

CITY PERSONNEL POLICY

GRANT FUNDED POSITIONS - CREATION AND HIRING

Policy # 16-00

Approved by Personnel Board: 8/26/99

Michele Frost, Personnel Director

Approved by City Council: 4/4/00

Council President Paul Koneck

Pursuant to the Omaha Municipal Code, Section 23-65, the following is declared to be the policy of the City of Omaha. Please check the City's e-mail system in the Public Folders under Personnel Department for the latest amendments to this policy.

The creation and hiring procedures for all civilian positions within the City of Omaha (with the exception of positions in Job Training of Greater Omaha) which are funded in whole or part by a local, state, or federal government grant or any other funding source the term of which is temporary or uncertain ("grant") will follow the procedures outlined in this Policy. (See, City Personnel Policy: Full-Time Unclassified Employees - Wages and Fringe Benefits.)

Status: Grant funded positions shall be "unclassified" positions for the term of the grants.

Creation and hiring of grant funded positions:

1. When a grant application is prepared, the Compensation Division of the Personnel Department will determine the preliminary class specifications and salary levels for each position funded by the grant.
2. Upon notification that grant funds will be awarded to the City, and if there is a reasonable possibility (as determined by the Personnel Director) that these unclassified jobs will at some point become classified jobs, the Compensation Division of the Personnel Department will submit class specifications and recommend salary levels to the Personnel Board for approval as required by Chapter 23 of the Omaha Municipal Code.
3. Appointments to grant funded positions will be made consistent with the normal competitive testing process identified in Chapter 23 of the Omaha Municipal Code. The positions will be posted and tested for and appointments will be made from a certified list of eligible candidates.
4. Classified employees who accept grant funded positions, do so with the understanding that their status in the grant funded position will be unclassified for the term of the grant. Effective the date of this Policy, no leave of absences from the employees' classified positions will be approved. This means that classified employees who accept an

unclassified grant funded position lose their classified status and any rights associated with that status when they accept the grant funded position (i.e. the right to voluntary demotion, transfer, promotion, etc.)

5. Rates of pay and step increases for all grant funded positions will follow all rules established in Chapter 23 of the Omaha Municipal Code.

Transition of grant funded positions to classified positions:

1. If a grant funded position is budgeted by a department to become a classified position (to be paid from general fund dollars and approved through the annual budgetary process), the Compensation Division of the Personnel Department will then submit the class specification and salary level to the City Council for approval as required by Chapter 23 of the Omaha Municipal Code.
2. Once the grant funded position has been approved as a classified position and the grant funds have been depleted, the employee holding the unclassified grant position may be made a classified employee in that same classification, provided he or she was appointed following the above guidelines. This will be the case even if the eligibility list used to make the initial selection has expired.
3. Any employee appointed to a classified position from an unclassified position:
 - a) Will be placed on probationary status according to Chapter 23 of the Omaha Municipal Code, but such employee will be allowed to use his or her accumulated annual leave during this probationary period.
 - b) Will be placed at the beginning pay step according to Chapter 23 of the Omaha Municipal Code, unless the Department Director requests placement at a different step (i.e. the same step the incumbent earned in the unclassified position). If the Director makes this request, it will be forwarded to the Personnel Board for approval as required by Chapter 23 of the Omaha Municipal Code. If a position is equivalent to an Administrative and Executive classification or a Civilian Management classification and an employee is placed above the beginning step, there will be no six month increase. The employee will only receive annual increases on his/her anniversary dates.
 - c) Will have his/her anniversary date on the date the employee became a classified employee.