

AN ORDINANCE
NO. _____

An Ordinance to amend the Columbus Code to revise and restate Articles III and VII of Chapter 16B which provide the procedures for certain personnel actions; to amend Article VIII of the Columbus Code pertaining to probationary employees; to repeal conflicting ordinances; to establish an effective date; and for other purposes.

THE COUNCIL OF COLUMBUS, GEORGIA HEREBY ORDAINS:

SECTION 1.

Article III of Chapter 16B of the Columbus Code is amended by repealing sections 16B-3-2., 16B-3-2.1., 16B-3-3., 16B-3-5., 16B-3-8., and 16B-3-8.1 in their entirety.

SECTION 2.

Article VII of Chapter 16B of the Columbus Code is hereby amended by striking Article VII in its entirety and inserting a new Article VII to read as follows:

“ARTICLE VII. - PROMOTIONS, TRANSFERS, DEMOTIONS

Section 16B-7-1. Definitions

Promotion – occurs when the employee is transferred to a position with a higher pay grade but remains in the same CCG Department or Office.

Demotion – occurs when an employee voluntarily or involuntarily moves to a position with a lower pay grade but remains in the same Department or Office.

Inter-departmental Transfer – occurs when an employee leaves one CCG department/office to accept a position in another CCG Department or Office.

Intra-departmental Transfer- occurs when the employee is transferred to a position within his department that is of the same pay grade and class.

Sec. 16B-7-2. Promotions

Public Safety and General Government employees that are selected for promotion will receive a six-step increase measured from their current pay grade and step and placed into the new grade at the nearest salary. Or, the employee will be placed at the first step of the new position and grade, whichever is greater.

Sec. 16B-7-3 . Demotions

When an employee is demoted to a lower grade position, the employee's pay shall be decreased by six steps measured back from their current pay grade and step and be placed into the new grade and step at the nearest salary. If the employee cannot be decreased by six steps as required by this paragraph, the employee will be placed at the first step for the new position and grade.

Sec. 16B-7-4. Intra-departmental transfers

The appropriate department head may, at any time, transfer an employee under his jurisdiction from one position to another in the same class in the same department. An intra-departmental transfer of an employee to a position of another class shall be made only with the approval of the Human Resources Director and only between classes within the same pay grade. The Human Resources Director shall be notified of such changes in assignments. An intra-departmental transfer will not result in any decrease in pay.

Sec. 16B-7-5. Inter-departmental transfers.

An employee desiring to transfer from one department or office to another shall request the transfer and obtain the approval of the hiring authority to which they are requesting transfer and the Human Resources Director. Requests for such transfer shall show how the employee concerned meets the qualification requirements of the class to which the transfer is proposed. Upon approval, the employee transferring shall provide reasonable notice, usually two weeks, to the Department or Office they are leaving.

Sec. 16B-7-6. Pay Grade after Inter-Departmental Transfer

- (a) Employees transferring to another department to a higher pay grade, Employee advances six steps in current grade and is slotted at the nearest step in new pay grade; or placed at step 1 of new grade; whichever is highest. This applies to Public Safety and General Government positions.
- (b) Employees transferring from one General Government position to another General Government position where the pay grade is the same or lower will start at entry level of grade being transferred to. Employees who have attained years of service with the Consolidated Government, may receive additional step increase based on their years of service as described herein:
 - 0 – 4.99 years of service = 2 step increase
 - 5 - 9.99 years of service = 4 step increase
 - 10 or greater years of service = 6 step increase
 - Maximum of six step increase

- (c) Public Safety employees transferring to another Public Safety position where the pay grade is the same or lower will start at entry level of grade being transferred to. Public Safety employees who have attained years of service with the Consolidated Government may receive additional step increases based on Public Safety longevity milestones as described herein:
- 3 years of service = 1 step
 - 5 years of service = 2 steps
 - 7 years of service = 3 steps
 - 10 years of service = 4 steps
 - 15 years of service or longer = 6 steps
 - Maximum of six step increase

(d) Employees transferring from a General Government Department to a Public Safety Department or from a Public Safety Department to a General Government Department will be transferred in accordance with the schedule set forth in paragraph (b) above for the maximum of a six-step increase and retain no other salary adjustments from their prior position.

Sec. 16B-7-7. – RESERVED”

SECTION 3.

Article VIII of Chapter 16B of the Columbus Code pertaining to probationary periods is hereby amended to add the following sentence at the end of Sec. 16B-8-2. -Duration:

“Employees in General Government and Public Safety are not eligible for transfers or promotions to another department until they have successfully completed their probationary period. Exceptions may be approved by the Human Resources Director when it is determined to be in the best interest of the government.”

SECTION 4.

All ordinances and parts of ordinances in conflict with this ordinance to include Sections 10, 11 and 12 of Ordinance No. 22-045 are hereby repealed.

SECTION 5.

This ordinance shall become effective as of April 11, 2023.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the 28th day of March, 2023, introduced a second time at a regular meeting of said Council held on the ____ day of _____, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen	voting	_____
Councilor Barnes	voting	_____
Councilor Cogle	voting	_____
Councilor Crabb	voting	_____
Councilor Davis	voting	_____
Councilor Garrett	voting	_____
Councilor House	voting	_____
Councilor Huff	voting	_____
Councilor Thomas	voting	_____
Councilor Tucker	voting	_____

Sandra T. Davis
Clerk of Council

B.H. "Skip" Henderson, III
Mayor