

RESOLUTION NO. 485 -2017

A RESOLUTION ADOPTING A POLICY TO GOVERN THE TEMPORARY PLACEMENT OF EMPLOYEES IN POSITIONS CURRENTLY OCCUPIED BY OTHER EMPLOYEES DUE TO A PENDING JOB VACANCY, FOR A PERIOD NOT TO EXCEED NINETY (90) DAYS; AUTHORIZING DEPARTING EMPLOYEES TO TRAIN INCOMING EMPLOYEES, PROVIDE TRANSITIONAL ASSISTANCE, AND AID WITH THE CONTINUITY OF OPERATIONS WITHIN THE GOVERNMENT, SUBJECT TO THE AVAILABILITY OF SUFFICIENT FUNDING; AND AUTHORIZING THE DIRECTOR OF HUMAN RESOURCES, ON BEHALF OF THE URBAN COUNTY GOVERNMENT, TO DEVELOP AND IMPLEMENT PROCEDURES CONSISTENT WITH THIS POLICY.

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BE IT RESOLVED BY THE COUNCIL OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT:

Section 1 - That the Urban County Council be and hereby adopts the Policy, which is attached hereto and incorporated by reference, to govern the temporary placement of employees in positions currently occupied by other employees due to a pending job vacancy, for a period not to exceed ninety (90) days; authorizing departing employees to train incoming employees, provide transitional assistance, and aid with the continuity of operations within the government, subject to the availability of sufficient funding; and authorizing the Director of Human Resources, on behalf of the Urban County Government, to develop and implement procedures consistent with this Policy.

Section 2 - That the Policy be and hereby shall be named the Temporary Employee Overlap Policy.

Section 3 - That this Resolution shall become effective on the date of its passage.

PASSED URBAN COUNTY COUNCIL: July 11, 2017

MAYOR



ATTEST:



CLERK OF URBAN COUNTY COUNCIL

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**TEMPORARY EMPLOYEE OVERLAP POLICY  
EFFECTIVE JULY 11, 2017**

Over the years, departments and divisions have expressed concerns regarding the departure of highly-skilled employees and the loss of valuable institutional knowledge. Key employees often separate from service without passing on vital job information to their successors. In many instances, the department or division is not prepared to lose the separating employee and has not developed a system to minimize workplace disruption and maintain organizational efficiency until the vacancy can be filled. Consequently, the loss of a key employee often has a negative impact on LFUCG.

After many discussions with the Urban County Council, the Division of Human Resources ("HR"), and the Department of Law, HR has proposed a solution to fill in the work gap caused by the departure of a key employee. The recommended policy is as follows:

The temporary overlap of employees may be approved under the following conditions:

- (a) For training purposes, or if it is in the best interests of the Lexington-Fayette Urban County Government; and
- (b) With the approval of the Director of Human Resources, and
- (c) Subject to the availability of sufficient funding;
  - (1) A department or a division may place a newly appointed employee in a position currently occupied by another employee for a period not exceed ninety (90) calendar days;
  - (2) The departing employee is authorized to train an incoming employee, provide transitional assistance to the department or division, and aid with the continuity of operations within the government in accordance with established HR procedures.
- (d) The temporary overlap of employees authorized pursuant to this Policy shall in no way interfere with or abridge the rights established pursuant to Chapter 21 and Chapter 22 of the Code of Ordinances governing the Classified Civil Service and the Unclassified Civil Service, respectively.



A key employee must submit written notice of resignation to the director of his or her department or division. The director of a department or a division must submit the resignation notice to HR before the overlap hiring process begins. Thereafter, the department or division may hire and train the key employee's successor before he or she formally separates from service.

In furtherance of this Policy, HR will assist departments and divisions with succession planning through the Organizational Capability Analysis Process (OCAP).

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