PUBLIC HEARING AGENDA

Civil Service Merit Board
December 8, 2021
1:30 p.m., Conference Room 461, City County Building

CALL TO ORDER

ANNOUNCEMENTS

1. Rule amendments to Article 15 “Requisition and Certification” of the Civil Service Merit Board Rules and Regulations.

2. Rule amendments to Article 21 “Promotions” of the Civil Service Merit Board Rules and Regulations.

3. Rule amendments to Article 25 “Classification and Compensation” of the Civil Service Merit Board Rules and Regulations.
SECTION 1501. REQUEST FOR APPLICATIONS TO BE FORWARDED
Whenever a vacancy in the classified service is to be filled, the Department Head shall submit a requisition to the Finance Department. The requisition shall be on an official form and shall specify the department, the classification title, the compensation or pay step, the days and hours of work, the preferred starting date, EEO information if applicable, and whether the service is temporary, seasonal, or permanent, and probable length of service, if not permanent. Upon receipt by the Civil Service Department of a properly executed requisition, the classification shall be posted for a minimum of ten (10) days, unless the classification is posted continuously, has been approved by the Board to be posted annually, was last posted within sixty (60) days, is exempt from the classified service, or as provided otherwise by the Board. The referral of applications shall not be made until the posting period has expired, and the applicants have had the opportunity to be processed through the selection procedure.

Promotions in the Police and Fire Department uniformed bodies may be made from the established eligible registers without retesting or repositing for a period of two years from the date of the most recent eligibility register, unless the Department Head requests retesting and repositing. Selections for Public Service Worker I may be made from the established eligible register without retesting or repositing for a period of one year from the date of the most recent eligibility register, unless the Department head requests retesting and repositing.

SECTION 1502. RULE OF FIVE
Upon receipt of a properly executed requisition in compliance with Section 1501 of these Rules, the Executive Secretary/Director shall forward to the Department Head the names of five (5) eligible of highest standing for each such position except where otherwise provided for in Sections 1522, 1523 and 1524.3 of this Article. If more than one vacancy is to be filled, a multiplier shall be used to provide the names of five (5) additional eligible applicants for referral to the Department Head for each vacancy. For example, if two vacancies exist, the names of ten (10) eligible applicants of highest standing shall be referred; if three vacancies exist, the names of fifteen (15) eligible applicants of highest standing shall be referred; etc. When the name of any eligible is included in a referral for consideration for appointment, the names of all other eligible on the list having the same final grade as such eligible shall likewise be included in such referral for consideration.

SECTION 1503. JUSTIFICATION FOR SELECTION
All applicants ranking higher on the referral than the applicant selected must be interviewed by the hiring authority. Because hiring decisions are at the discretion of the Department Head, rank order on the referral does not in any way guarantee that an individual will be hired. Ranking on the referral only means that all individuals above the individual selected are guaranteed an interview, but not that such individuals have any preference in the selection process. If there are any applicants above the applicant selected, detailed justifications for selection of the applicant selected must be given, except as otherwise provided for in these Rules. Only after documentation of refusal of employment or justifications for not selecting said applicant(s) shall the Department Head be able to obtain additional names from the register. Upon receipt of the justification for selection, the Executive Secretary/Director may request additional information and/or justification should he/she deem said information necessary to access compliance with the spirit and purposes of these rules and regulations prior to processing the selection.
SECTION 1504. ORDER OF ELIGIBILITY REGISTERS
The eligibles forwarded shall be the highest ranking eligibles (willing to accept employment) ranked in the following order:

1. Those on the reinstatement to position list, if any
2. All those on the transfer list, if any (not to exceed 5) and (not required to accept)
3. All those on the reinstatement to class and re-employment lists combined and in order by seniority in the classification, if any
4. Those on a promotion list, if any
5. Those on an open-competitive employment list

SECTION 1505. DEPLETION OF REINSTATEMENT OR REEMPLOYMENT LISTS
All eligible individuals on the reinstatement and re-employment lists must have been certified or eliminated from the list before referrals from the remaining lists shall be permitted. When there are no applicants on the reinstatement or re-employment lists, names referred may be taken from two or more lists if necessary in order to refer the appropriate number of eligibles.

SECTION 1506. SUPPLEMENTATION OF ORIGINAL REFERRALS
On notification from a Department Head that one or more eligibles have declined appointment, have failed to respond to a notice properly sent, have indicated they are no longer interested, have not reported for a scheduled interview, or where the Department Head has rejected the applicant(s) and provided justification satisfactory to the Board, the Board shall supplement the original referrals with the addition of the name or names of the eligibles next in order of standing on the list sufficient to provide the Department Head with the appropriate number of applicants from which to make a selection.

SECTION 1507. INSUFFICIENT ELIGIBLE LIST
When fewer than the appropriate number of names are available on a list, the Department Head may make the appointment from the names referred. If the Department Head does not wish to make the appointment from the names referred, the requisition may remain open until additional applicants are tested and placed on the eligible list for that classification unless cancelled by the Finance Department or other authority.

SECTION 1508. CERTIFICATION FROM RELATED ELIGIBLE LISTS
Whenever the number of names on an eligible list is insufficient to make a complete list of applicants to be forwarded for consideration, the Executive Secretary/Director may forward the names of eligible willing to accept employment from lists for classes of higher standing or from lists of other comparable classes. In cases where promotional applicants are available, the list shall not be supplemented with applicants from lists of other classifications.

SECTION 1509. TEMPORARY APPOINTMENT
When a vacancy is to be filled in a position for which there are no eligibles available for consideration, the Department Head may make a temporary appointment as specified in Section 101.11.

Amended 1/14/15 12/8/21
SECTION 1510. STRUCTURED INTERVIEW
The Department Head or designated supervisor shall interview the referred applicants using questions that seek job relevant information. The interviewer shall not ask questions about race, political affiliation, or religious beliefs, and shall avoid questions about the spouse, child care plans and other matters not related to the job.

SECTION 1511. SELECTION REPORT
This report includes:

Section 1511.1. The name of every applicant who was referred by the Board Office to the Department Head and justification for selection.

Section 1511.2. An optional inclusion is a list of the name(s) of applicants from this list who the Department Head would appoint if the individual selected does not ultimately fill the position. (This might occur if the applicant refuses the offer of employment, fails the medical examination, polygraph, psychological evaluation, fails to report to work, etc.)

Section 1511.3. A certification by the Department Head that he approves of the action recommended in the Selection Report.

SECTION 1512. REINSTATEMENT TO CLASS
A Civil Service employee who has been retreated from a higher class to a lower class for other than disciplinary reasons, incompetency, or voluntary reduction shall be placed on a reinstatement list for the classification from which he/she retreated. The employees on the "reinstatement to class" list shall be combined with the employees on the re-employment list for such classification in the order of their seniority in the classification. Such employees shall be granted priority over the promotional and the open-competitive eligibility lists.

SECTION 1513. REINSTATEMENT TO POSITION
A Civil Service employee who has "bumped" or moved laterally from one position to another within their current classification for other than disciplinary reasons, incompetency, or voluntarily shall be placed on a "reinstatement to position" list and shall be reinstated to his/her former position with priority over all other lists when said position becomes open.

