

BHR SAP Action/Reason Codes

Action Code	Action Type	Action-Description	Reason Code	Reason	Reason Description	EPAN Action Code(s) (Reference Only)	<u>Inter (BHR executed) and/or Intra (Bureau executed)</u>	Special Considerations	Forms/Approvals Needed
U0	New Hire	Brings new employees into organization.	01	New Employee	Hiring for newly budgeted/added position.	RH - Regular Hire	Inter / Intra	Special Considerations: Use appropriate Employee Group: 1-Regular, 3-Casual, 4-Casual/Other, 5-Limited Duration (for Non-Rep and COPPEA only), 7-Temporary (Budgeted), D-At-Will, E-Elected Official, or F-Executive.	BHR Certification (1-regular, 5-Limited Duration) and/or Superform (3-Casual, 4-Casual/other, 7-Temporary) or Bureau memo (D At-Will, E-Elected Official, or F-Executive)
U0	New Hire	Brings new employees into organization.	02	Prev Emp - Not Converted -Reinstate	Hiring for previously terminated employees that were not converted into SAP and are being reinstated	RA - Reappointment from Resignation	Inter / Intra	Special Considerations: Use appropriate Employee Group: 1-Regular, 3-Casual, 4-Casual/Other, 5-Limited Duration (for Non-Rep and COPPEA only), 7-Temporary (Budgeted), D-At-Will, E-Elected Official, or F-Executive.	BHR Certification (1-regular, 5-Limited Duration) and/or Superform (3-Casual, 4-Casual/other, 7-Temporary) or Bureau memo (D At-Will, E-Elected Official, or F-Executive)
U0	New Hire	Brings new employees into organization.	03	Prev Emp - Not Converted	Hiring for previously terminated employees that were not converted into SAP	RA - Reappointment from Resignation	Inter / Intra	Special Considerations: Use appropriate Employee Group: 1-Regular, 3-Casual, 4-Casual/Other, 5-Limited Duration (for Non-Rep and COPPEA only), 7-Temporary (Budgeted), D-At-Will, E-Elected Official, or F-Executive.	BHR Certification (1-regular, 5-Limited Duration) and/or Superform (3-Casual, 4-Casual/other, 7-Temporary) or Bureau memo (D At-Will, E-Elected Official, or F-Executive)
U1	Temporary/L T Duration Action	Temporary appointments may be used for meeting emergency, non-recurring, and short-term workloads needs of the City.	01	Temp Appointment - Promo	Promotional Limited Duration assignment longer than 30 days for Non-Rep employees only. Employee goes to vacant limited term or regular position, could also include over, under and lateral fill. Seniority in base class continues if appropriate, but no Seniority in new Limited Duration class.	TA - Temporary Appointment	Inter / Intra	Employee Group should stay 1-Regular so employee can get seniority in previous class. Do not change to 7-Temporary.	Superform
U1	Temporary/L T Duration Action	Temporary appointments may be used for meeting emergency, non-recurring, and short-term workloads needs of the City.	02	Temp Appointment - Demotion	Demotion Limited Duration assignment longer than 30 days for Non-Rep employees only. Employee goes to vacant limited term or regular position, could also include over, under and lateral fill. Seniority in base class continues if appropriate, but no Seniority in new Limited Duration class.	TA - Temporary Appointment	Inter / Intra	Employee Group should stay 1-Regular so employee can get seniority in previous class. Do not change to 7-Temporary.	Superform
U1	Temporary/L T Duration Action	Temporary appointments may be used for meeting emergency, non-recurring, and short-term workloads needs of the City.	03	Temp Appointment - Lateral	Lateral Limited Duration assignment longer than 30 days for Non-Rep employees only. Employee goes to vacant limited term or regular position, could also include over, under and lateral fill. Seniority in base class continues if appropriate, but no Seniority in new Limited Duration class.	TA - Temporary Appointment	Inter / Intra	Employee Group should stay 1-Regular so employee can get seniority in previous class. Do not change to 7-Temporary.	Superform
U1	Temporary/L T Duration Action	Limited duration appointments are not to exceed 24 months, occur via appointment through the Civil Service Process.	04	Limited Duration Appt (Non-Rep) - Promo	Promotional Limited Duration appointment to a different job classification for longer than 30 days for Represented & Non-Represented employees. Limited Duration appointment jobs are Non-Rep only. Employee is placed in a vacant limited term position, could also include over, under and lateral fill. Seniority in base class continues but no Seniority is earned in new Limited Duration class.	IP - Internal Promotion	Inter / Intra	Employee Group should stay 1-Regular so employee can get seniority in previous class. Do not change to 5-Limited Duration.	BHR Certification, may also need a Superform if above entry.
U1	Temporary/L T Duration Action	Limited duration appointments are not to exceed 24 months, occur via appointment through the Civil Service Process.	05	Limited Duration Appt (Non-Rep) - Demo	Limited Duration demotion appointment to a different job classification for longer than 30 days for Represented & Non-Represented employees. Limited Duration appointment jobs are Non-Rep only. Employee is placed in a vacant limited term position, could also include over, under and lateral fill. Seniority in base class continues but no Seniority is earned in new Limited Duration class.	N/A	Inter / Intra	Employee Group should stay 1-Regular so employee can get seniority in previous class. Do not change to 5-Limited Duration.	BHR Certification, may also need a Superform



