

**CITY OF PLANO POLICIES AND PROCEDURES**

201.000

**Department Name:** Human Resources Manual

**Procedure:** Vacant Positions

**Effective Date:** 11/01/96

**Revision Date(s):** 01/04/99, 01/01/03, 07/01/03, 04/01/06, 07/01/07, 04/01/09,  
10/01/09

**I. Purpose**

This policy describes the procedure for filling a vacant position.

**II. Definitions**

**A. Regular Full-Time Employee (RFT)**

Employees who are scheduled to work a full workweek (40 hours/week) or work period on a regular basis and have successfully completed probation with the city. Regular Full-time employees are eligible for full benefits.

**B. Regular Part-Time Employees (RPT)**

Employees who are scheduled to work less than a full work week schedule or work period and have successfully completed probation with the city. RPT employees whose positions are scheduled to work at least 1000 hours per year (20 hours/week but less than 40 hours/week) must participate in TMRS retirement plan. RPT employees whose positions are scheduled to work less than 1000 hours per year (19 hours/week or less) must participate in the Part-Time, Temporary, or Seasonal (PTS) retirement plan through the city's 457 provider. RPT employees accrue vacation and holidays on a prorated basis according to the number of hours worked.

**C. Probationary Employee**

Employees who have not yet completed their initial probationary period (which is generally six months to one year after hire date). Probationary employees can be either full-time or part-time.

**D. Temporary Employee**

Temporary employees are classified as either Temporary-I or Temporary-II.

**1. Temporary-I (TE-I):**

- a. Full or Part time employees who are hired for a specific period of time, determined at the onset of employment and is usually twelve (12) months or less.

**2. Temporary - II (TE-II):**

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- a. Part-Time employees whose function is to supplement the regular work force on a sporadic as-needed basis. TE-II employees must work less than 1000 hours per calendar year (19 hours/week or less).

Temporary employees do not accrue benefits however; they must participate in the PTS retirement plan through the city's 457 provider.

E. Administrative Termination of Employment

Excluding TE-II employees, any employee who does not receive a paycheck for 120 days, and is not on approved Leave of Absence, will be considered terminated.

**III. Policies and Procedures**

This policy describes procedures to be used by the City of Plano to fill vacant positions within the organization. The procedures cover hiring, promoting, transferring and demoting. Exceptions must be signed/approved by the appropriate deputy city manager or city manager, if the department reports directly to the city manager.

A. Vacancy Identification

Department heads shall notify Human Resources when a vacancy occurs (or is imminent) by creating a new job opening in the PeopleSoft system.

B. Vacancy Announcement

Human Resources shall review and approve for posting any new job opening. The job opening will be available for applications on the City internet page. This excludes vacancies to be filled by administrative transfer, temporary promotion or reinstatement.

C. Vacancy Application

Applications for initial employment, promotion, transfer or reinstatement shall be submitted as specified in the job posting. Only applications officially received in the prescribed manner shall be considered. All information submitted is subject to verification.

D. Pre-employment Process

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The hiring department and Human Resources shall work through the application process jointly to ensure that applicants are treated equally. The departmental application processing steps are explained below:

1. Minimum Qualification Verification

Human Resources will screen the applications and route those applications that meet the minimum qualifications specified in the job description unless all applications are requested.

2. Applicant Evaluation

The hiring supervisor will review the applications and schedule interviews. In addition to interviews, the evaluation process may include reference checks, performance tests, written tests and other screening procedures, as appropriate.

a. Hiring supervisors shall restrict interviews and all other evaluation activities, including reference checks, to job-related information and/or activities. Human Resources will assist in this area and should be contacted for guidance.

b. Interviewers shall complete an Applicant Evaluation for all applicants that were interviewed. Human Resources is notified by email as evaluations are completed. Interviewers may include justification in the applicant evaluation when experience is substituted for required licensing or education requirements in the job description.

c. After all interviews have been completed, the hiring supervisor will notify Human Resources of the selected applicant.

3. Applicant Disqualification

Applicants may be disqualified from consideration including, but not limited to the following reasons :

a. They do not meet the necessary position qualifications.

b. They make false statements on the application form.

c. They commit or attempt to commit a fraudulent act at any stage of the hiring process.

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- d. They are in violation of the City of Plano Substance Abuse Policy.
- e. They are not legally permitted to work in the United States.

