

# TEMPORARY EMPLOYEE OVERLAP POLICY

## TRAINING INCOMING EMPLOYEES

*General Government and Social Services Committee  
June 6, 2017*

*Presentation by the Department of Law*



**LEXINGTON**



## Background

- Presentation by HR at March 7, 2017 Committee Meeting
  - **Problem?** – Department or division is aware that a departing employee who is currently serving in a key position will be separating from service in the near future, but does not have a plan in place to account for the pending job vacancy
  - **Overlap period** – period of time during which a departing employee trains her successor (incoming employee) to take over her job responsibilities
  - **Organizational benefit** – Minimize negative impact on LFUCG's operations
  - **Implementation** – Policy to enable department or division to plan for an expected vacancy



## Model Policies

### ▪ **Louisville Metro Government**

#### Employee's Replacement, Overlap Period

- *An agency head may hire prospective employee to work with a resigning employee for an overlap period not to exceed four weeks. This overlap period allows the new employee to become familiar with the duties and responsibilities of the resigning employee. The overlap period is subject to the availability of funds and the approval of the Director of Human Resources or designee.*

### ▪ **Commonwealth of Kentucky**

#### Temporary Overlap

- *For training purposes or if it is in the best interests of the service, with the approval of the secretary, an agency may place an employee in a position currently occupied by another employee. If an employee is so placed, the period shall not exceed ninety (90) calendar days.*



## LFUCG Policy

- 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.



## Steps

- “Key” employee submits written notice of resignation to the division/department director
- Director submits written notice of departing employee’s resignation to HR
- HR authorizes overlap training period pursuant to Policy
- Division or department begins to look for a qualified candidate to replace departing employee
- Incoming/replacement employee is hired
- Departing employee may remain in her position to train the incoming/replacement employee for a period not to exceed 90 days
- Departing employee separates from service

# Questions?

