



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.

Step 1: Please complete all the areas of the form below. All career mobility assignments must be submitted to the Chief Human Resources Officer for review and approval.

Step 2: Submit an official request, including uploading this completed form, through Workday > Create Request.

1) Please provide a description of the requested career mobility assignment.

2) Please outline the expected growth opportunities and benefits to be derived by both the employee and the new department which the employee is being temporarily assigned to.

3) What is the duration of the temporary assignment? Please include both expected beginning and end dates.



4) What are the financial arrangements for funding this temporary assignment? Will the position continue to be funded by the home department, or the new/temp department? Or a combination?

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

6) Please provide any additional information deemed necessary.



7) Please provide the requested information below, including signatures from: employee (yourself), your current supervisor, your current department director, your new/temporary supervisor, new/temporary department director, and the Chief HR Officer. This signed form serves as an agreement between the parties signing, agreeing to provisions of the Career Mobility Policy found [here](#).

Employee Signature:	_____
Current Department:	_____
Current Supervisor:	_____
Current Department Director:	_____
NEW Temp Assignment Dept.	_____
NEW Temporary Supervisor:	_____
NEW Temporary Dept. Director:	_____
Chief HR Officer Signature:	_____