SECTION 1514. FAILURE TO COMPLETE PROBATIONARY PERIOD DUE TO DISCIPLINARY ACTION
An employee in the classified service who fails to complete the probationary period for a promotional position due to disciplinary action, and is consequently demoted, shall not be placed on a reinstatement list, but shall maintain the rights and privileges of taking promotional examinations.

SECTION 1515. RE-EMPLOYMENT
Re-employment lists shall consist of names of persons who were laid-off in accordance with Civil Service Merit Board Rules and Regulations, and who, at the time of their separation, had attained permanent Civil Service status during their most recent employment with the City. The order in which these names shall be ranked on the re-employment list shall be in accordance with their seniority.
SECTION 1516. DEMOTION FROM A CIVIL SERVICE CLASSIFICATION
An employee in the classified service who is demoted from a classification in accordance with Article 27 of these Rules and Regulations does not have the right to automatically return to said classification unless the employee reapplies, retests and is reappointed in accordance with civil service procedures for said classification.

SECTION 1517. TIE IN SENIORITY ON REINSTATEMENT-TO-CLASS AND RE-EMPLOYMENT LISTS
If the seniority in the current classification of two or more employees is equal, the Department Head shall select between the persons eligible for re-employment based upon merit fitness for employment. To this end, consideration shall be given to the quality of the service of these employees whose seniority is equal. If, after quality of service, a tie among the employees still exists, the preference shall be given to the employee with the greatest overall seniority with the City.

SECTION 1518. RETIRED
No person may be certified from a re-employment list or be re-employed in a civil service job if he/she has voluntarily retired from the City of Knoxville.

SECTION 1519. REMAIN ON RE-EMPLOYMENT LIST FOR TWO YEARS
The name of a classified employee who has been laid off shall be placed automatically on the appropriate re-employment list(s). His/Her name shall remain on said list for a period of two years from the date of separation unless removed earlier by any of the provisions of these Rules and Regulations, and he/she shall be mailed notification 30 days prior to removal from said list by expiration of two year limit. Promotional preference shall be given to laid off employees for an additional two year period providing they qualify by passing all requirements for eligibility.

SECTION 1520. REMOVAL OF NAMES FROM LISTS
Names of eligibles may be removed from an eligible list as a result of the following causes:

Section 1520.1. Refusal of a permanent, full-time appointment with regular working hours for that position, unless eligible is seeking part-time employment;

Section 1520.2. Appointment through certification from such list to fill a permanent position;

Section 1520.3. Statement that he/she is no longer interested in employment with the City in that classification;

Section 1520.4. Failure to respond within the time specified in a notice of an inquiry by the appropriate authority unless satisfactory evidence is furnished justifying such failure to respond;

Section 1520.5. Failure to report to a required medical, polygraph, psychological, etc.;

Section 1520.6. Failure to report to an interview;
Section 1520.7. Expiration of term of eligibility on an eligibility list;

Section 1520.8. Notice by postal authorities of their inability to locate eligible at his last known address;

Section 1520.9. Death of eligible;

Section 1520.10. The separation from the service of the City, other than layoff, of an eligible whose name is on a promotional list;

Section 1520.11. Negative reference check of previous employer (applicant will be notified and have opportunity to respond);

Section 1520.12. Review of eligibility of any applicant who is found to lack any of the qualifications prescribed as reasonable requirements for admission to the test for the class for which he/she has applied, or who is physically unfit to perform effectively the duties of the position for which said applicant is applying, or who is addicted to the habitual use of drugs or intoxicating liquors to excess, or who has been adjudged guilty of a crime which, if repeated, might constitute a serious risk to the City in the job for which application has been made, or who has made false statements of any material fact, or has practiced or attempted to practice deception or fraud in his/her application, or in his/her tests, or otherwise, in securing eligibility for appointment or attempting to do so;

Section 1520.13. No officer or employee elected or appointed by the Council, the Civil Service Merit Board, or any appointing authority or administrative officer shall be related to any of said members of the Council, the Civil Service Merit Board, or any appointing authority or administrative officer controlling or having a vote or voice in the election or appointment of said officer or employee within the third degree, either by affinity or consanguinity.

Section 1520.14. A confirmed positive drug test will result in disqualification of applicants and removal from the eligible list as follows:

(A) Entry-level civilian applicants shall be ineligible for employment for a period of one (1) year from the date of the drug test and shall be removed from the eligible list for all classifications;

(B) Entry-level applicants for Police Officer Recruit, Police Cadet and Firefighter Recruit shall be ineligible for employment in said classifications for a period of two (2) years from the date of the drug test and shall be removed from the eligible list for all classifications; and

(C) Promotional applicants shall be ineligible for promotion to another classification for one (1) year from the date of the drug test and shall be removed from the eligible list in the promotional classification for which he/she was being processed.

Any entry-level or promotional applicant, who refuses to submit to a drug screen, refuses to sign a consent form or fails to report for a drug test is considered the equivalent of
receiving a confirmed positive result. Said applicant shall be removed from the eligible list(s) as provided above.

Intentional tampering with the drug testing process by an applicant is considered deception or fraud in the securing of appointment or promotion and is just cause to withdraw the offer of employment and to disqualify the applicant as provided above.

SECTION 1521. REMOVAL FROM ELIGIBLE LIST
Upon any person's name being removed from an eligible list, except at the expiration of their one year eligibility, such person shall immediately be notified in writing, sent to the address on his/her application. Such person may request reinstatement within ten days of receipt of notice. The request must set forth the justification for reinstatement. The Board, after determining whether or not such reasons are justified, may order the restoration of such name or refuse such request and shall notify such person of the action taken.

SECTION 1522. CATEGORICAL ELIGIBLE LIST
For some classifications, scores shall be grouped into categories with each category representing the relative qualification of the applicants. When a vacancy is to be filled, the Executive Secretary/Director shall refer to the Department Head the available eligibles in the highest category of the eligible list. The number of eligibles to which a Department Head is entitled is five times the number of vacancies to be filled. If requested by the Department Head, the next and successively lower categories of eligibles may be referred until the five to one ratio is reached. Also, applicants may be referred in accordance with Section 1524, Expanded Certification, of the Civil Service Merit Board Rules and Regulations. Fewer eligibles may be referred when there is not the required number on the eligible list.

SECTION 1523. SIMPLIFIED EXAMINATION PROCEDURE
For some classifications involving unskilled, semi-skilled, domestic, attendant, custodial work, or otherwise where the character or conditions of employment make it impractical to supply the needs of the service through standard examination procedures, the Executive Secretary/Director may adopt or authorize the use of such other procedures as he determines to be appropriate, based upon a job analysis and which will assure the selection of such employees on the basis of merit and fitness. In such cases, the evaluation shall determine if applicants meet the minimum equal duties of the job and if so shall rate them as qualified and place them in random order on the eligible list. When a vacancy is to be filled from such an eligible list, all eligible applicants shall be referred to the Department Head for consideration.

SECTION 1524. EXPANDED CERTIFICATION
The use of expanded certification to remedy an under-representation of women or minorities in the City's workforce when properly documented requires the approval of the Board.

