed on an acting basis to a job class assigned to a higher pay range or is performing work at a higher level of responsibility and accountability,. No employee will be required to work out-of-class in excess of four (4) weeks without additional compensation. The terms of Interim Assignments must be stated in writing. There are two methods for compensating interim assignments

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1. **Out of Class Pay:** Out of Class pay is used for interim assignments where an employee may not meet the minimum qualifications for the assigned position or may not be performing all of their work at the higher level. Additionally, a vacancy does not need to exist to initiate out-of-class pay. Compensation is determined as follows:
 - a. If a classification description exists for the body of work being performed, the employee may be compensated the greater of:
 1. Step 1 of the higher pay range for the class; or
 2. A five (5) percent increase in the employee's base salary.
 - b. If a classification description does not exist for the body of work being performed, the employee may be given a five (5) percent increase in the employee's base salary.
2. **Acting Status Pay:** Acting Status pay is used for interim assignments where an employee is performing all of the work of an assigned position and meets the minimum qualifications of the position; typically these assignments are anticipated to last for at least one year or more. In this situation, the employee will be reassigned to the higher classification, take the title of that classification, and receive pay commensurate with a promotion, as defined in section 5.5.3 of the Administrative Guidelines. The employee will establish a temporary anniversary date and receive all step increases and COLAs of the higher-level classification. When the interim assignment is completed, the employee will be returned back to his/her regular job classification and all adjustments to pay that the incumbent would otherwise have received will be made.

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5.5.9. STEP INCREASE: Employees may be granted annual step increases within the salary range for their job class to Step 5 provided performance remains at a satisfactory level. An employee who is not performing satisfactorily or is on disciplinary probation will not be granted a step increase. (Withholding a step or a step reduction may also result from disciplinary action. See Administrative Guideline, Disciplinary Action, Section 20.5.3.f, Withholding a Step Increase or Reducing a Step.)

5.5.10. RESIGNATION:

- a. An employee who wishes to resign his/her position in good standing should submit a written resignation to his/her supervisor at least two (2) weeks prior to the effective date of the resignation. The two (2) week notice may be waived at the discretion of the department director. Notification of the resignation must be sent by the supervisor to the department director and the Human Resources Director as soon as possible.
- b. **Job Abandonment.** If an employee fails to report to work for three consecutive work days or one 24 hour shift without the approval of, contact with, or notice to a supervisor or manager, the City reserves the right to consider the employee's position as abandoned and terminate employment

5.5.11. LAYOFF:

- a. **City Manager Discretion:** Layoffs may be implemented only by the City Manager. The determination as to when layoffs are required and who will be laid off is strictly at the discretion of the City Manager.

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- b. **Workforce Management Plan:** Layoffs, alternatives to layoff and recall will be administered in accordance with Administrative Guideline 32, Workforce Management Plan,
- c. **Separation from City Service:** Lay off is considered a separation from City service. Upon recall the anniversary date will be adjusted.

5.5.12. RETIREMENT: Retirement provisions are governed by the State sponsored retirement system to which the employee belongs.

5.5.13. TEMPORARY/PROMOTIONAL COMPENSATION FOR THE RANKS OF POLICE LIEUTENANT AND POLICE COMMANDER:

- a. **Compensation for temporary assignments to Police Commander classification:** If a Police Lieutenant is assigned to perform the duties and responsibilities of a Police Commander on a temporary basis, that Police Lieutenant shall be compensated at a rate of pay equal to 105% of the Police Lieutenant base pay.
- b. **Compensation for promotion to a higher paying classification:**
 - 1. If a Police Sergeant is promoted to Police Lieutenant, that individual shall be compensated at a rate of pay equal to 110. % of the Police Sergeant pay rate for an evaluation period of six consecutive months of service from the effective date of the promotion. If the promoted individual successfully completes the evaluation period, compensation shall increase to 120% of the top step of the Police Sergeant salary range.
 - 2. If a Police Lieutenant is promoted to Police Commander, that individual shall be compensated based on the below designation for an evaluation period of six consecutive months of service from the effective date of the promotion.
 - a. **105%** - Continue use of a police department assigned vehicle
 - b. **107.5%** - _No use of a Police Department assigned vehicleUpon successful completion of the evaluation period, compensation shall increase to:
 - a. **110%** - with assigned Police Department vehicle
 - b. **115%** - without assigned Police Department vehicle
 - 3. All other situations related to the promotional situations described in (B1) and (B2) shall be administrated in accordance with City of Olympia Administrative Guideline No. 5, Personnel Actions, Section 5.5.3
 - 4. The pay provisions described in (B1) and (B2) shall apply if an external candidate is selected for a Police Lieutenant or Police Commander position.

