

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. Such assignments normally shall not exceed 30 days. However, the Commission may authorize an extension of said assignment if it finds such further extension to be in the best interest of the City.
- (2) As specified in Section 43 of these rules.
- (3) For purposes of training and development, provided the planned course and duration of training is agreed to by the appointing authority, the Commission, and the employee. Requests for training plans needing more than one year to complete shall require annual approval of the Commission. 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. Unclassified employees shall be covered by this subsection.
- (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. Unclassified employees shall be covered by this subsection.