4. Nepotism

Employment may be restricted when an applicant or current employee is related by blood (consanguinity) or marriage (affinity) to another City employee or official. A diagram is appended for determining the degree of consanguinity and affinity (Appendix A).

a. Nepotism restrictions are as follows:

- (1) An individual related within the third degree of consanguinity or second degree of affinity to a member of the City Council, deputy city manager, or the city manager shall not be appointed to serve or be employed in any position in the City.
- (2) An individual related within the third degree of consanguinity or second degree of affinity to a department head shall not be appointed to a position within that department.
- (3) An individual shall not be appointed to any position *that is at any point within the chain of supervision or management of* someone he/she is related within the third degree of consanguinity or second degree of affinity.
- (4) An individual shall not be appointed to any position if the appointment would create a close working relationship within the department or functional area that could affect the health, safety or welfare of the employees; or the efficient departmental operation; or the best interests of the organization.
  - a. Relatives employed as of the effective date of this rule are exempt from it.
  - b. Should a current employee become a relative of another employee and fall under the provisions of this rule, one of the employees must transfer to another area, resign or face termination. This rule applies to full-time, part-time, regular and temporary positions.

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- c. The city manager must approve the appointment or continued employment of any person subject to the provisions of this rule.
- d. The city manager may apply the nepotism prohibition for other organizational and/or personal relationships in the best interests of the City of Plano.
- e. The city manager may waive the provisions when it is in the best interests of the department or the City.

5. Residency

Residency requirements or reasonable response time requirements may be established for certain positions. These requirements will depend on the position duties.

6. Screenings and Examinations

All persons selected for the initial hire or rehire shall undergo a drug screening test. Persons selected for positions that require a commercial driver's license will also be required to undergo an alcohol screening test. Some job requirements will require a thorough medical examination.

Each of these tests will be conducted at City expense and in a manner prescribed by Human Resources. Employment shall be contingent upon successful completion of the required screening(s) and medical examination(s).

7. Background Checks

The City of Plano may conduct criminal history records checks on all new employees, including those in part-time, temporary and selected volunteer positions. If applicants have not provided accurate information regarding their criminal history, the job offer will be rescinded.

NOTE: A criminal conviction will not necessarily disqualify an applicant for employment. The conviction will be reviewed against the job requirements.

8. Signature/Approval Levels

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The signature/approval level for new hire personnel is at the division manager level if the position is budgeted and the employee is hired at the salary range minimum.

Approvals shall be documented on Personnel Action Forms.

E. Promotions

Promotions are position changes to classes with higher maximum salaries. Qualified employees may apply for promotion to vacant positions when positions are posted.

Probationary employees generally are not eligible for promotion during the probationary period. Exceptions may be granted by the city manager or a deputy city manager when such promotion is in the best interest of the City.

The following process shall be utilized for promotions:

1. Application

An employee applying for a position must complete the employment application.

2. Contacts

Qualified employees referred to the hiring department will be contacted by the hiring department for interview arrangements.

3. Transfer Dates

The hiring department shall contact the employee's current department to establish a mutually agreed-upon transfer date. The current department may require the employee to give two weeks' notice.

4. Promotion Initiation

The gaining department will initiate a Personnel Action Form to promote the employee.

5. Temporary Promotions

Temporary promotions may be authorized to ensure the proper performance of City functions if a position is vacant or the regular incumbent is absent. Temporary promotions are intended to be

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temporary and shall not be used to circumvent the normal selection process.

Temporary promotion rules are as follows:

- a. The employees involved shall not acquire any status or rights to the positions to which they are temporarily promoted.
- b. Employees may receive additional compensation for temporary promotions. In those cases where additional compensation is provided, department heads must designate the temporary assignment time period. Employees may be compensated at the base range for the temporary assignment position.

6. Approval Levels

The signature/approval level for promotions and temporary promotions is the division manager, if the position is budgeted and has been advertised.

Human Resources should be contacted if there are any questions.

F. Lateral Transfers

A lateral transfer is the assignment of an employee from one position to another position in the same salary range. Qualified employees may apply for transfers to vacant positions when the positions are advertised or posted.

Probationary employees generally are not eligible for lateral transfer during the probationary period. Exceptions may be granted by the city manager or a deputy city manager when such lateral transfer is in the best interest of the City.

