

SALT LAKE COUNTY HUMAN RESOURCES POLICY AND PROCEDURE

CAREER MOBILITY ASSIGNMENTS

REFERENCE

Human Resources Policy and Procedure: Employment Status
General Definitions

PURPOSE

Career mobility assignments are intended to provide career development opportunities for County employees. Career mobility assignments provide employees with increased knowledge of County and other government operations, job skills necessary for advancement or greater competency in their current positions. Career mobility assignments may also provide assistance to Divisions, Departments or Elected Offices with specific short-term needs.

PROCEDURE

1.0 ELIGIBILITY

- 1.1 County employees eligible for career mobility assignments must be merit employees of Salt Lake County and have the approval of their Administrator. Prior to any negotiations regarding a career mobility assignment, the respective Administrator must obtain written approval of the Department or Elected Official. Career mobility assignments are to be considered a voluntary action by the employee and must have the contractual agreement of each career mobility assignee and agency officials.
- 1.2 Career mobility assignments may be exchanges between employees in two different Sections, Divisions, Departments or Elected Offices of the County, other public jurisdictions, or private agencies.
- 1.3 Career mobility assignments may be unilateral employee assignments to other Sections, Divisions, Departments or Elected Offices of the County, other public jurisdictions, or private agencies.
- 1.4 The length of career mobility assignments should not exceed one (1) year without a revised career mobility agreement.
- 1.5 The assignment may be full-time or part-time.
- 1.6 If the career mobility does not involve an exchange of employees, the vacated allocation may not be reclassified or abolished until the career mobility assignment has been terminated.

2.0 Implementation of Career Mobility Assignments

- 2.1 A career mobility assignment shall be initiated and reviewed for approval by forwarding to the Human Resources Division Director a copy of the career mobility agreement which shall contain the following information:
 - 2.1.1 description of the career mobility position;
 - 2.1.2 benefit to be derived by the employee(s) and Salt Lake County;
 - 2.1.3 proposed duration of the assignment specifying in writing the beginning

- and ending dates;
 - 2.1.4 proposed financial arrangements;
 - 2.1.5 name(s) of affected employee(s) and his or her signature signifying consent to participate;
 - 2.1.6 a statement of agreement as to the terms and conditions of the assignment, including what the salary and employee benefits will be and the conditions upon which the assignment can be terminated;
 - 2.1.7 any additional information deemed necessary or informational.
 - 2.1.8 a statement specifying the employment conditions and status, including whether the position will be encumbered, under which the career mobility assignee will return to regular employment.
 - 2.2 All career mobility assignments shall be submitted on a Notice of Personnel Action (CP4)
 - 2.3 Employees selected for career mobility assignments may be paid part or all of their salary by **either** the old or new payroll unit. Salaries shall be determined by mutual agreement of the affected agencies
- 3.0 An employee from a public jurisdiction other than the County assuming a career mobility assignment shall be considered a Merit Exempt Employee.
- 3.1 For employees from an outside jurisdiction or private organization, all benefits and other conditions of employment shall be as outlined in the Career Mobility Assignment Statement of Agreement which must be pre-approved and signed by the Department or Elected Official and the County Human Resources Director.

Approved and passed this 29th day of July, 2008