



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: **Unclassified Services**
Creation Date: July 31, 2013
Revision Date: May 1, 2018
Prepared By: HR Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

I. Policy:

Employees in the unclassified service are employed at will. The City Manager or designee shall have the authority to make appointments and/or remove employees in the unclassified service. Unclassified service positions in the City are identified in the City Charter.

Policy Applies To:	
Full-Time Unclassified Employees	Contract Employees
Part-Time Unclassified Employees	

II. Definitions:

Unclassified Service: The unclassified service is comprised of positions that fall outside the purview of the classified civil service. Employees in the unclassified service can be discharged, disciplined or transferred for any reason that does not contravene public policy or state and federal employment laws.

III. Guidelines:

- A. **Appointment to Unclassified Service:** The City Manager or designee shall make appointments to the unclassified service based solely on education and experience in the accepted competencies and practices of the field as indicated in the job description for the applicable position.
- B. **Removal from Unclassified Service:** The City Manager or designee may remove an individual from unclassified service for any reason that does not contravene public policy or state and federal employment laws. The exception would be hearing officers and the Civil Service Commission Recorder, who may be removed only by a majority vote of the civil service commission as provided in the City Charter.

1. Written notice of separation will be provided to the individual to include effective date of separation, and may include instructions for out-processing.
 2. Advance notice of separation is not required.
 3. The reason for removal is not required.
- C. Discipline of Unclassified Employees: An unclassified employee may be disciplined, to include suspension, demotion or termination from City service, as deemed appropriate by and at the discretion of the City Manager or designee, or as otherwise provided by the City Charter.
1. The imposition of discipline on an unclassified employee is not subject to Civil Service Rules and Regulations.
 2. Compensation following demotion will be established according to Ordinance 8064 (Class and Compensation).
- C. Moving from a Classified to Unclassified Service Position: A classified employee who voluntarily accepts a position in the unclassified service will be deemed to have resigned from the employee's classified position, thereby relinquishing the rights and benefits of classified status. The employee will not be granted "return rights" to a position in the classified service; however, the employee will have reinstatement rights to the extent provided in the Civil Service Rules and Regulations.

APPROVED BY:

Dionne L Mack for
TOMAS GONZALEZ, City Manager

May 1, 2018
Date: