TEMPORARY REASSIGNMENTS

Sec. 63. All employees shall be assigned to and perform the duties of the classifications to which they have been certified and appointed; however, in certain instances, an employee may, upon recommendation of the concerned department head, approval of the appointing authority, approval of the Commission, and in compliance with the following, be temporarily assigned to the duties of another classification. Employees so reassigned shall not accrue Civil Service status in the temporary reassignment, but shall continue to accrue seniority in his/her current classification.

Temporary reassignments may be made in the following instances:

1. In cases of emergency or where necessary for the orderly and efficient conduct of City affairs. (Assignments of this type shall not exceed 30 days.) The Commission may, at its discretion grant an extension of the emergency appointments for an additional 30 days; however, the total appointment shall not exceed 60 days.

2. As specified in Section 43 of these Rules.

3. For purposes of training and development, provided the planned course and duration of training (not to exceed one year) is agreed to by the appointing authority, the Commission, and the employee. The employee shall be entitled to employee representation before the Commission when the matter is considered.

4. For the purpose of recovery from a medical condition that has been certified as temporary by the City Health Officer. Notwithstanding the provisions of this Section, the length of this type of temporary assignment shall be granted for the time required for the employee to regain the ability to perform in his/her proper classification as reported by the City Health Officer subject to approval by the Commission at a hearing, if requested.

5. For the purpose of rehabilitation and/or retraining, when an employee has either been declared permanently incapable of performing the duties of his/her current classification or it has been deemed advisable by the City Health Officer that he/she no longer be assigned such duties.

TRANSFERS

Sec. 64. A department head may transfer an employee in one bureau or division of a department to a position in the same classification in another bureau or division of the same department. With the consent of the appointing authority, the department heads involved, the employee and the
Commission, an employee may be transferred from a position in one department to a position in the same classification in another department. However, the Commission may reverse or refuse to approve any transfer of a classified employee if, after investigation, it finds that the transfer was not in the City’s best interest.

DIVISION OF CLASSIFICATION

Sec. 65. When the duties of different positions within an existing classification become so diverse that a single examination will no longer provide eligibles who are qualified for all positions in the classification, the Commission shall divide the classification into two or more classifications, and allocate the subject positions to appropriate classifications. All incumbents shall retain seniority accrued in the affected classifications.

CONSOLIDATION OF CLASSIFICATIONS

Sec. 66. When the duties of existing positions in different classifications become so similar that a single examination will provide eligibles who are qualified for all positions in the subject classifications, the Commission may consolidate the classifications, and allocate the subject positions to proper classifications as appropriate. All incumbents shall retain seniority accrued in the affected classifications.

PERMANENT ASSIGNMENTS

Sec. 67. Permanent assignment to a position in a classification from a position in another classification shall be contingent on the approval of the appointing authority, the heads of the departments involved, and the approval of the Commission and shall be accomplished in accordance with this Section. An employee may be permanently assigned to:

1. A former classification in which he/she held permanent status if requested by the employee, or involuntarily to a former or lower classification for disciplinary reasons pursuant to Article VII of these Rules.

2. Another classification without further examination if his/her position is allocated to another classification as a result of class consolidation or division.

3. Another classification if he/she successfully completes rehabilitation and successfully completes probation pursuant to subsection 4(b) below.

4. Another classification if:
   
   (a) The employee is the incumbent in a position which has been reclassified and the employee meets the entry qualifications established for the classification into which the reassignment is made;

   (b) The employee serves the required probationary period in the classification