

MEMORANDUM

REVISION 4 SERIES D

TO: Holders of Career Service Rule Books
FROM: Career Service Board
DATE: February 22, 2013
SUBJECT: Revision of Career Service Rule 7-37 Effective Dates

The Career Service Board has approved the revision of Career Service Rule 7-37 Effective Dates. Under this rule change, the effective date of changes to the classification and pay plan resulting from audits or maintenance studies will be when they become law. This will eliminate problems caused by backdating these changes to the date of Career Service Board approval as required under the previous rule.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove:	7-6	January 7, 2013
Replace:	7-6	February 22, 2013

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

7-37 Effective Dates

- A. If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and pay plan shall be the beginning of the first work week following approval by the Mayor or by the City Council over the Mayor's veto. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval (Revised February 22, 2013; Rule Revision Memo 4D).
- B. If a position is to be re-allocated as a result of an audit or maintenance study without requiring changes to the classification and pay plan, the effective date shall be the beginning of the first work week following the classification decision by the OHR.
- C. If a position is to be re-allocated under the progressive classification series program, the effective date shall be the beginning of the first work week following the date of the appointing authority's signature on the Progressive Classification Series Re-allocation Form.

Section 7-40 Requests for Administrative Review

An appointing authority may ask the OHR Executive Director for an administrative review of a classification decision within ten (10) calendar days of the date of notice of the audit or maintenance study results. The OHR Executive Director or designee shall review the decision and provide a written response to the appointing authority.