Section 1524.1. Recommendation for Expanded Certification
If the EEO staff, by independent analysis or upon request of the Department Head, determines that a department is unable to fulfill its commitments under the Affirmative Action Program, and believes that expanded certification is the appropriate method of fulfilling said commitments; a recommendation for expanded certification shall be made to the Executive Secretary/Director.
Section 1524.2. Decision
The Executive Secretary/Director shall make a decision on the use of expanded certification.

Section 1524.3. Identification of Subjects of Expansion
Upon receipt of a requisition for which expanded certification has been approved, the eligibles for which the list was expanded shall be identified. Such eligibles shall be referred in the manner described in Section 1524.4.

Section 1524.4. Referral
When vacancy(ies) exist(s) (and expanded certification has been approved), there shall be a minimum of two women or minorities (whichever is underrepresented) in each group of five to be forwarded. If the list must be expanded to accomplish this minimum goal, all applicants whose ranking on the list is higher than those for which the list was expanded, must be referred to the Department Head for consideration and all applicants referred must be interviewed by the appointing authority.

Section 1524.5. Expansion Not Approved
In the event that no minorities or women are eligible, expanded certification shall not be approved by the Executive Secretary/Director.

SECTION 1525. STATUS OF EMPLOYEES AFFECTED BY THE ACQUISITION OF COMPANIES, GOVERNMENTAL AGENCIES, ETC.
Should the City of Knoxville, either through its General Government or through the Knoxville Utilities Board, acquire or take over the operation of a company, governmental agency, etc. not previously operated by the City of Knoxville, the employees of said company, governmental agency, etc., may come under the classified service as follows:

1. A complete list of all affected employees and their classifications shall be submitted to the Civil Service Merit Board at the earliest possible date;
2. Each employee whose position became classified as a result of such acquisition shall be appointed to retain that position without being subject to examination and pending successful completion of a one (1) year probationary period, the beginning of said probationary period to be approved by the Civil Service Merit Board;
3. Upon satisfactory completion of the one (1) year probationary period, said employees shall be certified in their respective classifications by the Executive Secretary/Director.
SECTION 2101. PROMOTIONS AND OPPORTUNITIES
It is the policy of the City, in accordance with the Affirmative Action Program, to provide promotional opportunities, whenever possible, to qualified employees. Employees are encouraged to take advantage of these opportunities by qualifying themselves for advancement through further education and study, by passing the appropriate examination and attaining a place on the appropriate promotional eligibility register, and by a high level of job performance, service, interest and loyalty.

SECTION 2102. PROMOTION POLICY
In accordance with Section 1005 of the Charter, promotion shall be based on "merit" to be ascertained so far as practical by competitive evaluation, as set forth in the Board Rules and Regulations. A City employee cannot achieve promotion without being formally promoted in accordance with these Rules and Regulations. Furthermore, service alone in a position is not sufficient to achieve promotion to that position. A promotion does not mean assignment to a position, without express promotion, even though the position to which the employee is assigned is normally held by a person of higher rank or pay band. Also, the mere performance of duties by an employee in another classification does not entitle the employee to compensation other than that provided by his/her official current classification. Nothing in this rule is intended to change or otherwise affect the reporting remedies available under Section 2503 of these Rules and Regulations.

Section 2102.1. Consideration of Promotional Applicants
Vacancies, in positions above the lowest rank in any classification in the civil service, shall be filled, as far as possible, by the promotion of employees with civil service status. With a view toward the selection of the best available applicant for each position, recruitment may also be made from outside of City employees. When the eligibility register is prepared for referral to the department, said register shall be expanded if and as necessary to include the five highest scorers on the civil service examination. If expanded to include entry-level applicants, the hiring authority must still interview and give consideration to those with promotional preference before interviewing and considering the entry-level applicants.

Section 2102.1.1. Length of Placement on Promotional Register
Any City employee with civil service status as prescribed herein who takes any non-uniformed civil service examination and passes all requirements, shall be placed on the eligibility register for a period of two years. Promotional applicants for all classified positions in the uniformed bodies above the rank of Recruit who takes any civil service examination and passes all requirements shall be placed on the eligibility register for a period of five years.

Section 2102.2. Increase in Duties
Promotions and reclassifications which involve a salary increase, in every case, must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of effecting an increase in compensation.

Section 2102.3. Selection Procedure
The Civil Service Director in consultation with the Department Head shall determine the method of selection, and shall use one or more of the selection procedures and the
Section 2102.4. Determination of Open-Competitive vs. Promotional
The Board, or their representative in consultation with the Department Head, shall, in each case, determine whether an open-competitive examination or a promotional examination will best serve the interests of the City in attracting well-qualified candidates.

SECTION 2103. PROMOTIONAL EXAMINATION
The term "promotional examinations" signifies a fitness test to determine the relative standing of promotional candidates for positions in the specific class. A promotional competitive examination may include eligible employees in specific classes in all departments, a few departments, or only in the department for which the promotion register is being established.

Section 2103.1. The Executive Secretary/Director to the Board, in consultation with the Department Head, subject to review by the Board, shall determine whether the promotional opportunity will be restricted to a specific class or classes of qualified applicants in the departmental unit or units eligible to compete, or will be available to all employees who have civil service status.

SECTION 2104. TYPES OF PROMOTIONAL EXAMINATIONS
Promotional examinations shall consist of job related tests of the same types as are prescribed in Sections 802 and 2113.8.

SECTION 2105. TRANSFERS BETWEEN PROMOTIONAL AND OPEN COMPETITIVE LISTS
An employee who completes his/her initial civil service probationary period and achieves civil service status shall be transferred from any open-competitive registers on which he or she is currently eligible onto the promotional list for that job classification(s). The employee shall remain eligible on the promotional list for any time remaining from one year from the date of being placed on the open-competitive eligible register.

An employee who is on a general government promotional list and who separates from the City (with the exception of discharge for cause) shall be transferred to the open-competitive list for that job classification for any time remaining from one year from his or her being placed on the promotional eligible register.

SECTION 2106. PERFORMANCE AND EDUCATION ACHIEVEMENT CREDIT
Credit may also be authorized by the Board for City employee performance evaluations and education achievement and these, also, shall not exceed five points. Documentation will be required. The applicant must receive a passing grade on the examination before any of the above stated credit may be added.
SECTION 2107. ELIGIBILITY TO COMPETE IN PROMOTIONAL EXAMINATIONS
Promotional examinations shall be open only to permanent City employees who have civil service status and who have served in a specified class/classes for such period as shall be prescribed by the Board. No employee shall be eligible to compete in a promotional examination without having satisfactorily completed the probationary period and met the acceptable work standards for the present position during the period as provided in these Rules. The completion of the probationary period as an eligibility requirement for a promotional examination may be waived in exceptional cases by the Board when it is shown to be for the good of the City.

SECTION 2108. SERVICE RATING
An employee shall be deemed eligible for a promotional examination only if his/her last service rating was satisfactory.

