

ORDINANCE NO. 2022-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA, AMENDING THE FLAGSTAFF CITY CODE, CHAPTER 1-14, PERSONNEL SYSTEM BY AMENDING THE EMPLOYEE HANDBOOK OF REGULATIONS RELATING TO VOLUNTARY REASSIGNMENT AND TRANSFER; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; SEVERABILITY; AUTHORITY FOR CLERICAL CORRECTIONS AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City Council has authority to approve amendments to the Flagstaff Employee Handbook of Regulations pursuant to the Flagstaff City Charter, Article IV.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General

The Flagstaff City Code, Chapter 1-14 *Personnel System* is amended by adopting amendments to the Employee Handbook of Regulations ("Handbook").

The Handbook, Section 1-20-020, *Appropriate Salary*, is hereby amended as shown below (additions are underlined and in caps, deletions are stricken):

**1-20-020. APPROPRIATE SALARY**

- I. Voluntary Reassignment. A voluntary reassignment occurs when an employee moves from a position in a higher pay range to a position in a lower pay range. The employee will move to the lower pay range and not receive an increase in pay. In some circumstances, the employee's rate of pay may decrease as a result of the reassignment. The employee shall ~~retain their~~ **RECEIVE A NEW** classification date for purposes of merit pay increases and performance evaluations.
- J. Transfer. A transfer occurs when an employee moves from one position to another in the same pay range or from one area of the organization to another in the same position. The employee will remain in the same pay range and will not receive an increase in pay. ~~The employee's rate of pay may decrease based on budget capacity.~~ The employee shall ~~retain their current~~ **RECEIVE A NEW** classification date for purposes of merit pay increases and performance evaluations.

**1-40-030. TRANSFER**

- A.2. The employee will maintain his/her current rate of pay and will ~~retain his/her~~ **RECEIVE A NEW** classification date for purposes of merit increases and performance evaluations.

**SECTION 2. Repeal of Conflicting Ordinances**

All ordinances and parts of ordinances in conflict with the provisions of the code adopted herein are hereby repealed.

**SECTION 3. Severability**

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**SECTION 4. Clerical Corrections**

The City Clerk is hereby authorized to correct clerical and grammatical errors, if any, related to this ordinance, and to make formatting changes appropriate for purposes of clarity, form, or consistency with the Flagstaff City Code.

**SECTION 5. Effective Date**

This Ordinance shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 21st day of June, 2022.

\_\_\_\_\_  
MAYOR

ATTEST:

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CITY CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY