

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. An employee involuntarily demoted to a lower classification shall not serve a probationary period.
- (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 into which the assignment is made as prescribed by these rules. If, during the probationary period, the employee proves unable to perform the duties of the new classification, he or she may be returned to his/her former classification and step with no loss of seniority. Should the employee be terminated from the probationary position and his/her seniority is not sufficient to enable him/her to displace any employee in a former classification his/her name shall be placed on a priority list established for the classification in which he/she holds permanent status.
- (5) When either the reorganization or the elimination of a City operation causes the layoff of a permanent employee who possesses knowledges, skills, and/or abilities which would be in the best interest of the City to retain, the employee may be permanently assigned to another classification. Any employee so assigned shall be required to serve a probationary period in the new classification.