SECTION 2109. PROMOTIONAL PLAN FOR THE KNOXVILLE FIRE DEPARTMENT

Section 2109.1. Classification Advancement
Following the initial entry into the classification of Firefighter Recruit with the Knoxville Fire Department, all Firefighter Recruits who successfully complete the Knoxville Fire Training Academy will move into the Firefighter classification.

| All Firefighters who meet all minimum requirements for Senior Firefighter will be qualified to compete promotionally for Senior Firefighter when posted by the Civil Service Department. All Firefighters successfully meeting all requirements and all testing procedures for Senior Firefighter will be promoted to Senior Firefighter. |
| All Senior Firefighters who meet all minimum requirements for Master Firefighter will be qualified to compete promotionally for Master Firefighter when posted. |
| All Master Firefighters who meet all minimum requirements for Fire Officer will be qualified to compete promotionally for Fire Officer when posted. |
| All Fire Officers who meet the respective minimum requirements will be qualified to compete promotionally for Fire Assistant Chief, Fire Assistant Chief, Senior, and non-exempt positions of Fire Deputy Chief when posted. |
| All Fire Assistant Chiefs who meet the respective minimum requirements will be qualified to compete promotionally for Fire Assistant Chief, Senior and non-exempt positions of Fire Deputy Chief when posted. |
| All Fire Assistant Chiefs, Senior who meet the respective minimum requirements will be qualified to compete promotionally for non-exempt positions of Fire Deputy Chief when posted. |

Section 2109.2. Minimum Requirements
The term "minimum requirements" which is used throughout this promotional plan is intended to include any requirements listed in these Rules and Regulations plus any requirements listed in the respective classification specifications or posting announcements.
In the event that a uniformed employee in the Knoxville Fire Department does not meet a minimum qualification for a promotional examination due to a documented temporary disability, the employee may submit a written request to Civil Service for a temporary waiver of the requirement. The Executive Secretary/Director and the Chairman of the Civil Service Merit Board shall confer regarding the appropriateness of the proposed temporary waiver, and by consensus they shall have the authority to waive the minimum qualification temporarily. If waived, the employee may sit for the promotional exam but will not go onto the eligible register until he or she completes the waived requirement. Once the waived requirement has been successfully completed, the employee will remain on the eligible register for two years from the time he/she originally tested.

Section 2109.3. Selection Procedure Components
Successful completion of each component of the selection procedure shall be required as specified in the vacancy announcement. The selection procedure shall consist of one or more of the following parts as more fully described in Article 8 of the Civil Service Merit Board Rules and Regulations:

(a) Written test  (g) Assessment center
(b) Oral interview  (h) Performance appraisal
(c) Performance test  (i) In-service training
(d) Physical test  (j) Elective training
(e) Mental test  (k) Educational achievement
(f) Training & experience evaluation

Section 2109.4. Minimum Years of Service

<table>
<thead>
<tr>
<th>Rank</th>
<th>Minimum Years of Service</th>
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<tbody>
<tr>
<td>Senior Firefighter</td>
<td>Two years service as a Firefighter</td>
</tr>
<tr>
<td>Master Firefighter</td>
<td>Two years service as a Senior Firefighter</td>
</tr>
<tr>
<td>Fire Officer</td>
<td>Two years service as a Master Firefighter</td>
</tr>
<tr>
<td>Fire Assistant Chief</td>
<td>Three years service as a Fire Officer</td>
</tr>
<tr>
<td>Fire Assistant Chief, Senior</td>
<td>Three years service as a Fire Officer or one year service as a Fire Assistant Chief</td>
</tr>
<tr>
<td>Fire Deputy Chief</td>
<td>Three years service as a Fire Officer or one year service as a Fire Assistant Chief</td>
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<tr>
<td>(does not apply to CS exempt positions)</td>
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Section 2109.5. Conditions for Waiving Minimum Years of Service Requirements
If no one applies for a promotional position, if no one passes all the requirements for a promotional position, or if no one eligible accepts the promotional position, the minimum years of service requirements may be waived to allow the next preceding rank to apply for said position.

Section 2109.6. Annual Testing
Annual promotional testing will be conducted by the Civil Service Merit Board for Senior Firefighter, Master Firefighter, Fire Officer, and Fire Assistant Chief for the purpose of establishing eligibility registers. All requisitions which are received during the year between tests will be filled from the eligibility register. In the event that there is no Firefighter candidate who meets the minimum service requirement for Senior Firefighter.
classification, the annual testing is not required for that classification. All other promotional classifications will be posted and tested only as requisitions are received.

SECTION 2110. NOTIFICATION
Whenever the Board orders a promotional examination to be held, notice of such examination shall be published and posted in the department or departments in which eligibles are employed. It shall be the duty of the Department Head in each department where eligibles are employed to see that each eligible is notified of the examination or has access to such notice.

SECTION 2111. APPLICATION
The Board shall require that each eligible who cares to compete for promotion must fill out application blanks as prescribed and present his application to the Executive Secretary/Director to the Board on or before any specified date.

SECTION 2112. INVALID APPOINTMENTS
No person may be appointed to a civil service position without satisfying all requirements of the Charter, and of the Rules and Regulations promulgated pursuant thereto, relating to such appointments. The appointment or employment of any individual in violation of the Charter or the Rules and Regulations promulgated pursuant to the Charter shall be invalid from its inception, and said individual shall have no right to hold, or continue to hold, or to receive compensation while holding, any position to which he was not appointed in accordance with the Charter or Rules and Regulations adopted pursuant thereto.

SECTION 2113. CAREER DEVELOPMENT PLAN FOR THE KNOXVILLE POLICE DEPARTMENT

Section 2113.1. Career Development Philosophy
The future of police service will be determined by the quality of personnel who can be attracted to its ranks. Failure of the police organization to meet the expectations of qualified individuals will result in low employee morale and generally poor performance. The improved effectiveness of the police organization will be based significantly on the output of the individual employee properly placed in the organization and motivated through increased responsibilities and incentives.

Career development is a planned organized process which begins at the time of an individual's initial employment and continues until the end of his/her working career. Career development necessitates the establishment of career paths and options. These career path options offer opportunities for individual members to pursue career choices throughout their employment, and at the same time, increase organizational productivity and proficiency.
Career development seeks to serve the individual member and the police organization. This will result in a policy agency better equipped and motivated to serve the community in law enforcement.

Section 2113.2. Career Path Alternatives
Implementation of the Career Development Plan will create career paths for uniformed bodies, both horizontally and vertically, and create a cohesive organizational structure. The Career Development Plan provides two (2) career paths for the uniformed bodies.

Both career paths provide a defined plan for career advancement and personal development spanning over a specific period of time. Each individual will be offered counseling on career path opportunities. The degree of difficulty for advancement is directly related to the knowledge, skills, and abilities required to execute the job successfully. Structured career paths serve to strengthen the structure of the Knoxville Police Department to insure the attainment of the overall goals and objectives.

Listed below are the specific career paths which are designated for the uniformed bodies in the Knoxville Police Department:

* Police Officer
* Supervisory/Management

Please refer to the Organizational Chart on the next page.
Section 2113.3. Provisions Common to All Career Paths
Annual testing for Career Development Classifications in the Police Department will be done by the Civil Service Merit Board in the Police Officer Career Path unless otherwise requested by the Police Chief and approved by the Board. Annual testing does not imply or indicate that an actual vacancy exists. It only means that an eligibility list is being created or updated. Should the Department Head for the Police Department declare that a vacancy is to be filled in any of the classifications in which annual testing has occurred, the vacancy will be filled from the established eligibility register. However, because promotional matters are discretionary in nature, successful test results and the meeting of all eligibility requirements do not in any way guarantee a promotion. "Eligibility for promotion" and "actual promotion" are separate and distinct matters.

