

City Counter-Proposal to Union Proposal #39 v2

10/15/2024

10.11 Desk Audits

Upon request of the employee or his/her Department Head, the Human Resources Department shall, within ninety (90) days if possible, audit the position of the employee to determine if he/she is working out of classification. **If Human Resources is not able to complete the desk audit within ninety days, they will be provide a written explanation of the reason.** If the audit determines that the employee has been working in the higher class, the employee shall receive back pay to the date of the beginning of the closest pay period that the position description questionnaire was received by the employee's supervisor.

In the event the City reclassifies a position from a lower level classification to a higher level classification, an incumbent occupying such position shall be reclassified without competitive examination provided s/he has performed the duties of the new class for one year and has not received an unsatisfactory evaluation during that period. All other employees shall pass an examination for the higher class and shall serve the normal probationary period. There will be a maximum of one (1) audit in a twelve (12) month period unless the employee is assigned to a different job in which case there may be a second audit in a twelve (12) month period. This section is not applicable to salary equity reviews when the assignment fits within the existing classification.

Reclassification or reallocation of positions shall not be used as a mechanism, the sole purpose of which is to improperly circumvent the provisions of this Agreement, including provisions relating to layoff, transfer, demotion or promotion. Upon request, the City will provide the Union with a written yearly report of all audits requested and performed. The City shall provide, upon request, for information only, the status (expiration date) of all existing eligible lists for Local 1021 and Local 1 classifications.

Disputes under this Section may be appealed to the Personnel Board by the affected employee.