



Career mobility assignments are intended to provide career development opportunities for city employees. Career mobility assignments provide employees with increased knowledge of city operations, job skills necessary for advancement or greater competency in their current positions. Career mobility assignments may also provide assistance to divisions or departments with specific short-term needs.

Please complete all the areas of the form below. All career mobility assignments must be submitted to the director of human resources for review and approval.

1) Please provide a description of the career mobility position.

2) Please outline the expected benefits to be derived by the employee and by the department which the employee is being assigned to.

3) What is the proposed duration of the assignment? Please include both the beginning and ending dates.



4) What are the financial arrangements for funding this position? Will the position continue to be funded by the home department? The receiving department? A combination thereof?

5) Please describe the nature of the assignment, including the salary, employee benefits, supervisory arrangements and employee expectations.

6) Any additional information deemed necessary.



8) Please provide the signatures of the following signifying consent to participate in this Career Mobility Agreement.

Employee Signature: \_\_\_\_\_  
Home Department: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Department Director: \_\_\_\_\_  
Assignment Department \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Department Director: \_\_\_\_\_  
Human Resources Director: \_\_\_\_\_

*cc: Attached is a copy of the current Human Resources Policy 3.01.04 Employment Practices that covers the Career Mobility Agreement provision.*