



City of Pittsburgh
Operating Policies

Policy: Acceptance of Employment in a Non-Union Position	Original Date: 9/1986
	Revised Date: 9/2009

PURPOSE: To outline the policy and procedures for employees that are transferring from a Union covered position to a Non-Union covered position.

POLICY STATEMENT: All employees transferring from a Union covered position to a Non-Union covered position must complete an Acceptance of Employment in a Non-Union Position Form.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

DEFINITIONS

Acceptance of Employment in a Non-Union Position Form: A form that provides the individual who is being transferred or promoted with a clear knowledge and understanding that the position he/she is accepting is not covered by a collective bargaining agreement.

PROCEDURE

The following procedures are to be followed in completing this form:

- 1)** Using the Results Memo received from Personnel & Civil Service the hiring department can verify if the position in question is a non-union position.
- 2)** While interviewing for the position, the hiring department must inform the candidate(s) that the position is a non-union position.
- 3)** When the position has been accepted by the candidate, the attached form is completed and signed by the employee and the department head of the hiring department.

4) The signed forms should be distributed as follows:

White Copy	Personnel and Civil Service Commission
Yellow Copy	Employee
Pink Copy	Retained by the hiring department

Additional forms can be obtained from the Personnel Department by calling extension 2710 and asking for the Acceptance of Employment in A Non-Union Position Form. If you have any questions regarding this procedure, please contact your Personnel Analyst.