

CITY COUNCIL POLICY

SUBJECT: CITY MANAGER APPROVAL OF OVERHIRE POSITIONS NO.: D-10

PURPOSE:

To delegate authority to the City Manager to authorize employment of staff in excess of the number approved by the City Council in the annual budget (overhire positions) in order to maintain staffing levels under unusual situations. This ~~p~~Policy will obviate the need to budget overhire positions in individual departments in the annual budget.

POLICY:

1. GENERAL

The use of overhires is discouraged except under exceptional circumstances. Under these circumstances, it may be desirable to employ additional staff beyond the levels authorized by the City Council. These conditions may include:

- a. Knowledge of a pending retirement/termination and the necessity to hire and cross-train a replacement employee prior to the departure of the existing employee.
- b. Backfilling an employee on long-term disability where the employee is not expected to return for an extended period of time, if ever.

The City Manager is authorized by this policy to approve employment of such "overhire" positions provided the overhire position does not cause a budget overrun.

2. CONDITIONS PERMITTING USE OF OVERHIRES

The City Manager may authorize employment of an overhire position in any circumstance where it is felt to be in the City's best interest.

Generally, the following circumstances would warrant consideration of an overhire request:

- a. Knowledge of a pending termination where it is necessary to hire and cross-train a replacement employee prior to the departure of the existing employee.

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- b. Backfilling for an injured employee where the employee is not expected to return for an extended period of time, if ever.
- c. Knowledge of a pending termination where it is desirable to recruit and employ a replacement employee such that there is no reduction in staffing and service levels to the public during a recruitment process.

Under all circumstances, approval of an overhire position is based upon the assumed permanent vacancy of an existing position in the near future. Positions will only be authorized following a review of the necessity for filling the position immediately as an overhire.

Duration of City Manager-authorized overhire positions shall be approved and end within the same fiscal year or, for positions that extend into the next fiscal year, departments must have other vacancies in the same fund to ensure sufficient salary savings to carry the overhire over without additional appropriations.
~~No department shall exceed the use of two overhire positions at the same time without additional City Council authorization.~~

3. BUDGETARY CONSIDERATIONS

Approval of an overhire position is conditioned on the availability of adequate budget balances to guarantee the additional position will not cause the department to exceed its authorized budget allotment.

4. PROCEDURE

Departments shall submit written requests for overhire authorization to the City Manager. Approval of requests will be indicated by City Manager initials and forwarded to the ~~Employee Services~~Human Resources Department with a copy to the Finance and Administrative Services Department.

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5. REPORTING

The number of overhires on staff will be reported to the City Council during the annual budget process.

Effective Date: January 13, 1993, Resolution No. 15523

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