

# Salt Lake County Human Resources Policy 2-700: Employment Practices

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## **Purpose**

This policy outlines Salt Lake County's practices regarding career development opportunities and rehiring, reinstating and transferring county employees.

## **I. Policy**

In order to attract and retain a talented workforce, Salt Lake County is committed to providing employees the opportunity for career development and advancement within the organization. The county recognizes the importance of having the ability to rehire, reinstate and transfer employees. Reassignments and classifications for Sheriff's Office sworn employees are covered under the [Deputy Sheriff's Merit Commission Policy and Procedures](#) (Job Classification Plan).

## **II. Procedures**

### **A. Career Development**

#### **1. Acting In**

- a. A merit employee may be temporarily assigned to perform:
  - i. an unoccupied, allocated, higher grade position
  - ii. a position where the incumbent has been approved for leave for at least 14 calendar days or more
- b. An agency placing an employee in an acting-in assignment will provide the employee a written agreement outlining the requirements of the position.
- c. The agency and employee agreement must contain the following information:
  - i. Title of the position
  - ii. Effective date of the assignment
  - iii. The length of the appointment
    - a. Acting-in-Position assignments will not last for more than six months.
    - b. Acting-in-Position assignments may be made retroactively for a period not to exceed 30 calendar days.
  - iv. Duties and responsibilities of the new assignment; and
  - v. The employee's salary while serving in the position may be adjusted to fall within the acting-in-position's salary range but will be no less than a 5% increase.
  - vi. The employee's job code and grade will not be changed.
- d. The employee's salary will return to the employee's prior rate of pay upon completion of the assignment. If the employee was eligible for career ladder advancement while in the "Acting in Position", the employee will receive the career ladder advancement.
- e. Employees must meet the position's minimum qualifications when acting in.
- f. Acting in employees who do not meet minimum qualifications may be approved by the Human Resources Director.

#### **2. Career Ladder**

- a. Salt Lake County establishes career ladders to provide career development opportunities for employees.

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- i. A career ladder typically consists of two or more grades that designate the entry, working and senior levels. All levels are identified by the same title and job code.
  - ii. An employee advances up the career ladder by meeting the established career ladder advancement criteria that will include skills and performance. The position is classified at the highest level and the career development and training levels are established below.
    - a. Career ladders are subject to the approval of the Human Resources Division Director or designee.
    - b. Administrators wishing to develop career ladders will ensure current position descriptions are provided to the Human Resources Division.
    - c. Administrators must develop and submit written criteria for advancement to the next level in the career ladder to the Human Resources Division Director, or designee.
    - d. Employees may only advance through the career ladder by satisfactorily performing the duties of and meeting the advancement criteria of the next higher level.
    - e. A merit employee who has met the criteria for the next career ladder level will be advanced.
    - f. A merit employee who has received a career ladder advancement must have his/her pay adjusted. The adjustment will be at least the new pay range minimum or 5% above the employee's current salary.
3. Career Mobility Assignments
  - a. Career Mobility Assignments are designed to increase the skill set of the designated employee by a temporary assignment in another section, division, department or elected offices of the County, other public jurisdiction.
  - b. Agencies interested in creating a career mobility assignment will immediately contact the Human Resources Division prior to any negotiations.
  - c. Agencies must complete a [Career Mobility Agreement Form](#) for approval by the Human Resources Director.
  - d. Career mobility agreements will include specific information related to the assignment and will not exceed one year.
  - e. The assignment may be full-time or part-time.
  - f. If the career mobility does not involve an exchange of employees, the vacated allocation may not be reclassified or abolished until the career mobility assignment has been terminated.
  - g. An employee from a public jurisdiction other than the County assuming a career mobility assignment will be subject to an interlocal agreement.
4. Reassignment
  - a. An employee may be reassigned on a temporary or permanent basis for any non-disciplinary reason. The reassignment may include:
    - i. a change in job duties;
    - ii. a change in position to one of equal grade within a payroll unit;
    - iii. a voluntary demotion which may include a lower grade or reduction in pay; or

