

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: September 12, 2012

Board Item: V-B-2

Amendment to Personnel Policies – Redeployment of Employees Resulting from Efficiencies

Action by Consent

Action

Information

A fundamental principle of Denver Water's LEAN initiative is that no employee will be required to separate from Denver Water as a direct result of LEAN efficiency initiatives. However, the job duties of various employees may require modification to accomplish identified efficiencies. In situations where the modification of job duties cannot be accomplished within an employee's existing position, it is proposed that an employee be redeployed. "Redeployment" means a reassignment of an employee to a vacant position or to a new position fulfilling an unmet need of Denver Water, without affecting the employee's salary, pay grade or status. The goal of redeployment is to produce positive results for the affected employee, the receiving workgroup, and Denver Water as a whole. Successful redeployment means the employee is productively performing needed job duties in the new assignment.

To implement redeployment, the Personnel Policies will need to be amended by adding a new section 8-8. Redeployment will sometimes require more flexibility than traditional transfers by which employees are transferred to existing positions with existing duties. The attached proposed policy allows employees to be transferred into new positions to fill identified unmet needs of Denver Water. It requires managers to identify unmet needs, so that a list will be available if redeployment is needed; and it allows the Director of Human Resources to waive formal education and experience requirements of a position where warranted. The policy also provides for a transition plan for the employee and a six-month follow-up, both intended to ensure successful redeployment.

Recommendation:

It is recommended that the Board adopt the proposed section 8-8 of the Personnel Policies.

Approvals:

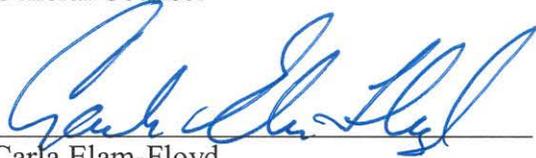
Respectfully submitted,



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