When a vacancy occurs, all employees shall be eligible to demote to a position in which they have been previously certified or may compete for another lesser position if they so desire.

Nothing in this Career Development Plan is intended to limit the number of positions which can be allocated to any classification, although limitations may be provided through administrative or budgetary processes.

The term "minimum requirements" which is used throughout this Career Development Plan is intended to include any requirements listed in these Rules and Regulations plus requirements listed in the respective classification specifications or posting announcement.

Section 2113.4. Police Officer Career Development Option
The Police Officer Option is structured into four (4) classifications known as Police Officer I, Police Officer II, Police Officer III, and Police Officer IV. Minimum standards and qualifications for entry into the four (4) classifications will insure that quality training, achievement and advancement occur within the police department.

All Police Officer I's who have met the minimum requirements for the vacant position will be eligible to compete for Police Officer II and Sergeant.

All Police Officer II's who have met the minimum requirements for the vacant position will be eligible to compete for Police Officer III and Sergeant.

All Police Officer III's who have met the minimum requirements for the vacant position will be eligible to compete for Police Officer IV and Sergeant.

All Police Officer IV's who have met the minimum requirements for the vacant position may compete for Sergeant.

Section 2113.5. Criminal Investigator Career Development Option
All Criminal Investigator III's who have met the minimum requirements for the vacant position will be eligible to compete for Police Officer IV and Sergeant.
Section 2113.6. Supervisory/Management Career Development Option
The Supervisory/Management Option is structured into four (4) classifications known as Sergeant, Lieutenant, Captain, and Deputy Chief (except exempt positions).

All Sergeants who have met the minimum requirements for the vacant position will be eligible to compete for Lieutenant and Police Officer III.

All Lieutenants who have met the minimum requirements for the vacant position will be eligible to compete for Captain and for Police Officer IV.

All Captains who have met the minimum requirements for the vacant position will be eligible to compete for Deputy Chief.

Section 2113.7. Selection Procedure Components
Successful completion of each component of the selection procedure shall be required as specified in the vacancy announcement. The selection procedure shall consist of one or more of the following parts as more fully described in Article 8 of the Civil Service Merit Board Rules and Regulations:

(a) Written test  
(b) Oral interview  
(c) Performance test  
(d) Physical test  
(e) Mental test  
(f) Training & experience evaluation  
(g) Assessment center  
(h) Performance appraisal  
(i) In-service training  
(j) Elective training  
(k) Educational achievement

Section 2113.8. Minimum Years of Service
Police Officer I: Three years of service in approved P.O.S.T. certified law enforcement including at least two years as a Police Officer with the Knoxville Police Department.

Police Officer II: Six years of service in approved P.O.S.T. certified law enforcement including at least one year as a Police Officer I.

Police Officer III: Nine years of service in approved P.O.S.T. certified law enforcement including at least one year as a Police Officer II or six months service in Sergeant classification or three years service as a Police Officer II.

Police Officer IV: Twelve years of service in approved P.O.S.T. certified law enforcement including at least one year as a Police Officer III or six months service in Lieutenant classification or three years service as a Police Officer III.

Sergeant: One year service in Police Officer I classification including at least 5 years of uniformed service with the Knoxville Police Department.

Lieutenant: Three years service in Sergeant classification.

Captain: Three years service in Lieutenant classification.
Deputy Chief: Two years of service in Captain classification

All P.O.S.T. certified law enforcement experience outside of the Knoxville Police Department must be approved through the Accelerated Advancement Program (described in Section 2113.9) before it can be used to meet the minimum years of service requirement.

Section 2113.8.1. Conditions for Waiving Minimum Requirement
For promotional positions, if no one applies for such a position, if no one passes all the requirements for such a position, or if no one accepts the promotional position, minimum requirements may be waived to allow the next preceding rank to apply for said position.

Officers who, due to an on-duty injury, do not have the required minimum years of service in a classification to be eligible for promotion may have the minimum years of service in a classification waived if the following conditions are met:

(a) The officer’s total years of service in the Knoxville Police Department uniformed body is equal or greater than the total years of service required for the promotional classification;
(b) The officer has civil service status in the classification immediately preceding the promotional classification;
(c) The officer does not have a history of abuse of restricted duty;
(d) The officer has successfully completed all other minimum requirements; and
(e) Approval is granted by the Board.

Section 2113.8.2 Annual Testing
Bi-annual promotional testing will be conducted by the Civil Service Merit Board for PO I – IV, and annual promotional testing will be conducted by the Civil Service Merit Board for Sergeant, Lieutenant, Captain, and Deputy Chief for the purpose of establishing eligibility registers. All requisitions which are received during the year between tests will be filled from the eligibility register. In the event that there is no candidate who meets the minimum service requirement for any classification, the annual testing is not required for that classification.

Section 2113.9. Accelerated Advancement
All uniformed officers must enter the Knoxville Police Department in the classification of Police Officer Recruit. While enrolled in the Knoxville Police Academy, officers have the opportunity to describe any law enforcement experience they possess outside the Knoxville Police Department. Information regarding outside experience is submitted on a form provided to each Recruit. The information provided in this form will be used to determine whether an Officer may be accelerated through the Police Officer career path. Lateral Entry Recruits are not eligible for accelerated advancement.

After successful graduation from the Police Training Academy, employees move into the classification of Police Officer. All employees must remain in the Police Officer
CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE

Article 21 – Promotions

classification for a period of two (2) years before applying for the next level of the Police Officer series.

Upon receipt of a fully completed accelerated advancement application but no sooner than during an Officer’s first year in the Police Officer classification, a panel will review the Officer’s law enforcement experience obtained outside the Knoxville Police Department. The review panel will be comprised of a member of the Civil Service Department and at least three (3) members of the Knoxville Police Department to be appointed by the Police Chief. Panel members may include the following: KPD Field Training Officer Coordinator, KPD Training/Personnel representative, and two (2) KPD employees occupying the classifications of Sergeant or above.

The Civil Service Department will coordinate and administer the review panel process procedures. In addition to reviewing information presented by each Officer upon initial application for Police Officer, panel members may also conduct a more extensive background investigation to determine the legitimacy of the information provided. The review panel not only evaluates number of years of experience but must also take into account an Officer’s quality of service (with KPD and other agencies) and equivalency to KPD experience. Time served in a law enforcement academy will not count toward credit for accelerated advancement.

The determination of years of law enforcement experience obtained by each Officer does not guarantee promotion through the Police Officer career path. The decision only determines whether an Officer possesses enough experience to sit for the examination for a given classification.

In the event that an Officer disputes the decision of the panel regarding qualifying experience, the Officer may file an appeal and appear before a committee comprised of the Police Chief and Executive Secretary/Director to present his or her case. If a unanimous decision cannot be reached, the appeal will be brought before the Board for resolution.

The amount of experience determined by the qualifying panel may be used to accelerate Police Officers through the Career Development Plan. All Officers must serve at least one year in each level of the Police Officer series. Once this required period has been served, any Officer who possesses enough law enforcement experience and meets all applicable minimum requirements to move to the next level of the series may sit for the appropriate examination when it is posted. The following chart details the degree of experience necessary to apply for each level of Police Officer.

