

Exhibit H to Ordinance 1899 Transitional Employees

There are times when the Town knows well in advance that leadership personnel are leaving employment with the Town due to retirement or other opportunities. For higher grade positions, it is beneficial for the successor employee to have time to shadow and train with the outgoing employee. To allow a smoother transition in these situations, the number of Authorized Personnel listed in Exhibit A: *Pay Ranges for Classified Employees* can be exceeded with the following stipulations.

1. The Department Head, Town Manager, and Clerk-Treasurer must approve, in writing, all Transitional Employees prior to recruitment efforts for the separating employee. A *Transitional Employee* Form will be created for these purposes for documentation and internal control.
2. Only positions at Grades 10 and higher on Exhibits A (non-sworn personnel) and B (sworn personnel) are eligible for consideration.
3. No Transitional Employee will be authorized if adequate funding is not available and verified.
4. The separating employee must formally commit to separating employment from the Town on a specific date. Employment will not continue beyond the stated separation date.
5. Only one Transitional Employee will be assigned to a departing employee. In other words, there cannot be multiple Transitional Employees competing for the same position. The determination of who will replace the departing employee must be made prior to applying for Transitional Employee status.
6. The number of Transitional Employees in a department at any given time cannot be so great that operations are hindered.
7. During the transition period, the pay rate of the Transitional Employee must be less than the separating employee, must be in keeping with Section IX: Additional Provisions, and does not need to be on a specific step.
8. Once the Transitional Employee is permanently placed in the higher position, the pay rate will be set based on the provisions of the Salary Ordinance for a regular, permanent, full-time employee.
9. The separation date will be the last day the separating employee worked. No form of leave time will be used for the separation date.
10. The time-in-position date for the incoming employee will be the first day after the separation date of the separating employee.
11. Transitional Employees can be in place for a period of thirty days or less.