5.5.14. SEPARATION PAY:

- a. **Date of Separation:** The last day worked is considered the last day on the City's payroll, which normally may not be extended by vacation, holidays or compensatory time. Exceptions to this policy must have the approval of the Human Resources Director.
- b. **Final Pay-Out:** Upon separating from the City, an employee is paid:
 - 1. All hours worked up to and through the date of separation, including overtime; and
 - 2. Any accrued but unused vacation time through the last pay period of employment to the maximum allowed as described in 14.5.1 of the Guidelines for Personnel Administration or labor agreements; and
 - 3. Any accrued but unused compensatory time-off (non-exempt employees only) as described in 12.5.4

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- c. **Employee Responsibility:** It is the employee's responsibility upon separation from City employment to return all City property including, but not limited to, credit cards, keys, uniforms, and communication devices. The City of Olympia has the right to retrieve this property and to collect on any unpaid charges incurred during employment (such as cellular phone charges).

5.5.15. PAY MISCALCULATIONS:

- a. **Underpayment:** In the event that an employee's pay is miscalculated for any reason resulting in an underpayment, correction will be made and the employee paid during the next normal pay cycle.
- b. **Overpayment:** In the event that an employee's pay is miscalculated for any reason resulting in an overpayment, the City will collect the overpayment from the employee. The City will work with the employee to establish a payment plan satisfactory to the employee and the City. Normally, this will not extend beyond three months.
- c. **Application:** This policy applies to all current and former employees of the City of Olympia.

5.5.16. PERSONNEL ACTIONS: An employee receiving retroactive pay for any reason may have this pay up to the legal limit in the city's 457 Deferred Compensation Plan. Accordingly to IRS rules, the amount can be deferred only in the year it is received. Furthermore, the employee must be a current employee on the City's active payroll.

5.5.17. OTHER COMPENSATION:

- a. **Longevity Pay:** Regular employees who have completed fifteen (15) years of continuous service with the City will receive longevity pay in the amount of \$480 per year in proportion to the number of hours worked.
- b. **Market Premiums:** When temporary labor market conditions exist that inhibit the recruitment of new employees or the retention of current employees, the City may add a premium to the pay for that job classification. This premium is not considered part of the base pay. It may be added, increased, decreased or removed at any time by the City Manager. The Human Resources Department will survey the labor market annually for any classification that has a market premium and make recommendations for adjustment.

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PERSONNEL ACTION					
ADMINISTRATIVE GUIDELINES #	STATUS	SERVICE DATE (RETIREMENT)	ANNIVERSARY DATE	INITIAL EVALUATION PERIOD	PAY RANGE
5.5.7	RECLASSIFICATION (DOWN)	No Change	No Change	Not Required	Least Impact or Y-Rate
5.5.7	RECLASSIFICATION (UP)	No Change	No Change	Not Required	1 or Multi. Range Step to Step/Least Impact
5.5.3	*PROMOTION	No Change	Change to Date of Promotion	Required	Min. 5% up to & including Step 3. City Mgr. approval required for greater than 5% or Step 3.
5.5.6	TRANSFER (DIFFERENT CLASS)	No Change	No Change	Not Required	No Change
5.5.5	TRANSFER (SAME CLASS)	No Change	No Change	Not Required	No Change
14.6.5	LEAVE WITHOUT PAY	2 week grace period, change upon return.	2 week grace period, change upon return.	Not Required	No Change
31	PAID MILITARY LEAVE	No Change	No Change	Not Required	No Change
5.5.4 5.5.11 32	DEMOTION (VOL., REORG., OR RIF)	No Change	Change to Date of Demotion	Required	Reduction at the discretion of the City Manager
5.5.8	*WORK OUT OF CLASS	No Change	No Change	Not Required	Greater of Step 1 or 5%
32	LAYOFF	2 week grace period, change upon return	2 week grace period, change upon return	At the discretion of the City Manager	At the discretion of the City Manager
14.6.3	FMLA (USING ACCRUALS)	No Change	No Change	Not Required	No Change
14.6.3	FMLA (LWOP)	2 week grace period, change upon return	2 week grace period, change upon return	Not Required	No Change

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