



**Policy Purpose**

This policy outlines requirements associated with assimilation or interjurisdictional transfer of an employee from other qualified public jurisdictions.

- I. Assimilation
  - a. Assimilation is defined as the transfer of a function or service to the city, and may include the transfer of employees.
  - b. When the city elects to assimilate a function or service from another public jurisdiction, the assimilated employees automatically become merit employees of the city.
  - c. Assimilated employees are eligible to enroll and receive the same benefits provided to all other city employees. The time period allowed for benefits enrollment will be the same as for new hires.
  - d. All employees who transfer with the program or service will have their city service date adjusted to reflect all previous merit employment with the other public jurisdiction.
  - e. The adjusted service date will be used for the purpose of determining vacation and personal leave accrual, layoff, and awarding of employee service awards and service certificates only.
  
- II. Interjurisdictional Transfer
  - a. A department that wishes to fill a position via transfer of an employee from a federal, state, or other local public jurisdiction may do so by initiating a request to the Human Resources Director.
  - b. The Human Resources Director may authorize the transfer of an employee when the following criteria are met:
    - i. The federal, state, or other local public jurisdiction must certify that the employee is currently employed by the jurisdiction, was hired through a competitive hiring process, and has successfully completed a probationary period, if one was required.
    - ii. The federal, state, or other local public jurisdiction is qualified as one that maintains a competitive hiring process through established policies designed to hire the most qualified candidate; and
    - iii. The transferring employee meets the city's established minimum qualifications of the job he/she is being transferred to.
  - c. Interjurisdictional transfer is limited to positions that are not covered by civil service or a collective bargaining unit.
  - d. The transferring employee will have their city service date adjusted to reflect all previous employment with the other public jurisdiction if there is no break in service.
    - i. Transferred employees will be required to serve a probationary period.
    - ii. The adjusted service date will be used for the purpose of determining vacation and personal leave accrual, layoff, and awarding of employee service awards and service certificates only.
  - e. Transferred employees are eligible to enroll and receive the same benefits provided to all other city employees. The time period allowed for benefits enrollment will be the same as for new hires.

Approved and passed this 31st date of August, 2018