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PROMOTIONS, TRANSFERS, TEMPORARY REASSIGNMENTS, & DEMOTIONS

I. INTRODUCTION

This regulation outlines the parameters for transferring or promoting current City employees within the same department and between different departments. It also outlines the parameters governing temporary reassignments and demotions.

Employees who are on an improvement plan due to unsatisfactory performance are not permitted to transfer or promote into another position without approval from the applicable Department Director(s).

This regulation applies to all City employees unless otherwise outlined within a current collective labor agreement, civil service rule, or City policy or regulation.

The Mayor and City Council may select employees to serve in their respective offices by whatever employment process deemed reasonable by the Mayor and/or City Council and consistent with Boise City Code and applicable laws.

II. REQUIRED BACKGROUND INVESTIGATIONS

Employees transferring, promoting, demoting, being reclassified or reassigned into a position where the responsibilities of the position require working with minors or individuals with disabilities, shall be required to undergo additional background investigations, including fingerprinting, if this did not occur when the employee was originally hired. Supervisors shall refer to the City's Background Investigations Regulation for information regarding these investigations.

III. REQUIRED DRUG TESTS

Current employees who are transferring, promoting, demoting, or being reassigned from a non safety sensitive position to a safety sensitive position are required to take a post offer drug test. A verified negative test result shall be received before the applicant may begin safety sensitive duties.

Current employees who are transferring, promoting, demoting, or being reassigned to a position that involves the duties or activities that require a commercial driver's license (CDL) shall take a post-offer Department of Transportation (DOT) test for illegal drugs. A verified negative test result

shall be received before the applicant may begin work. Supervisor shall refer to the City's Commercial Driver's License Regulation for more information.

IV. TRANSFERS, PROMOTIONS AND DEMOTIONS

A current regular or a current temporary employee who has gone through the City's competitive hiring process may be transferred or promoted into a regular position within their own department, without having to post the vacancy, provided the employee is qualified for the position. A status form effectuating the change must be sent to Human Resources.

However, if the position has been posted, or if it is in a different department, the employee must have applied online as an internal applicant, be qualified for the position, and have gone through the City's competitive hiring process before they can be considered for the transfer or promotion.

A regular City employee may be demoted within the same department into any vacancy provided that the employee is qualified for the position. The employment change does not require a new hire requisition or for the employee to go through the City's competitive hiring process, but does require a status form effectuating the change be sent to Human Resources.

The salary and benefit package offered for all transfers, promotions and demotions must be in accordance with City policies and regulations.

V. TEMPORARY REASSIGNMENT

A supervisor needing to temporarily reassign a current employee into a different position should discuss the reassignment with the employee. A reassigned employee must have the ability and qualifications required for the position. A temporary reassignment may not exceed six months without approval from the Department Director and Human Resources.

The salary and benefits package offered for temporary assignments must be in accordance with City policies and regulations.

The reassigned employee may assume the position on a regular basis after participating in the competitive hiring process or being promoted or transferred in accordance with this regulation.