

CITY OF SACRAMENTO

ADMINISTRATIVE POLICY INSTRUCTIONS

Topic: Flexible Staffing/Reallocation  
from Assistant to Associate Level

Effective Date: 5/1/97

From: Administrative Services Department

API #4

To: Department Directors/Division Managers



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FLEXIBLE STAFFING/REALLOCATION FROM  
ASSISTANT TO ASSOCIATE LEVEL

1. Purpose

1.1 To establish policy and procedures for flexible staffing from Assistant to Associate level.

2. Scope

2.1 The policies and procedures detailed herein apply to all Assistant Engineers, Assistant Architects, and Assistant Landscape Architects requesting flexible staffing to the Associate level.

3. Policy

3.1 After successfully passing the appropriate California Professional Examination, Assistants may apply for flexible staffing to the Associate level.

4. Procedures

4.1 The employee shall submit a written request accompanied by proof of passing the State of California Professional Examination to his/her appropriate Division Manager.

4.2 The Division Manager shall meet with the appropriate Deputy Director and the employee's direct manager to determine eligibility for flexible staffing and to respond to the request.

4.3 If the request is approved, the Division Manager shall submit a written recommendation and request for flexible staffing to the appointing authority for processing and implementation.

4.4 The processing of approved requests should be completed within thirty (30) days of submittal by the employee to the Division Manager.

4.5 If the request is denied, the employee shall be notified in writing. The employee may request a personal meeting with higher management up to the Department Director to appeal the decision.