



**Policy Purpose**

This policy outlines Salt Lake City's practices regarding career development opportunities and rehiring city employees.

- I. Career Development
  - a. Career Ladder
    - i. Salt Lake City establishes career ladders to provide career development opportunities for employees.
    - ii. A career ladder typically consists of entry, working/journey and senior levels.
    - iii. Career ladder criteria is established by the hiring division, cannot be based on time in a position, and must be tied to the demonstration of attained knowledge, skills or abilities.
    - iv. Departments wishing to develop career ladders will ensure that job descriptions include written criteria for advancement to the next level and that current position descriptions are provided to the human resources department.
    - v. Career ladders are subject to the approval of the human resources director or designee.
    - vi. An employee advances along the career ladder by meeting the established career ladder advancement criteria including skills and performance.
      - 1. Employees may only advance through the career ladder by satisfactorily demonstrating competence and meeting the advancement criteria established for advancement in the career ladder.
      - 2. All advancements are subject to department director approval and may be denied or postponed based on employee performance, funding or other needs of the department.
  - b. Career Mobility Assignments
    - i. Career mobility assignments are designed to increase the skill set of the designated employee by a temporary assignment in another section, division, or department of the city.
    - ii. Departments interested in creating a career mobility assignment will immediately contact the human resources department before any negotiations.
    - iii. Departments must complete a [career mobility agreement form](#) for approval by the human resources director.
    - iv. Career mobility assignments will include specific information related to the assignment and will not exceed one year.
    - v. The assignments may be full-time or part-time.
    - vi. Career mobility assignments are offered at the discretion of management within the department.
    - vii. Objective criteria must be applied when selecting a candidate for an assignment.
    - viii. Career mobility assignments are voluntary. If an employee voluntarily accepts a full-time assignment into a non-represented position, the employee will not be eligible for any of the rights provided in a collective bargaining agreement during the assigned career mobility period.
    - ix. An employee's rate of pay will be the same or greater than their original position and will be adjusted with any normal increases the employee would have received. The employee's years of service will not be interrupted by a career mobility assignment.
  - c. Promotion
    - i. Full-time employees may be promoted into higher grade positions for which they meet the minimum qualifications without a competitive process. Promotions into positions covered by Civil Service or an MOU must comply with Civil Service regulations or the MOU as applicable.
    - ii. Promotions without a competitive process must be approved by the department director and by human resources.



- iii. A merit employee who has been promoted must have their pay adjusted to at least the new pay range minimum.
- iv. New employees still on probation are not eligible for promotion without going through a competitive process.

II. Rehire

- a. The city, at its discretion, may rehire a former city employee without a competitive process when all the following criteria are met:
  - i. The position is equivalent or lower in pay grade to the position the employee vacated.
  - ii. The position is not represented by a collective bargaining agreement that requires a competitive process. Rehire into a position under Civil Service will adhere to the Civil Service regulations.
  - iii. The employee meets the minimum qualifications for the position.
  - iv. The employee successfully completed a probationary period with the city in a prior position.
  - v. The employee is rehired within three (3) years of the date of resignation.
  - vi. The employee left in good standing.
- b. If a hiring authority is considering rehiring an employee under this provision, they must first:
  - i. Review the employee's personnel file.
  - ii. Notify the human resources department of their intention and request verification of the individual's eligibility for rehire under the above criteria.
- c. The human resources department will notify the hiring authority of the individual's eligibility for rehire after verifying that the employee:
  - 1. Completed the city probationary period in a prior position.
  - 2. Meets the current minimum qualifications required for entry to the available position.
- d. All rehired employees must complete the following:
  - i. A test for controlled substances is required only when the employee has been terminated from city employment for more than 30 days and is being rehired into a position designated as "safety sensitive" or "security sensitive" or to another job assignment subject to pre-employment drug screening.
  - ii. A criminal background check if the employee has been separated from city employment for more than 90 days. If an individual is being hired into a position in youth and family, as a crossing guard, or other positions working with youth or individuals at risk, a criminal background check will be completed regardless of the amount of time the employee has been terminated from city employment.
  - iii. A new probationary period.
- e. Former employees do not have a right to be rehired. The hiring authority has the discretion to select the candidate for a vacant position.
- f. A rehired employee will be eligible for prior service credit in accordance with the following:
  - i. Full-time employees rehired by the city are eligible to receive up to three years of prior service credit for vacation and personal leave accrual.
  - ii. Positions covered by an applicable collective bargaining agreement may be granted additional benefits.

III. Employment Modifications & Accommodations

- a. There may be circumstances under which an employee may be granted a temporary business adjustment or work a modified duty for non-work or work-related injuries/illnesses. Any such request will be managed according the [employment modifications & accommodations procedure](#).

Current References:

[3.01.01 Recruitment and Selection Policy](#)



[3.05.06 Alcohol and Drugs and Illegal Substances](#)

Approved and passed this 31<sup>st</sup> date of August, 2018