

CITY OF SACRAMENTO

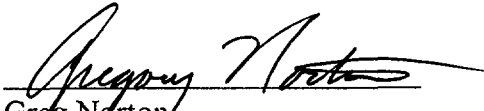
ADMINISTRATIVE POLICY INSTRUCTION


Topic: Application of Work Experience Effective Date: April 1, 1999
Toward Minimum Qualifications


From: Administrative Services Department Supersedes: N/A
Personnel Section

To: Department Heads Section Number: API #9

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SUMMARY OF CONTENTS

1. Purpose
2. Scope
3. Guidelines
4. Procedures

ADMINISTRATIVE POLICY INSTRUCTION

APPLICATION OF WORK EXPERIENCE TOWARD MINIMUM QUALIFICATIONS

1. Purpose

To provide procedures and guidelines for the recognition of up to 90 calendar days of work experience necessary to meet the minimum qualification requirements of a higher classification required in the classification specification.

2. Scope

These policies and procedures apply to all career, permanent employees unless otherwise directed per the established labor agreements.

3. Guidelines

3.1 Up to 90 calendar days of work experience which meets the minimum qualification requirements of a higher classification, may be recognized as meeting such minimum qualifications if the responsibilities and work experience are certified by the employee's department head as having been performed at the level required in the higher job classification.

3.2 To be accepted, the submitted experience must be continuous to ensure exposure to all elements required in the higher level classification specification.

3.3 Any additional experience which is required, must be at the level identified in the higher level classification specification.

3.4 This policy is to permit the following:

- Recognizes that employees are at times assigned increased responsibilities and higher level duties to provide training in these areas and to determine whether the individual has attained the required skills and knowledge.
- Permits department heads to recognize an employee's increased duties and responsibilities which qualify for purposes of meeting the minimum qualifications for a higher classification.

3.5 The responsibility to recognize and submit the request for acceptance of such work experience rests with the employee's department.

- Personnel shall include on the job announcement that an employee whose department head has certified up to 90 calendar days of work experience toward meeting the minimum qualifications must include such certification with his or her employment application.

- 3.6 Recognition of this time applies only toward meeting the minimum qualifications and will not apply or qualify toward:
- Seniority and/or probationary periods which begin with formal appointment to the position.
 - Retroactive pay. The decision to authorize out-of-class pay for appropriate work is that of the department pursuant to the applicable labor agreement.

4. Procedures

- 4.1 The Department Head is to certify, in writing, that the employee has performed the responsibilities/duties required of the higher level classification for which the time is to apply toward meeting the minimum qualifications. The information submitted must include the following:
- A brief description of the responsibilities/duties performed;
 - Number of consecutive calendar days, up to 90, performing at the appropriate level;
 - The specific classification for which this experience is to apply; and
 - Department Head signature certifying the qualified work experience.
- 4.2 The certification of this experience must be submitted to Personnel, along with the application for the classification desired, no later than the final filing date for the classification. The same deadlines for filing of the application will apply to receipt of the department head work experience certification.