

		Policy # 703
Subject: Training and Development Assignments		
Responsible Department: Personnel Services		
Effective Date: 12/2001		Revision Date: N/A
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1. **Purpose**

To foster career development, provide professional mobility, and aid in the retention of skilled and productive employees necessary for County's growth. Training and Development (T&D) assignments are intended to provide opportunities for employees which may lead to potential promotion or career changes. The assignments do not guarantee a promotion or transfer; however, allow for already skilled employees to learn leadership traits and new skills while strengthening the County workforce.

T&D assignments provide employees with relevant workplace experiences and enhance skills that aim to improve their ability to:

- Perform in their current assignments
- Prepare for future promotional opportunities
- Enter into new occupational fields
- Gain experience to meet minimum qualifications, and
- Build upon already proficient skills and abilities

2. **Authority**

Sacramento County Charter, Article VII Section 21(j), authorizes and permits the County Executive to temporarily transfer employees from one position to another within the County.

3. **Scope**

This policy applies to all County of Sacramento employees who possess:

- Permanent status in their present class or

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- Probationary status in their present class and previously held permanent status in their prior class (with no break in service due to a permanent separation since that permanent status)

Note: A Training and Development assignment counts as time completed towards probation in the appointment class. Appointing authorities are advised against approving a T&D assignment of a probationary employee when there is any question regarding the employee's ability to successfully perform the duties of the temporary assignment.

4. Policy

A T&D assignment is a temporary appointment in which an employee will maintain their:

- Current job title
- Salary and if applicable, eligibility for step increases
- Seniority
- Status
- The right to return to a position in the original class upon the conclusion of the T&D assignment and
- Employee representation designation (if applicable, the employee continues to pay union fees)

AGREEMENT

The department offering the assignment will prepare a T&D Assignment Plan, a request for authorization of the assignment, and submit documents to their Department Head. A memo of acceptance for a T&D Assignment shall be signed by the following individuals:

- The employee
- The current manager of the employee
- The current Department Head of the employee
- The manager of where the T&D Assignment will be located and
- The Department Head of where the T&D Assignment will be located

The department offering the T&D Assignment will generate and define expectations. The appointing authority must certify that the assignment will not be the cause of a layoff, ensuring there will be a suitable vacancy for the employee upon conclusion of the assignment. Options include:

- Return to the employee's former position or another position in same class,
- Appointment to the T&D class or to another class, if employee is eligible, complies with applicable civil service requirements and is willing to accept.

TIMEFRAME

T&D assignments are generally six months to two years. After two years an extension must be approved by the County Executive or designee.

TERMINATION

The T&D assignment may be terminated at any time for any reason by either the appointing department head or the employee upon the issuance of a 30 day written notice (or other length of time by mutual agreement of the employee, and both appointing authorities).

In addition, employees on temporary or limited-term appointments must return to their permanent appointment class before a T&D assignment can be affective.

The table below outlines standards to apply in three types of T&D assignments with respect to salary differences between the employee's current class and T&D assignment class.

If T&D assignment class salary compared to current position is...	...then the T&D assignment is subject to these standards:
Within 5% of T&D assignment class	Employee may accept a T&D assignment to a class to which the employee could voluntarily transfer or one in which employee does not meet the minimum qualifications.

<p>More than 5% of top step of permanent appointment class)</p>	<ol style="list-style-type: none">1. Not in the same class series as the employee's present class.2. The class within the series nearest in salary to the employee's current class that will provide an appropriate training experience;3. If more than 3 steps higher than the employee's current class,<ol style="list-style-type: none">a) the intent is to prepare employee for a permanent move to the T&D class or to a closely related class, andb) the employee will meet the minimum qualifications for the higher salaried class by the conclusion of the T&D assignment.
<p>Less than 5% of the top step of the T&D assignment class)</p>	<ol style="list-style-type: none">1. Same as condition 2 above.2. If less than three steps lower than the employee's current class, must be approved in advance by the Director, Personnel Services Department.3. The purpose of the T&D assignment is to prepare for future service in a class that has a salary range that is substantially the same or promotional in comparison to the salary range of the employee's current classification.4. The assignment will provide experience that differs from the duties that the employee has previously performed.

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T&D assignments differ from transfers. Departments must review these differences outlined in the table below and determine the most appropriate action:

#	T&D Assignment	Transfer
1	Employee keeps same job classification.	Employee transfers into a new job classification.
2	Employee does not need to meet MQ's for class assignment.	Employee must meet MQ's for the new position.
3	The assignment is temporary.	The assignment is permanent.
4	If employee is on probation, time in new assignment is counted towards probation in the appointment class.	An employee with a permanent status is not subject to probationary period.
5	Employee receives same pay and benefits as the employee's existing permanent position.	Employee receives new job classification pay and benefits, which is within 5%.
6	If the assignment is to a class with a salary more than 5% lower, the employee job class and pay remain the same.	If assignment is a voluntary demotion, employee receives the lower pay or may be eligible for "Y-rated" salary.

5. **Review** Not Applicable