<table>
<thead>
<tr>
<th>Level</th>
<th>Law Enforcement Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer I</td>
<td>3 years</td>
</tr>
<tr>
<td>Police Officer II</td>
<td>6 years</td>
</tr>
<tr>
<td>Police Officer III</td>
<td>9 years</td>
</tr>
<tr>
<td>Police Officer IV</td>
<td>12 years</td>
</tr>
</tbody>
</table>

Amended 3/14/18 12/8/21
Current officers are subject to the same review process described in this rule. Prior to annual testing for Police Officer I-IV, current Officers may apply for review of their law enforcement experience obtained outside the Knoxville Police Department. No review is required for KPD experience. Credit will be given for experience that meets qualifying standards.
SECTION 2501. CLASSIFICATION/COMPENSATION PROGRAM AUTHORITY

In accordance with Chapter 2, Article III of the Code of the City of Knoxville, the Civil Service Merit Board is responsible for developing, maintaining, and monitoring the classification and compensation plans; and the Board will, from time to time on its own initiative or upon request of the Mayor or his staff, conduct studies and present them to the Mayor for his approval and submission to City Council for final consideration.

SECTION 2502. PURPOSE

Section 2502.1. Classification Plans
There are three (3) distinct classification plans in the City of Knoxville - general government, police, and fire - each providing a complete inventory of all positions in the City's service with accurate descriptions and specifications for each class of employment. The plans standardize titles, each of which are indicative of a range of duties and responsibilities and have the same meaning throughout the City's service.

Section 2502.2. Compensation Plans
There are three (3) distinct compensation plans - general government, police, and fire - each designed to provide a fair and equitable method of payment for employees of the City of Knoxville. They also establish a set of rules and a uniform system of pay administration for the various classes with salary ranges consistent with the duties and responsibilities in the Classification Plan. The compensation plans are designed to provide the opportunity for progression through a pay range based on the individual employee's level of skill, length of service, general job performance and conduct, and other legitimate factors.

SECTION 2503. DEVELOPMENT AND MAINTENANCE OF THE CLASSIFICATION/COMPENSATION PLANS

Section 2503.1. Review of Classification Plans
The Civil Service Merit Board, through its Executive Secretary/Director, is responsible for the proper and continuous maintenance of the classification plans so that they will reflect, on a current basis, the duties being performed by each employee covered by the plan and the class to which each position is allocated.

The Executive Secretary/Director shall periodically review the classification of positions and, upon the basis of his/her investigation, shall recommend to the Mayor, for submission to City Council, appropriate and necessary amendments to the classification plan. Amendments may be in the form of new classes, the revision of existing classes, or the abolition of classes no longer required in the plan.

The maintenance of the Classification Plan shall also include, but not be limited to, periodic review and maintenance of up-to-date classification specifications and job classification lists.
Section 2503.2. Review of Requisitions
All personnel requisitions submitted by City departments shall be reviewed by the Executive Secretary/Director to verify that the duties and responsibilities ascribed to the positions to be filled are properly assigned to the requested job classification. Approval of such requisition by the Executive Secretary/Director shall constitute an assignment of the position(s) to the indicated job classification.

If the requested job classification on the requisition is not appropriate for the duties and responsibilities of the position, the Executive Secretary/Director shall make appropriate recommendations for classification assignment.

SECTION 2503.3. CREATION OF NEW POSITIONS
When a Department Head desires to create a new position, he/she shall submit to the Civil Service Merit Board appropriate justification, which should include a job analysis along with a detailed description of the duties and responsibilities of the position to be filled and a statement of suggested minimum entrance qualifications shall be forwarded to the Civil Service Department. The Executive Secretary/Director shall ensure that the minimum requirements for new positions are properly and fairly stated. The Executive Secretary/Director shall:
Classify the position and determine whether the position should be allocated to an existing job classification or to create a new job classification within the classification plan;
Assign a new job classification to the appropriate pay grade;
Make appropriate recommendations to the Director of Finance and Accountability and Mayor;
Submit recommendations to City Council for final authority if amendments are required to the Classification/Compensation plan.

Section 2503.4. ABOLISHMENT OF A POSITION
Whenever it is the intention of a Department Head to abolish a position or positions, the Department Head shall notify the Civil Service Merit Board of such intent in accordance with Article 29 of these rules and regulations. In no case will a position be abolished for the sole purpose of terminating an employee, rather than appropriately filing disciplinary charges.

Section 2503.5. Salary Survey
Maintenance of the compensation plans shall include the annual survey of selected benchmark classifications and benefits in the City's normal recruitment area to determine appropriate salary ranges with competitive minimum and maximum salary rates and benefits. To remain continuously competitive, the compensation structure shall recognize changes in the economic conditions and other variables through adjustments in the salary pay ranges (up or down). The Executive Secretary/Director shall conduct an annual compensation and benefits survey of selected benchmark classifications and benefits to determine appropriate pay scales and benefits. The annual compensation and benefits survey shall be conducted using input data from both public and private employers within the City's normal recruitment area. The Executive Secretary/Director, with the assistance of the Finance Department, shall submit the recommended adjustments to the salary plan of the City resulting from the survey to the
CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE

Article 25 – Classification Changes/Compensation Plan

Mayor not later than March first of each year along with the projected gross costs of such adjustments. Any proposed changes resulting from the annual salary survey shall be submitted to City Council for approval with the Mayor’s proposed budget.

SECTION 2504. ADMINISTRATION OF THE GENERAL GOVERNMENT CLASSIFICATION PLAN

The Executive Secretary/Director shall have the primary responsibility for the administration of the general government classification plan. The Executive Secretary/Director may delegate authority to staff members of the Civil Service Merit Board in carrying out the responsibility. The Executive Secretary/Director shall review the classification of all positions whenever:
A. A new position is created by budget or ordinance;
B. The organization of a department is changed;
C. There is a substantial change in the duties and responsibilities of a position; and/or
D. A review is requested by the incumbent of the position, the supervisor, or any party having sufficient knowledge of the position and the classification/compensation plan to suspect an incorrect classification or pay band.

Section 2504.1.2503 CHANGES IN DUTIES OF POSITIONS
Any substantial changes in the duties and responsibilities of existing classified positions shall be promptly reported in writing to the Executive Secretary/Director to determine if such changes affect the job classification assignment of the position ensure merit principles are upheld.

If such changes to the job classification are approved by the Executive Secretary/Director, a pay increase may be granted in accordance with Section 2505.6 of these rules and regulations.

Every Department Head is responsible for maintaining the integrity of the classification plan classified positions by limiting employees to the performance of duties within their classification or notifying the Human Resources Department and Civil Service Merit Board upon any change in the assignment of duties.

No portion of these rules shall be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.

Section 2504.2. Reclassification of a Position

Requests for Study
Requests for a classification study of existing positions shall be presented to the Executive Secretary/Director in writing prior to January 1st for inclusion in the next fiscal year’s budget, together with a statement of the reasons for requesting the study. Requests for study may be initiated by the Department Head or by an employee. In exceptional cases, reclassifications may take effect within a fiscal year.

