

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: EXCEPTION TO HIRING FREEZE

Date Adopted: September 16, 2014

File Number 3.05

POLICY OBJECTIVE

To establish a procedure for requesting and considering an exception to the hiring freeze adopted by the City Council with the 2003/04 budget.

ASSIGNED RESPONSIBILITY

City Manager, Personnel Director and all Department Heads (or designees).

APPLICABILITY

Applicable to all Department Heads who wish to request an exception to the hiring freeze for all non-public safety positions.

PROCEDURES

1. Should a Department request to fill a vacant, allocated and fully budgeted non public-safety position after an employee has left City service (i.e. resignation, retirement, termination, etc.), an exception to the hiring freeze (Exception Request) shall be required. No Exception Requests shall be required for public safety positions.
2. A written Exception Request shall be completed and submitted by the Department Head to Personnel. The request shall be made using the approved form attached to this Policy (*Request for Exception to Hiring Freeze*), available in the Personnel Department.
3. Upon submittal of the request, a thorough analysis will be conducted by the Personnel Department to determine if the essential functions of the vacant position can or cannot reasonably be performed by current staff, and shall include an assessment of the impacted Department's existing service levels and organizational structure.
4. The Personnel Director will then make a recommendation to the City Manager. The City Manager will consider the recommendation and administratively either approve or deny the Exception Request. Should authorization be approved by the City Manager, a formal recruitment will be held to fill the position.
5. This administrative procedure will involve City Manager consideration for positions fully budgeted within the fiscal year in which the request is made (current fiscal year).
6. All requests to fill new positions which are not fully budgeted in the current fiscal year will first require City Council approval of funding for allocation of a new position preferably through the annual fiscal year or mid-year budget preparation processes, or through an Exception Request, as determined by the City Manager.
7. See Attachment for form "*Request for Exception to Hiring Freeze*."

CITY OF EUREKA
REQUEST FOR EXCEPTION TO HIRING FREEZE

Department: _____

Vacant Position Title: _____

Position Account Number (s): _____

Account Number for Oral Board costs (*if needed*): _____

Monthly Salary Range: _____

Explanation/Justification: Please provide detailed information about why the position needs to be filled, continuing on separate paper as needed. This information will be used by the City Manager in making a determination.

Requesting Department Head Name: _____

DH Signature: _____

Please return to Personnel Department

For Personnel Department Use Only:

Date request received in Personnel: _____

Date submitted for City Manager consideration: _____

Approved by City Manager: Yes _____ No _____ Date _____

Date Department Head notified: _____