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- iv. moving a Sheriff's Office sworn employee to another category or assignment.
  - b. A new position description, reflecting the reassigned duties and responsibilities will be prepared and submitted to the Human Resources Division.
  - c. An employee will not have his or her pay or grade reduced as a result of an involuntary reassignment.
- 5. Promotion
  - a. Merit employees may be promoted into higher grade positions for which they meet the minimum qualifications and are certified as eligible by the Human Resources Division.
  - b. A merit employee who has been promoted must have the pay adjusted to at least the new pay range minimum as outlined in [HR Policy 5-100 Pay Practices](#).
  - c. Probationary employees may not be promoted unless they have been certified from a merit register developed for the higher grade position. These employees may be required to serve a new merit probationary period or serve out the remainder of the original probation period at the administrator's discretion.
- B. Rehire
  - 1. Former county employees who have successfully completed a probationary period are eligible for rehire, without competition, into any vacant position for which they meet the minimum qualifications. All rehired employees must serve a new probationary period.
    - a. If an administrator is considering rehiring a former merit employee, the administrator will notify the Human Resources Division of their intention and request certification of the individual's eligibility for rehire.
  - 2. The Human Resources Division will notify the requesting administrator of the individual's eligibility for rehire after certifying the employee:
    - a. completed a County probationary period;
    - b. left the County in good standing (was not terminated for cause); and
    - c. Meets the current minimum qualifications required for entry to the available position;
  - 3. If the individual is not certified as eligible for rehire by the Human Resources Division, the administrator will inform the individual, in writing, of the decision
  - 4. A rehired employee will have his/her service date adjusted to reflect all previous merit employment with Salt Lake County. The adjusted service date will be used for the purpose of determining vacation accrual, awarding employee service awards, employee service certificates and reduction-in-force retention points.
- C. Reinstatement
  - 1. Merit employees accepting an appointed position who are not retained will be reinstated in accordance with the [HR Policy 2-100 Employment Status](#).
  - 2. Merit employees leaving county employment for the purpose of entering the Armed Forces must be reinstated in accordance with the provisions of the [U.S. Code 38.43. 4301-4333](#) Uniformed Services Employment & Re-employment Rights Act, 1994 (USERRA).
    - a. In addition to an employee's right under USERRA the county provides these additional benefits:
      - i. The veteran must be paid at the level they would have attained had they not left for military service, including all general, cost-of-living and merit increases.

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- ii. The employee's service date will be adjusted to reflect their previous merit employment plus a reasonable period between leaving county employment and preparing to enter military service, the entire period of military service and the period between release from the service and return to work.
    - iii. The adjusted service date will be used to determine vacation accrual, employee service awards and service certificates and to calculate Reduction-in-Force retention points.
    - iv. The returning employee may apply for health, dental, life, etc. benefits within 30 calendar days upon reinstatement.
    - v. The employee's sick leave hours will be restored.
  - 3. Merit employees will be reinstated as required by any final Career Service Council or court order.
- D. Transfer Options
  - 1. County Transfer
    - a. A merit employee may transfer positions within the County subject to the approval of the Human Resources Division. When transferring the following procedures apply:
      - i. The new agency will request that the Human Resources Division verify that the employee meets the minimum qualifications.
      - ii. A transfer date will be established.
      - iii. The new agency must accept all of the transferring employee's accrued annual and sick leave, except that compensatory time accrued by FLSA covered employees must be either cashed out by the old agency or transferred to the new agency at the new agency's discretion.
      - iv. Compensatory time accrued by FLSA-exempt employees will be lost if not used prior to the transfer.
      - v. The new agency must prepare the necessary actions to effect the transfer.
  - 2. Department Transfer
    - a. Administrators may transfer employees within their department or elected office.
  - 3. Inter-Jurisdictional Transfer
    - a. The Human Resources Division Director may authorize the transfer of an individual with merit system status from a list of qualifying public jurisdictions maintained by the Human Resources Director.
    - b. The Human Resource Division may authorize the transfer of other individuals from qualifying federal, state or local public merit jurisdictions meeting the following:
      - i. The jurisdiction has a competitive hiring process through established policies designed to hire the most qualified candidate.
      - ii. Established minimum qualifications
    - c. If the administrator is considering the transfer of a current merit employee of another public jurisdiction he/she will notify the Human Resources Division of their intention and request certification of the individual's eligibility.
    - d. The transferring employee shall have his/her service date adjusted to reflect all previous merit employment with the other public merit system jurisdiction if there has been no break in service.

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- e. When an individual transfers to the Salt Lake County merit system they will be required to serve a probationary period.
- 4. Assimilation
  - a. When the County Council elects to assimilate a program or service to Salt Lake County government from another public jurisdiction, the merit employee(s) of the original provider automatically become employees of the Salt Lake County merit system.
  - b. All benefits are transferred to or comparable benefits are provided by Salt Lake County.
  - c. All employees who transfer with the program or service will have their service date adjusted to reflect all previous merit employment with the other public jurisdiction.
  - d. The adjusted service date will be used for the purpose of determining vacation accrual, reduction-in-force, awarding employee service awards and employee service certificate.
- E. Leave Accrual Service Credit
  - 1. An employee may request leave accrual service credit to increase their leave accrual based upon prior public service employment.
  - 2. The Human Resources Division may authorize leave accrual service credit when an individual begins employment with Salt Lake County after leaving a qualifying, state or local public merit jurisdiction meeting the following:
    - a. The jurisdiction has a competitive hiring process through established policies designed to hire the most qualified candidate.
    - b. Established minimum qualifications.

### III. References

- A. Hiring Managers and the Human Resources Division will follow the rules of the Salt Lake County [Nepotism Ordinance](#).