

# ***CITY PERSONNEL POLICY***

## **CROSS TRAINING/CAREER DEVELOPMENT**

Policy # 7-00

*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.

It is the policy of the City to encourage employees to seek training and/or experience in areas which would enhance employees' professional careers and meet the City's needs. Accordingly, employees may request temporary employment in another job in another (or the same) department or division. Such a request must be approved by both the director of the department in which the employee is currently employed and the director of the department in which the employee is seeking to be temporarily placed for such career development. Such requests must also be approved by the Labor Relations Director and the union which represents the employee's current job. This policy does not affect the City's right to temporarily transfer an employee in accordance with the provisions of the applicable union contract or Chapter 23.

It is understood that employees have no rights to special temporary assignments, but will be granted or denied based upon sound business principles. Factors such as department's work demands, employee's work and attendance record, proven ability in current position, and the employee's career development plan will be considered in determining eligibility. The term of any such assignment shall be determined on a case-by-case basis but can be terminated at any time upon the request of the employee or director from either department. No employee shall be entitled to out-of-class pay for any time spent in such a training/career development status requested pursuant to this policy.