

### Section I - Promotions

Vacancies in higher classified positions shall be filled, as far as practicable, by promotion of present employees. Only merit and qualifications for promotion shall be considered.

### Section II - Transfers

A department head may, at any time, transfer an employee from one position to another in the same classification in the same department or transfer a position between divisions within the same department.

A transfer of an employee from one department to another must have the approval of the department head of both departments concerned, and the approval of the Department of Human Resources. Once selected for a position the department who is losing the employee must release that employee within 30 days.

### Section IV - Voluntary Demotion

A voluntary demotion may be granted upon written request, to the department head and the Director of Human Resources, if the following conditions are met:

1. There is an appropriate position vacant;
2. The department head(s) approve the demotion; and
3. The action does not cause an impairment of City services.

### Section V - Furlough (Lay-Off)

When it is determined to be in the best interests of the City to furlough employees, the following factors will determine the order in which employees will be furloughed: relative qualifications of the employees involved as determined by the department head, Director of Human Resources and length of service with the City.

### Section VI - Resignation

An employee wishing to resign in good standing shall notify the department head in writing, at least ten working days in advance. Failure to comply with this requirement shall be entered on the service record of the employee, and may be cause for denial of future employment by the City. The department head shall immediately report the resignation to the Department of Human Resources.

### Section VII – Working From Home

The opportunity for staff to work from home may be considered on a case-by-case basis. The staff person wishing to work from home will make a request of their department head to perform their job duties from home, using the attached Work from Home Request form.

The requesting staff person will fill out a Work from Home Request Form detailing the reason(s) why the need to work from home exists. Approval of the request must be accepted by each approver prior to the commencement of the event. The department head will evaluate the request based upon the ability to provide continuance operations of the department during the staff person's absence, the previous work history of the staff person, and length of time for the requested change in work location. Upon the department head's approval, the form will be forwarded to Human Resources and the City Administrator for their consideration. Working from home will be evaluated as a special case scenario and not as a substitute to your normal City work environment. Working from home should not be used to avoid use of appropriate leave (e.g. sick leave, vacation leave, or personal leave).

Should remote access to the City computer systems be necessary, Information Technology will be informed of the approved request and will install the necessary software on the staff person's home computer to establish access. Should only email access be necessary, instruction on accessing City email via the Microsoft Outlook Web Access system will be provided.

**CITY OF HAGERSTOWN**  
**WORK FROM HOME REQUEST FORM**

\_\_\_\_\_  
**Employee's Name**

\_\_\_\_\_  
**Employee Number**

\_\_\_\_\_  
**Job Title**

\_\_\_\_\_  
**Department**

\_\_\_\_\_  
**Date of Request**

\_\_\_\_\_  
**Employee's Signature**

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**DATES OF REQUEST TO WORK FROM HOME:**

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**REASON FOR REQUEST:** \* Working from home should not be used to avoid use of appropriate leave

\_\_\_\_\_  
**RETURN TO WORK ON-SITE DATE:** \_\_\_\_\_

**RECOMMENDED FOR APPROVAL:**

Yes

No

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

**APPROVED:**

Yes

No

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

**APPROVED:**

Yes

No

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date