Determination of Reclassification

Amended 7/1/2018 12/8/21
It is the intent of this rule to provide guidelines for monitoring. The Civil Service Director shall monitor the reclassification of any employee to insure that merit system principles of promotion are not circumvented. The basis for reclassification must be a gradual accretion of duties and not a sudden change occasioned by reorganization or the assignment of completely new duties and responsibilities. The process of placing an employee in an acting capacity in any position does not constitute a gradual accretion of duties. Any reclassification that is approved and is determined to be a circumvention of the promotional process shall be promptly reported to the Civil Service Merit Board by the Civil Service Director.

**Civil Service Status of Incumbent Employee**

When a position is reclassified due to a change in duties and responsibilities of the position and is assigned to a different classification, and such change is determined not be in conflict with the Civil Service rules of promotion, such change shall be considered noncompetitive if the position is occupied and the reclassified employee shall not be subject to the conditions of the Civil Service probationary period.

**Posting of Reclassification Announcements**

In order to insure that all reclassifications are made in accordance with merit system principles, all proposed reclassifications will be posted by the Civil Service Merit Board for at least ten (10) days prior to reclassification to provide an opportunity for appropriate comment.

**Time Restraint on Reclassifications**

An employee who has been reclassified with his position shall not be eligible for subsequent reclassification with his position for a period of at least two (2) years from the initial action.

**Funding**

The Director of Finance and Accountability must review and approve all proposed position establishments, allocations, reallocations, and abolishments in order to determine whether a "certification of funds" can be made.

**Salary Increases**

Pay increases resulting from a reclassification may not exceed a five percent (5%) increase in pay.

**SECTION 2505. ADMINISTRATION OF THE GENERAL GOVERNMENT COMPENSATION PLAN**

**Section 2505.1. Composition**

The General Government Compensation Plan shall include the pay grades for all employees as approved by City Council. The schedule of salary ranges for each pay grade shall consist of a minimum base pay rate, midpoint, and a maximum base pay rate. The pay ranges shall be such as to provide equal compensation for work of equivalent responsibility; to facilitate adjustments to changing economic and employment conditions requiring changes in pay grades; and to establish pay rates which are comparable with those of regional public and local private employers in the City's normal recruitment area.
Section 2505.2. Adoption and Amendment
The Executive Secretary/Director shall recommend an overall Compensation Plan to the Mayor for adoption by City Council. An annual review of the plan shall be made to reflect changes in cost of living, market conditions, employee recruiting, turnover, experience, and other related factors. The Executive Secretary/Director shall recommend appropriate annual revisions in the plan to the Mayor based upon the compensation and benefit survey results in the City's normal recruitment area. Salary recommendations based upon survey results, as well as recommendations of the Mayor, if any, shall be submitted to City Council for consideration with the Mayor's proposed budget each year.

Section 2505.3. Administration
The implementation and ongoing administration of pay within the pay grades shall be conducted in a manner that promotes equitable pay relationships and the efficient and effective practice of personnel administration. Department Heads shall have a responsibility to exercise the discretion included in these rules in a manner that avoids inconsistent, arbitrary, or discriminatory pay actions.

Section 2505.4. Starting Rate of Pay
Entry salaries are to be established at levels that properly relate qualifications to job requirements. The minimum rate of each pay range is the normal starting rate of pay or entry rate for employees who meet at least the minimum job requirements. All entry rates must be between the minimum rate and the midpoint rate of the pay range to which the job classification is assigned.

A Department Head may request that the starting rate of pay be set at any rate between the minimum and the midpoint of the pay grade to which the job classification is assigned if either of the following conditions exist:

1) The qualifications of the applicant(s) significantly exceed the minimum requirements for the job classification;
2) Demonstrated difficulty in recruitment efforts for that job classification.

In this event, the Department Head shall provide to the Executive Secretary/Director a written recommendation along with detailed written justification of the starting rate of pay that should be offered to the applicant. Should the Executive Secretary/Director determine that the advanced salary appointment recommendation is justified, the Executive Secretary/Director shall forward the recommendation to the Finance Director for authorization. Should the Executive Secretary/Director determine that the advanced salary is not justified, the Executive Secretary/Director shall provide a written response detailing the reason the recommendation was denied and forward all documentation to the Director of Finance and Accountability for approval or denial.

In the event a current employee promotes into a classification where his current rate of pay (excluding longevity) is equal to or higher than the new classification's midpoint, or where a standard increase is limited by proximity to the midpoint (e.g., an employee should receive 5% for a one pay grade promotion but the employee's current pay is 2% from the midpoint) the Department Head shall provide to the Executive...
Secretary/Director a written recommendation and justification of the salary rate that should be offered to the employee. Should the Executive Secretary/Director determine that the advanced salary appointment recommendation is justified, the Executive Secretary/Director shall forward the recommendation to the Director of Finance and Accountability for authorization. Should the Executive Secretary/Director determine that the advanced salary appointment recommendation is not justified, the Executive Secretary/Director will provide a written response detailing the reason the recommendation was denied and forward all documentation to the Director of Finance and Accountability for approval or denial.

**Section 2505.5. General Structure Adjustments**

The Civil Service Department will recommend general structure adjustments for each fiscal year based upon salary survey findings. These adjustments will be applied to the minimums, midpoints, and maximums of each general government pay range based upon salary survey data.

**Section 2505.6. Advancement Through the Pay Range**

Employees may receive salary increases in the following ways:

a) Standard across-the-board adjustments. Across-the-board adjustments will be made by adjusting the annual salary of all eligible employees at an equivalent rate or percentage.

b) Performance increases or bonuses may be granted in accordance with Administrative Rule 3.01 to those employees who have performed the duties and responsibilities of their positions in an outstanding manner and whose work is well above expectations.

c) Pay increases may be granted to employees who are promoted to a new job class or transferred to another position in the same or different job class.

d) Pay increases of up to ten percent (10%) of an employee’s annual base salary may be granted to employees whose job classifications undergo a substantial change in duties that are not currently covered by his/her job description pursuant to CSMB 2504.1, for internal equity purposes, or for recognition of ongoing outstanding performance. Bonuses of up to five percent (5%) of an employee’s annual base salary may be granted to employees as recognition of a significant job relevant achievement (e.g., obtaining a professional certification or degree), for completion of an extraordinary project, or for taking on new tasks or projects that are part of the employee’s job description, but that the employee has not performed previously. Requests must first be submitted in writing by the Department Head to the Civil Service Director with detailed justification supporting the request. Upon review and determination that the request meets the criteria in this rule by the Civil Service Director, the Civil Service Director shall make a recommendation with regard to approval/denial and appropriate amount and the request will be forwarded to the Director of Finance and Accountability for a final decision. Each department may make requests in an amount up to an annual amount determined by the Finance Department. In no case will the amount exceed 0.5% of the department’s base salary budget for the fiscal year. This threshold shall apply to the amount that may be requested each fiscal year.
and does not guarantee that all requests will be approved. Approval will be

determined on a case-by-case basis based upon the request's compliance with

this rule and the justification provided.

All salaries established effective July 1, 2008 or later (after all increases) are to be within

range, i.e., no increase is to result in the final salary exceeding the range maximum and

no salary is to fall below the minimum. An employee's base salary may not exceed the

maximum rate of pay established for the job class except to include longevity pay.

