

Title:	Inter-governmental Movements	
Purpose:	To provide authority and compensation adjustments for employees moving to the City from the State government, Judiciary, Hawaii Health Systems Corporation, or any county government in the State.	
Issued by:	Classification and Pay Employment and Personnel Services	Date: February 15, 2005
References:	Civil Service Rules §2-13 and §6-3	

I. POLICY

To enhance and facilitate the recruitment of qualified persons employed by the State government, Judiciary, Hawaii Health Systems Corporation, or other county government in the State, the Director of Human Resources (Director) may authorize an inter-governmental movement (IGM). The Director may authorize the compensation of an individual moving to the City via IGM above the minimum rate of the appropriate salary range.

II. DEFINITIONS

“Department” means any department, board, commission or agency of the City.

“Inter-governmental movement” means the movement of employees from civil service positions of the State government, Judiciary, Hawaii Health Systems Corporation, or other county government in the State to a civil service position in the City.

“Qualifications” means the knowledge, skills, abilities, licensing and other traits an individual possesses that have been deemed necessary to perform the work of a particular position.

III. GENERAL PROVISIONS

A. All IGMs to the City shall be authorized by the Director when the following conditions are met:

1. The employee meets the minimum qualification requirements for the position to which the employee seeks movement, which includes a suitability clearance;
2. A qualified service-injured employee is not available in the department or on the civil service priority placement list;
3. The employee has regular status;
4. An appropriate promotional eligible list does not exist for the vacancy; and
5. If applicable, the employee has been determined to be medically qualified.

B. The amount of compensation related to an IGM shall be warranted and reasonable based on:

1. An evaluation of the individual's qualifications specific and pertinent to the position being recruited. The qualifications of an individual authorized an IGM must be directly relatable and significant to the requirements of the particular position. Unrelated qualifications shall not be used as a basis for determining the compensation of an individual.

For example, an individual with 5 years of general clerical and 3 years of professional accounting experience has been granted an inter-governmental movement as an Accountant. The individual's professional accounting experience is specific and pertinent to the position being recruited, and may be considered by the Director in determining an entry salary higher than the minimum rate of the appropriate salary range.

2. Operational and organizational need to the extent that maintaining the vacancy and the inability to compensate the individual above the minimum rate will adversely impact the department's mission, goals and objectives.
 3. Existing staffing and compensation levels. Compensation of individuals authorized an IGM shall maintain balance and equity in relationship to existing employees and their compensation levels. As a result, an individual authorized an IGM shall not be compensated significantly more than an existing employee with similar qualifications.
 4. Other related and appropriate factors.
- C. The amount of compensation shall not exceed that provided by rules governing promotion, transfer or demotion. However, this does not preclude special compensation rates resulting from critical-to-fill and labor shortage positions (see Chapter V-2, Hiring Rates).
- D. The amount of compensation shall not exceed the maximum step/rate of the appropriate salary range.
- E. Appropriate leave credits will be transferable upon approval of both jurisdictions.

IV. **RESPONSIBILITIES**

A. Departments and Agencies

1. Since compensation above the minimum rate is an exception to regular rates of pay, it is not authorized unless fully justified. Before a request is submitted, review existing staffing conditions to determine appropriateness of request.
2. Initiate request for an inter-governmental movement via approved form, taking into consideration the employee's qualifications, operational and organizational needs, existing staffing and compensation levels, and other related and appropriate factors.
3. Appointing authorities shall not commit to the individual any compensation above the minimum rate until duly authorized by the Director.

B. Department of Human Resources (DHR)

The Director is vested full authority to review and approve all IGM compensation requests.

1. Review and evaluate the department's request(s). Assessment should include an evaluation of compensation levels of other positions assigned to the same and/or similar classes in the series which may be impacted by the request.
2. Approve/disapprove the department's request, specifying the rate/step authorized. The Director reserves the right to authorize a rate/step other than that requested by the department.