The transfer process is described below:

1. Application

An employee applying for a new position must complete a new employment application.

2. Contacts

A qualified employee referred to the hiring department may be contacted by the hiring department for an interview.

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3. Transfer Dates

If an employee is selected to fill the vacancy, the hiring department shall contact the employee's current department to establish a mutually agreed upon transfer date. The current department may require the employee to give two weeks' notice.

4. Transfer Initiation

The gaining department will initiate a Personnel Action Form transferring the employee.

5. Lateral Transfers

Lateral transfers may be implemented at any time for administrative convenience. A qualified employee may request a lateral transfer subject to the approval of the hiring department head or division manager.

6. Approval Levels

The signature/approval level for lateral transfers is the division manager level, if the position is budgeted and has been advertised. Approvals will be documented on Personnel Action Forms.

Human Resources should be contacted if there are any questions.

G. Demotions

A demotion is the assignment of an employee from a position in one class to a position in another class having a lower maximum salary.

Employees qualified to perform lower-level position duties may be approved for administrative demotion at their own request. Administrative demotions may be alternatives to layoffs or terminations resulting from unsuccessful Performance Improvement Program (PIP) accomplishment.

Demotions (other than those resulting from an unsuccessful PIP) shall not be considered disciplinary actions nor disqualify employees involved from consideration for later advancement. Demotions implemented as alternatives to layoffs may be fully or partially rescinded at any time.

Probationary employees generally are not eligible for voluntary demotion during the probationary period. Exceptions may be granted by the city

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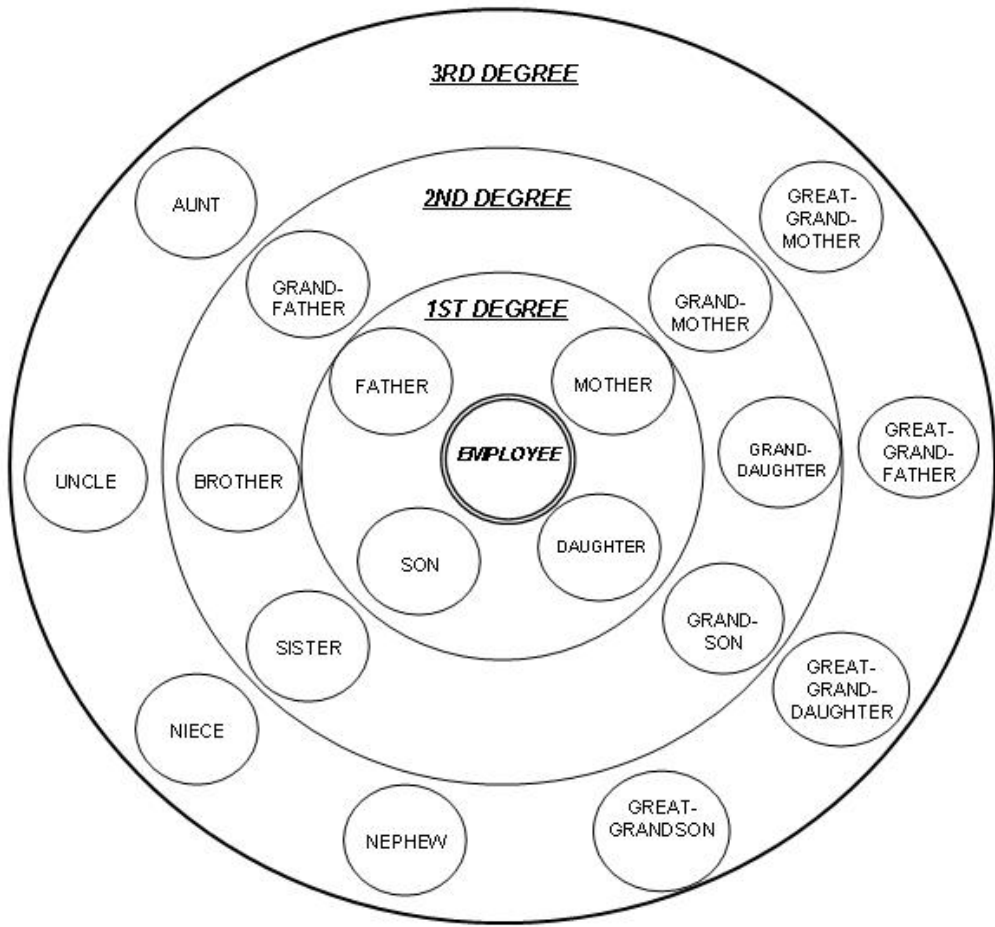
manager or a deputy city manager when such voluntary demotion is in the best interest of the City.

