



COMPLEMENT CONTROL POLICY PROCEDURES

PM-22-01

Section: 22-00, PERSONNEL COMPLEMENT CONTROL

PURPOSE AND SCOPE

The personnel complement for all Divisions comprising City of Memphis Government is recommended by the Mayor in the administration's budget proposal and approved and funded by the City Council each fiscal year. Control and maintenance of the authorized complement of all City Divisions is the responsibility of the Human Resources Director as set forth in the City of Memphis Charter, Article 34 and City of Memphis Code of Ordinances, Chapter 9.

POLICY

Any request for employment, promotions, lateral transfers, demotions, or other transactions that alter in any way the number of positions by job titles for any Division and its service centers/departments will be checked by the Data Management Section, Compensation Service Center, Division of Human Resources, against the authorized complement prior to approval or denial of the request by the Human Resources Director or designee.

When an appointing authority desires to adjust the personnel complement of the Division or its service centers/departments or changes in job titles and/or grades, the requesting appointing authority must submit to the Human Resources Director or designee a Change Authorization form showing in the section of the form titled "Adjustment to Complement" changes requested. Such requests must include written justification from the requesting appointing authority or designee for the complement change. The request of an appointing authority to adjust the Division complement may be subject to a job evaluation which will be determined by the Human Resources Director or designee. The Change Authorization form must be approved by the Human Resources Director or designee and the Chief Administrative Officer or designee before it can be implemented. In addition, when the appointing authority is requesting the addition of a position which changes the total number of authorized positions for that fiscal year, the approval of the Chief Administrative Officer is required.