



City of Pittsburgh
Operating Policies

Policy: New Hires, Rehires, Recalls, Reinstatements, Transfers, Promotions, Demotions and Assignments	Original Date: 6/1978
	Revised Date: 9/2009

PURPOSE: To establish a policy for New Hires, Rehires, Recalls, Reinstatements, Transfers, Promotions, Demotions and Assignments.

POLICY STATEMENT: All departments with the desire to fill a position with a new hire, rehire, recall, reinstatement, transfer, assignment, promotion or demotion must follow the following procedure to process the Personnel Requisition Form that is needed to do so. During this process a Personnel Transaction Form as well as a completed I-9 Form and copies of identity and employment authorization documents must be submitted to the Department of Personnel and Civil Service Commission (P&CSC). The other responsibilities of the hiring department and P&CSC can be found in this policy.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

PROCEDURE

1. Beginning November 15, 1993 the enclosed revised Personnel Requisition Form dated 11/93 is to be submitted by departments to request authorization to fill a position with a new hire, rehire, recall, reinstatement, transfer, assignment, promotion or demotion. Discard any old forms. The procedure to be followed in processing the form is as follows:

- A. The hiring department completes Section 1;
- B. The hiring department maintains the goldenrod copy and forwards the remaining four copies to the Mayor's Office;
- C. The requisition is reviewed for approval/disapproval and the Mayor's Office completes Section 2;
- D. The Mayor's Office maintains the yellow copy and sends the pink copy back to the hiring department; and
- E. The Mayor's Office sends the white and green copies to the Personnel Department for appropriate action.

Section 1 of the form must be filled out correctly and completely by the hiring department to avoid delays in processing this form.

2. To complete the Personnel Requisition Form, please follow the steps outlined below:

- A.** Complete the lines beside “Department”, “Section” and “Position Title” of the vacant position to be filled. Beside “Position Title”, indicate the complete, accurate budgeted title, including As Needed, Part-Time and/or Temporary, if applicable. If the position is not in the current budget and the department head wants the job title placed in the following years budget, the job title can be made parenthetical i.e., Clerical Specialist 2 (Clerical Specialist 1). Indicate the “Funding Source” for the position, i.e., a specific code account number, trust fund, reimbursement from a federal and/or state program, etc. Complete both the step/grade and pay (if annual) or rate (if hourly) of the vacant position.
- B.** Under “Reasons for Both Vacancy and Request”, specify what occurred to result in the vacancy (i.e., resignation, promotion, transfer, etc. of incumbent) and provide relevant detailed information that will assist the Personnel Department in filling the vacancy. Identify the effective date of the vacancy and the name of the employee who has or will vacate the position, as well as the reason it is necessary to fill the position. If applicable, indicate if the position is a newly budgeted position.
- C.** Check the box that applies regarding the status of the position, i.e., full-time, part-time, or temporary. For example, for a position to be filled 40 hours a week for an indefinite duration, the full-time box should be checked. For a position such as a Summer Laborer in Parks and Recreation who will work 40 hours per week for a limited time period (six months or less) the temporary box should be checked. A vacancy in a position to be filled on a 30 hour a week basis for not more than 1500 hours in a calendar year is a part-time vacancy.
- D.** The name and extension of the person who will work with the Personnel Department regarding the filling of the vacancy should be provided. The department head must sign and date the Requisition Form.

Accurate and complete information provided by the hiring department in Section 1 of the Personnel Requisition Form will facilitate necessary processing and result in filling the vacancy sooner.

- 1) Upon receipt of an approved Personnel Requisition Form, the Department of Personnel and Civil Service Commission staff will consult with you and conduct the appropriate job analysis, recruitment and examination procedure in accordance with applicable Civil Service Statutes and Rules, collective bargaining agreements and the affirmative action plan.

Notifications of eligible candidates will be sent to the department head for review and selection. During your selection process of interview, reference check, etc., be

sure to follow the procedures regarding criminal record checks (See Policy for Criminal Records Checks – New Hires) and related procedures regarding dual employment and nepotism (see Application for Employment and Related Policies). In accordance with the provisions of the Americans with Disabilities Act of 1990 (ADA), medical examinations cannot be administered before a conditional offer of employment is made. Medical examinations will be scheduled through the Department of Personnel and Civil Service Commission as required after conditional offers of employment have been made and before final offers can be made.

2) In order to comply with the Immigration Reform and Control Act of 1986, all proposed new hires including full-time, part-time, or temporary and summer must be informed at the time of interview that if provided a final offer of employment, they will be required to complete an I-9 Form and present documentation of their identity and employment authorization to the department head at least two weeks prior to their proposed start date. Department heads may choose to designate a representative to be responsible for completing the Employment Verification Form (I-9) and authorize this representative to examine the documents and complete and sign the certification section of the Form on behalf of the employer. See Personnel Transaction Form and I-9 Procedures for further clarification on I-9 procedures and acceptable documentation.

3) You are to notify the Department of Personnel and Civil Service Commission of the candidates selected for appointment, transfer, assignment, promotion or demotion by submitting a Personnel Transaction Form (See Personnel Transaction Form and I-9 Policies). The completed I-9 Form and photocopies of the identity and employment authorization documents must accompany the Personnel Transaction Form. These documents will be maintained in the Department of Personnel and Civil Service Commission's personnel files for audit inspection by the U.S. Immigration and Naturalization Service.

Personnel transactions must be effective the first day of a pay period for all employees except new hires. In order to prepare and process all necessary paperwork, it is imperative that the Personnel Transaction Form is signed by the department head or department head designee. The Personnel Transaction Form will now become the authorized source document, replacing the multiple sheet transaction slips.

4) You are responsible for informing the candidate(s) of the start date. If you are acquiring an employee through transfer or promotion from another department, you are also responsible for notifying the affected department head and working out a mutually satisfactory start date (see Notice of Personnel Actions- Interdepartmental Transfer and Promotion). The Department of Personnel and Civil Service Commission will schedule individuals for the Orientation Program (See Orientation Program and Payroll Registration). It is your responsibility to immediately notify the Department of Personnel and Civil Service Commission in writing of any individual who does not report to work as scheduled.

Additional forms can be obtained from the Department of Personnel and Civil Service Commission by calling extension 2706. If you have any questions concerning the forms or their application, please contact your Personnel Analyst.