

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
SPECIAL MEETING                      AUGUST 17, 1978

The special meeting of the Civil Service Board was called to order by President Ronald Wright at 5:10 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Luis Campos, Donna Giles, Wilfred Street, Ronald Wright.  
Absent: Juanita Damerell.

AMENDMENT TO CIVIL SERVICE BOARD RULE 13.3, "TRANSFER TO A DIFFERENT CLASS"

At its meeting on August 15, the Board discussed, during its review of the request for transfer by Mr. William Jackson from Maintenance Man II to Engineering Aide I, the desirability of revising the rule covering transfer to a higher class and to a higher class if the employee had previously held permanent status in the higher class. Staff submitted a proposed rule, prepared with the assistance of Attorney David Benjamin, which reflected the discussion held by the Board.

After review of the proposed Rule 13.3, the rule was adopted, as follows:

MOTION: Mr. Street moved to approve Rule 13.3, "Transfer to a Different Class", as amended to include approval by the Civil Service Board of an employee's transfer to a higher class and/or to a higher class in which the employee had held permanent status.

SECOND: Mrs. Giles.

CARRIED: Unanimous vote.

Rule 13.3 shall read as follows:

Transfer to a Different Class. The following sections shall govern requests by employees to transfer to a different class:

(a) Transfer to a Higher Class: No employee shall be permitted to transfer to a higher class except under either of the following two subsections. For the purposes of this rule, the term "higher class" shall mean a class in which Step E of the salary range is higher than Step E of the salary range in the employee's present class.

(1) An employee may be allowed to transfer to a higher class, provided that the difference in salary range between Step E of the higher class and Step E of the present class does not exceed five percent (5%). The employee shall be required to meet all qualification standards for the class to which transfer is sought. If such standards are met, the employee shall be appointed to the salary step in the higher class which is closest to the salary which the

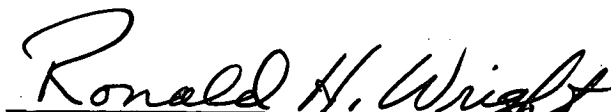
employee received in the lower class, but in no event shall the employee be appointed to a salary step which would grant the employee an increase in salary. No employee shall be transferred pursuant to this section without the approval of the department head, appointing authority, and the Civil Service Board.

- (2) An employee may be allowed to transfer to a higher class if the employee held permanent status in the higher class. The employee shall be required to meet all qualification standards for the class to which transfer is sought. If such standards are met, the employee shall be appointed to the salary step in the higher class which is closest to the salary which the employee received in the lower class, but in no event shall the employee be appointed to a salary step which would grant the employee an increase in salary. No employee shall be transferred pursuant to this section without the approval of the department head, appointing authority, and the Civil Service Board.
- (b) Transfer to a Lower Class, or Class in Which Step E is the Same as the Employee's Present Class: A transfer to a position in a lower class may be accomplished by demotion as described in 13.4 of these rules. A transfer to a position in a different class in which Step E of the salary range is the same as Step E of the range in the employee's present class may be permitted with the approval of the Board, provided that the employee and the department heads concerned consent to the transfer.

As indicated by the Board at its meeting of August 15, Mr. Jackson's transfer from Maintenance Man II to Engineering Aide I is effective pursuant to this newly adopted Rule 13.3.

The meeting was adjourned at 5:20 p.m.

  
William F. Danielson, Secretary

  
Ronald H. Wright, President