



Administrative Regulations

Office of the Mayor

Title: OVER-HIRE POLICY

A.R. Number: 5.14 Effective Date: 4/8/2023 Page: 1 of 4

Supersedes: N/A A.R.: N/A DATED: N/A

I. PURPOSE

Certain departments or positions may experience more frequent turnover and/or position vacancies during the fiscal year. Additionally, staffing changes, including but not limited to a pending retirement, resignation, or termination, may necessitate hiring and cross-training a replacement employee prior to the departure of the existing employee or backfilling a position for an employee on long-term leave not expected to return for an extended period.

The purpose of this policy is to establish guidelines as to the creation and filling of over-hire positions. The Chief Administrative Officer has the authority to hire staff in excess of the number of positions presented in a department's personnel complement (over-hire) in specified circumstances.

II. POLICY

A. Use

The use of over-hire personnel may be approved to accelerate the filling of anticipated vacant positions by initiating the hiring process in advance of vacancies. Unless otherwise approved and appropriated, the department is responsible for offsetting the cost of an over-hire. Use of over-hire personnel may be authorized under the following circumstances:

1. Over-hiring a certain number of employees to accommodate high-need and hard-to-fill positions.

Example #1: If a department's history indicates that it will lose one position every three months, over-hiring one additional employee for this job will result in a trained employee to negate the vacancy/turnover and avoid scheduling issues during unexpected employee absences.

2. A pending retirement/resignation/vacancy where it is necessary to hire a replacement employee and have them job-shadow prior to the departure of the existing employee.

Example #2: If a longtime program manager will be retiring in a few months, the city can use the over-hire mechanism to proactively initiate in-advance hiring and conduct training of the new hire prior to the employee's retirement. It also allows the position to be filled immediately upon the retirement date.

B. Budget Availability

Over-hire positions will not exceed the department's authorized fiscal year budget.



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The salary and benefit savings from position vacancies and reduced overtime will offset the cost of over-hire personnel. The over-hire personnel ensures that the department will not be forced to limit operations because of staffing shortages and can better control overtime expenditure.

C. Condition of Over-hire Employment

Over-hires are considered temporary employees and have the rights and benefits of temporary employees as described in HR policies.

III. PROCEDURE

A. Approval

Department heads with Deputy Chief Administrative Officer approval must submit a written justification request to the Department of Human Resources (HR). The request will be sent to the Director of Budget and Strategic Planning for review and the Chief Administration Officer for final approval.

Over-hire recruitment and selection will follow the same process as funded positions.

B. Conversion to a Funded Position

If a funded position of the same classification and grade as the over-hire becomes available in the department, the over-hire shall be converted to the funded position, assuming the knowledge, skills, and abilities to perform job duties have been demonstrated.

1. No action on the part of the over-hire employee is necessary for this to occur.
2. The over-hire employee has precedence for the vacancy.
3. If there is more than one over-hire employee of the same classification and grade as the vacant funded position, the over-hire employee with the greatest amount of time-in-grade will be converted first.
4. Over-hire positions will carry an identifying position number indicating that it is an over-hire position. The over-hire position number will change when the employee is moved into a vacant funded position. Departments should complete and submit appropriate forms to HR to change the position number.



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IV. RESPONSIBILITY

Department Heads – If use of over-hire personnel is deemed necessary in accordance with this policy, department heads are responsible for submitting an over-hire justification request. Departments should contact HR to receive the necessary forms.

Deputy Chief Administrative Officers (DCAOs) – The DCAO over the requesting department approves the over-hire request prior to submission to HR.

Director of Budget and Strategic Planning – The Director of Budget and Strategic Planning will review and approve the budget justification for over-hire positions prior to the Chief Administrative Officer's approval.

Director of Human Resources – The Director of Human Resources will receive over-hire requests, review, approve, and notify the requesting department if approved by the Chief Administrative Officer.

Chief Administrative Officer – The Chief Administrative Officer will provide final approval of requests for over-hire positions. Initial requests should be processed through the Department Head and the Directors of HR and Budget. Once these approvals are obtained, it will be submitted to the Chief Administrative Officer.

V. DEFINITION

Over-hire – An over-hire is an employee in a position for which funds are not budgeted. An over-hire employee is qualified and has the background to perform the job duties just as an employee in a funded, permanent position. The ultimate purpose is to bring in an employee prior to a job becoming vacant. During this time, the over-hire will be trained and will work in the position until a funded position becomes vacant. At that time, the over-hire moves into the funded position.



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VI. REGULATION UPDATE

Modifications to this policy shall be the responsibility of the Department of Human Resources under the advisement of the Chief Administrative Officer.

Approval


CHIEF ADMINISTRATIVE OFFICER


MAYOR