

POLICY NUMBER:

APM-1-02

DATE:

February 5, 2002

ISSUED BY:

Carlos A. Gimenez
City Manager


SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

REVISED

SECTION

Created

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REVISION

02/05/02

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SUBJECT:

EMPLOYEE TRANSITION POLICY

PURPOSE: To provide an official policy relating to the transition of personnel upon the end of the term of an elected official.

Effective this date, this administrative policy supersedes all previous directives on this subject.

The Policy will be as follows:

- I. Upon the end of the term of an elected official, the affected employee will be appointed to a temporary position for a period of up to three months, provided funds are available. During the three-month transition period, City administrators will make every effort to assist the affected employee in identifying suitable vacant position(s); however, it will be the responsibility of the employee to apply and compete for said positions in accordance with City policies and procedures. Should a suitable position not become available within the City's workforce in the three-month transition period, the employee will then be terminated.
- II. A Transition Committee comprised of the City Manager or his designee, the Assistant City Manager for Finance and Administration, the Director of Human Resources and the Director of Management and Budget will be responsible for the transition of affected employees. It shall be the responsibility of the Director of Human Resources to administer the transition of employees covered by this policy.