The signature/approval level for authorized non-disciplinary demotions is at the division manager level or department head level. Approvals will be documented on Personnel Action Forms. Human Resources should be contacted if there are any questions.

**IV. Appendices**

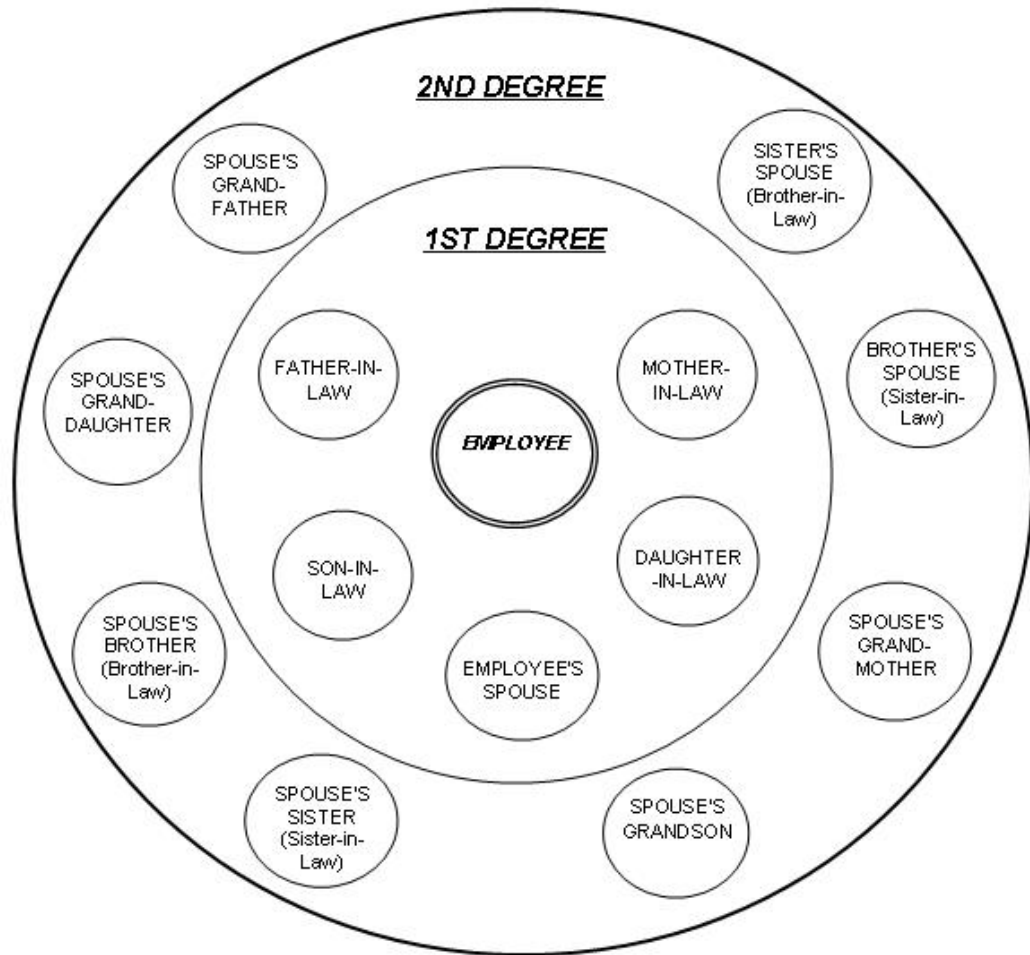
- A. Degree of Consanguinity and Affinity Chart

**PROHIBITED DEGREES OF  
CONSANGUINITY AND AFFINITY**



**CONSANGUINITY KINSHIP CHART**  
*(Blood)*

**PROHIBITED DEGREES OF  
CONSANGUINITY AND AFFINITY**



**AFFINITY KINSHIP CHART  
(Marriage)**