



February 19, 2021

**NOTICE OF PROPOSED CLASSIFICATION,
COMPENSATION, AND PERFORMANCE PAY RULES**

On behalf of the Mayor, the Department of Human Resources hereby publishes notice of proposed classification, compensation, and performance pay rules.

Summary of Proposed Rules

On June 16, 2020, the Council approved Ordinance No. O-102-2020 (“Ordinance”). The Ordinance reestablished the Department of Human Resources (“Human Resources”), established its duties and functions, and conferred upon it the authority for carrying out its powers.

As part of reestablishing Human Resources, the Ordinance transferred responsibility for administering the City’s classification and compensation plans from the Executive Secretary of the Civil Service Merit Board (“Executive Secretary”) to Human Resources. Consistent with this change, the Ordinance also transferred the authority to promulgate proposed classification, compensation, and performance pay rules from the Civil Service Merit Board (“Board”) to the Mayor. The proposed rules are necessary to further implement this transfer of authority.

Prior to the approval of the Ordinance, classification, compensation, and performance pay rules were divided between Article 25 of the Rules and Regulations of the Board (see Attachment 1) and Administrative Rule 2 (see Attachment 2). The proposed rules transfer the content of Article 25 of the Rules and Regulations of the Board to Administrative Rule 2 (see Attachment 3).

In addition to transferring the content of Article 25 of the Rules and Regulations of the Board to Administrative Rule 2, the proposed rules:

- Replace no-longer-applicable references to the Board and Executive Secretary with now-applicable references to Human Resources and the Director of Human Resources;
- Replace gendered references to the Mayor, the Mayor’s staff, and employees generally with gender-neutral references;

- Require the Director of Human Resources to coordinate with the Board consistent with Article 29 of the Rules and Regulations of the Board (concerning layoffs and reductions in force) when applicable;
- Replace out-of-date references to “annual” compensation and benefits surveys with up-to-date references to “periodic” compensation and benefits surveys consistent with the Knoxville City Code and current practice;
- Maintain the requirement that requests for classification studies of existing positions must be made prior to January 1 while providing greater flexibility by authorizing the Director of Human Resources to set a different deadline if needed;
- Remove the authority of the Director of Finance and Accountability to “review and approve” all proposed position establishments, allocations, reallocations, and abolishments and instead require the Director of Human Resources to “consult with” the Director of Finance and Accountability in order to determine whether a certification of funds can be made;
- Remove the authority of the Director of Finance and Accountability to approve or deny advanced salary requests and instead require the Director of Human Resources to “consult with” the Director of Finance and Accountability “to verify available funds” as part of the Director of Human Resource’s determination of whether the requested advanced salary is justified;
- Remove obsolete references to performance increases or bonuses granted in accordance with Administrative Rule 3.02, a procedure which has not been funded in several years, while retaining the currently-used general government pay increase and bonus rules for substantial changes in duties, internal equity purposes, ongoing outstanding performance, etc.;
- Remove the authority of the Director of Finance and Accountability to make the “final decision” on pay increases and bonuses and instead require the Director of Human Resources to “consult with” the Director of Finance and Accountability “to verify available funds” as part of the Director of Human Resource’s determination of whether the requested pay increase or bonus is justified;
- Require the Director of Finance and Accountability to approve requests for pay increases or bonuses exceeding 0.5 percent of each department’s base salary budget for the fiscal year; and
- Correct minor errors such as misspellings, cross-referencing errors, formatting errors, grammatical errors, numbering errors, typographical errors, technical errors, and other inconsistencies.

Supplementary Information

The following supplementary information is attached:

- Attachment 1 is Article 25 of the Rules and Regulations of the Board;
- Attachment 2 is current Administrative Rule 2;
- Attachment 3 is proposed Administrative Rule 2; and
- Attachment 4 is a redlined copy of proposed Administrative Rule 2 showing additions and deletions compared to both Article 25 of the Rules and Regulations of the Board and current Administrative Rule 2.

Opportunity for Comment

City employees may comment on the proposed rules. Comments must be received by the Department of Human Resources by close of business on Monday, March 1, 2021. City employees may submit comments by any of the following methods: via email to cityhr@knoxvilletn.gov or via mail or hand-delivery to the Department of Human Resources, City County Building, 400 Main Street, Suite 564, Knoxville, Tennessee 37902. Comments sent by any other method, to any other address or individual, or received after the end of the comment period may not be considered. Anonymous comments will not be accepted. Comments received may be subject to the Tennessee Public Records Act, T.C.A. § 10-7-503 *et seq.*

Further Information

For further information, contact Kelly D. Drummond, Ed.D., Director of Human Resources, (865) 215-3100, kdrummond@knoxvilletn.gov.