Employees may receive the annual two and one-half percent (2.5%) increase as a

bonus payment once their salary reaches the established maximum base rate of pay.

Section 2505.7. Annual Pay Increase

An annual increase of approximately two and one-half percent (2.5%) shall be granted to

all employees whose pay is established in accordance with the classification and

compensation plans of the City of Knoxville, with the following exceptions: (1) temporary

and seasonal employees, and (2) employees who have not completed their initial

probationary period. General Government employees who have not completed their

initial probationary period shall receive a prorated portion of the 2.5% increase relative to

time served. This two and one-half percent (2.5%) increase shall be accomplished by

advancing employees within their respective pay range provided that this increase shall

not cause an employee's pay to exceed the maximum rate of pay established for the

classification of the position which the employee occupies. Employees who are

assigned to the maximum base salary of their assigned salary range shall receive an

annual lump-sum bonus in the amount of approximately two and one-half percent

(2.5%) of the annual salary. Employees in exempt positions subject to appointment by

the Mayor do not automatically receive this increase.

Section 2505.8. Demotion Rate of Pay

When a classified employee is demoted pursuant to the lay-off procedures for economic

reasons, the employee's salary will be set at the salary rate in the new job classification

which provides the smallest decrease in pay, if any. If the demotion is for cause and

sustained in accordance with Civil Service Merit Board Rules and Regulations or as a

result of a voluntary request by an employee, then the salary may be set at any

appropriate pay rate in the lower class that is equal to or less than the employee's

existing pay.

Section 2505.9. Retreat/Reinstatement Rate of Pay

A classified employee who retreated during a lay-off situation and is reinstated within two

years to his/her original job classification shall be paid at the same salary as was

received at the time of retreat or his/her current salary whichever is greater. A classified

employee who is laid-off and re-employed within two years to his or her original class;

shall be paid at the same salary as was received at the time of lay-off.

SECTION 2506. Administration of the Uniformed Police & Fire

Compensation Plans

Section 2506.1. Composition
The Uniformed Police and Fire Compensation Plans shall include the pay ranges for all uniformed employees as approved by City Council. The pay ranges shall be such as to provide equal compensation for work of equivalent responsibility; to facilitate adjustments to changing economic and employment conditions requiring changes in pay grades; and to establish pay rates which are comparable with those of regional employers in the City's normal recruitment area.

Section 2506.2. Adoption and Amendment
The Executive Secretary/Director shall recommend an overall Compensation Plan to the Mayor for adoption by City Council. An annual review of the plan shall be made to reflect changes in cost of living, market conditions, employee recruiting, turnover, experience, and/or other related factors. The Executive Secretary/Director shall recommend appropriate annual revisions in the plan to the Mayor based upon the compensation and benefit survey results in the City's normal recruitment area. Salary recommendations based upon survey results, as well as recommendations of the Mayor, if any, shall be submitted to City Council for consideration with the Mayor's proposed budget each year.

Section 2506.3. Administration
The implementation and ongoing administration of pay within the pay grades shall be conducted in a manner that promotes equitable pay relationships and the efficient and effective practice of personnel administration. Department Heads shall have a responsibility to exercise the discretion included in these rules in a manner that avoids inconsistent, arbitrary, or discriminatory pay actions.

Section 2506.4. Starting Rate of Pay
A uniformed employee hired as a Police Officer Recruit or a Firefighter Recruit shall normally be placed at the step associated with the Recruit classification.

In the event a current City employee is hired as a Recruit, and where his current rate of pay (excluding longevity) is higher than the Recruit step, the Department Head shall provide to the Executive Secretary/Director a written recommendation and justification of the salary rate that should be offered to the employee. Should the Executive Secretary/Director determine that the advanced salary appointment recommendation is justified, the Executive Secretary/Director shall forward the recommendation to the Director of Finance and Accountability for authorization. Should the Executive Secretary/Director determine that the advanced salary appointment recommendation is not justified, the Executive Secretary/Director will provide a written response detailing the reason the recommendation was denied and forward all documentation to the Director of Finance and Accountability for approval or denial.

Upon promotion to a non-supervisory rank, to be defined as Firefighter, Senior Firefighter, or Master Firefighter for uniformed fire and as Police Officer, Police Officer I, Police Officer II, Police Officer III, or Police Officer IV for uniformed police, a promotional increase of 3.5% shall be given. Upon promotion to a supervisory rank, to be defined as Fire Officer, Fire Assistant Chief, or Fire Assistant Chief Senior for uniformed fire and as
Police Sergeant, Police Lieutenant, or Police Captain for uniformed police, a promotional increase of 5% shall be given.

Section 2506.5. General Structure Adjustments
The Civil Service Department will recommend general structure adjustments for each fiscal year based upon salary survey findings. These adjustments will be applied to each uniformed pay range based upon salary survey data.

Section 2506.6. Advancement Through the Pay Range
Uniformed employees may receive salary increases in the following ways:

a) Standard across-the-board adjustments. Across-the-board adjustments will be made by adjusting the annual salary of all eligible employees at an equivalent rate or percentage.

b) Performance increases or bonuses may be granted in accordance with Administrative Rule 3.01 to those employees who have performed the duties and responsibilities of their positions in an outstanding manner and whose work is well above expectations.

All salaries established effective July 1, 2008 or later (after all increases) are to be within range, i.e., no increase is to result in the final salary exceeding the range maximum and no salary is to fall below the minimum. An employee’s base salary may not exceed the maximum rate of pay established for the job class except to include longevity pay and the educational incentive. Employees may receive the annual two and one-half percent (2.5%) increase as a bonus payment once their salary reaches the established maximum base rate of pay.

Section 2506.7. Annual Pay Increase
An annual increase of approximately two and one-half percent (2.5%) shall be granted to all uniformed employees whose pay is established in accordance with the classification and compensation plans of the City of Knoxville, with the following exceptions: (1) temporary and seasonal employees, and (2) employees who have not completed their initial probationary period. This two and one-half percent (2.5%) increase shall be accomplished by advancing employees within their respective pay range provided that this increase shall not cause an employee’s pay to exceed the maximum rate of pay established for the classification of the position which the employee occupies. Employees who are assigned to the maximum base salary of their assigned salary range shall receive an annual lump-sum bonus in the amount of approximately two and one-half percent (2.5%) of the annual salary. Employees in exempt positions subject to appointment by the Mayor do not automatically receive this increase.

Section 2506.8. Demotion Rate of Pay
When a classified employee is demoted pursuant to the lay-off procedures for economic reasons, the employee’s salary will be set at the salary rate in the new job classification which provides the smallest decrease in pay, if any. If the demotion is for cause and sustained in accordance with Civil Service Merit Board Rules and Regulations or as a result of a voluntary request by an employee, then the salary may be set at any appropriate pay rate in the lower class that is equal to or less than the employee’s existing pay.
Section 2506.9. Retreat/Reinstatement Rate of Pay
A classified employee who retreated during a lay-off situation and is reinstated within two years to his/her original job classification shall be paid at the same salary as was received at the time of retreat or his/her current salary whichever is greater. A classified employee who is laid-off and re-employed within two years to his or her original class, shall be paid at the same salary as was received at the time of lay-off.