

REALLOCATION PROTOCOL

TO BE USED BY CIVIL SERVICE COMMISSION STAFF, HUMAN RESOURCES DEPARTMENT STAFF, HUMAN RESOURCES PROFESSIONALS, AND UNION REPRESENTATIVES

Purpose: To ensure that employees affected by a reallocation of classification are informed in a timely matter regarding: (1) the effective date of such reallocation; (2) position status; and (3) any compensation and/or benefit changes.

- At the time of legislation submission, if legislation is necessary to effect classification title changes, classification creations, and/or pay assignments, representatives of the Civil Service Commission, the Department of Human Resources, the HR Officer for the affected employee(s)' department, and the appropriate Union will meet to discuss the details involving the reallocation of employees to appropriate classifications. Such details will include outstanding issues, understanding the process, and the responsibilities of each party. This meeting will take place at least six (6) weeks prior to the anticipated effective date of reallocation.
- The appropriate Human Resources Officer/Manager will meet with the affected employee(s) at least two (2) pay periods prior to the anticipated effective date of reallocation to explain the reallocation process and answer any questions the employee(s) may have. A copy of the applicable "Notice of Reallocation" form [which will document the information shared with affected employee(s)] will be provided to the employee(s) at that time.
- The "Notice of Reallocation" form will be provided to the Human Resources Officer/Manager by staff of the Civil Service Commission (a sample copy attached hereto).
- A summary of insurance benefits and a summary of economic benefits will be provided by the Department of Human Resources to the Human Resources Officer/Manager for purposes of discussing such issues with affected employee(s).