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U1	Temporary/L T Duration Action	Limited duration appointments are not to exceed 24 months, occur via appointment through the Civil Service Process.	06	Limited Duration Appt (Non-Rep) - Lateral	Lateral Limited Duration appointment to a different job classification for longer than 30 days for Represented & Non-Represented employees. Limited Duration appointment jobs are Non-Rep only. Employee is placed in a vacant limited term position, could also include over, under and lateral fill. Seniority in base class continues but no Seniority is earned in new Limited Duration class.	N/A	Inter / Intra	Employee Group should stay 1-Regular so employee can get seniority in previous class. Do not change to 5-Limited Duration.	BHR Certification, may also need a Superform
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	01	Promotion - Recruitment	Employee promoted via recruitment	EP - External Promotion / IP Internal Promotion	Inter / Intra		BHR Certification, may also need a Superform
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	02	Reclassification- Accretion of Duties	Promotion via reclassification/accretion of duties approval	EP - External Promotion / IP Internal Promotion	Intra		Approved BHR Classification Action Request (P-4) with employee granted status in classification
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	03	Promotion - Training Plan	Employee receives promotion after completing a training plan and moves to a higher 'end' salary permanently	EP - External Promotion / IP Internal Promotion	Intra		BHR Approved/Completed Training Plan, may also need a Superform
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	04	Promotion - Expanded Transfer	Employee receives promotion after completing an expanded transfer and moves to a higher 'end' salary permanently	EP - External Promotion / IP Internal Promotion	Inter / Intra		Copy of employee job offer letter, employee application, and job announcement from Bureau.
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	05	Promotion - Expanded Transfer - Waived	Lateral Transfer is waived and employee placed in Lateral assignment in exceptional cases	EP - External Promotion / IP Internal Promotion / RC - Reclassification	Inter / Intra		Copy of BHR Approved Waiver of Expanded Transfer letter.
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	06	Promotion - Trainee to Journey	Employee receives promotion upon completion of a trainee or apprenticeship program. Change Employee Group from Casual, to Regular as needed.	EP - External Promotion / IP Internal Promotion / RC - Reclassification	Intra		T.A.C. Committee and Bureau approval.
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	07	Reclassification - Deep Class	Employee receives promotion to job class after being granted Class/Comp approval and moves to a higher 'end' salary permanently.	EP - External Promotion / IP Internal Promotion / RC - Reclassification	Intra		Approved BHR Request for Reclassification in Deep Class Series
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	08	Promotion - Redeployment	Employee receives promotion thru Redeployment Program and moves to a higher 'end' salary permanently. Not eligible for recall for laid off classification, remove from recall list.	EP - External Promotion / IP Internal Promotion / RC - Reclassification	Inter / Intra		Redeployment letter
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	09	Promotion-Certification Attained	To be used for any promotions that are granted once an employee receives a particular certification as stipulated in various labor contracts or HR Rules. For example: BDS Various Inspectors upon completing the certification for each type of inspector will be appointed to the new classification of Combination Inspector. (Not the same as special, premium or certification hourly pay or Step Increase for Certification)	EP - External Promotion / IP Internal Promotion / RC - Reclassification	Intra		Copies of employee certifications
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	10	Premium Assignment	Assignment to premium class for greater than 30 days, no seniority in assigned class, seniority continues in previous base class. Could be an overfill or employee could be moved to premium assignment position.	TA - Temporary Appointment	Intra		At Bureau discretion



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U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	11	Lateral Transfer-Recruitment	Employee transfers to different job class with same pay grade via recruitment.	IT - Internal Transfer - Same Class / ET - External Transfer - Same Class	Inter / Intra		BHR Certification, may also need a Superform
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	12	Lateral Transfer - In lieu of layoff	Employee takes lateral transfer in lieu of Layoff. May have return rights/recall list.	IT - Internal Transfer - Same Class / ET - External Transfer - Same Class	Inter / Intra		Copy of layoff letter
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	13	Lateral Transfer - Redeployment	Employee transferred thru Redeployment Program. Not eligible for recall for laid off classification, remove from recall list. Can occur in same or different lateral class.	IT - Internal Transfer - Same Class / ET - External Transfer - Same Class	Inter / Intra		Redeployment letter
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	14	Lateral Transfer-Expanded Transfer	Employee receives lateral job change after participating in an Expanded Transfer.	IT - Internal Transfer - Same Class / ET - External Transfer - Same Class	Inter / Intra		Copy of employee job offer letter, employee application, and job announcement from Bureau.
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	15	Lateral - Expanded Transfer - Waived	Lateral Transfer is waived and employee placed in Lateral assignment in exceptional cases.	IT - Internal Transfer - Same Class / ET - External Transfer - Same Class	Inter / Intra		Copy of BHR Approved Waiver of Expanded Transfer letter.
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	16	Lateral Transfer - Same class	Employee initiates transfer to same lateral class in different Bureau/department/unit via BHR Transfer List process. Also to be used for transferring current regular non-rep employees to limited term positions in same class in lieu of a Limited Duration assignment.	IT - Internal Transfer - Same Class / ET - External Transfer - Same Class	Inter / Intra	See OM Bureau Specialist to move an occupied position from one Bureau/department/unit to another.	Bureau approval
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	17	Lateral Transfer - Different Class	Employee initiates transfer to different but lateral class that they previously held status in - also used for COPPEA specialty classes. Done via BHR Transfer List.	AL - Alternative Status Lateral Class Change - Different Class	Inter / Intra		Bureau approval for appropriate contract language MOA / MOU
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	18	Demotion - Recruitment	Employee demoted via recruitment	D1 - Demotion Voluntary Internal / D2 - Demotion Voluntary External	Inter / Intra		BHR certification and may need Superform
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	19	Demotion - Voluntary	Employee voluntarily demotes to lower job class, doesn't require previous status.	D1 - Demotion Voluntary Internal / D2 - Demotion Voluntary External	Inter / Intra		Superform
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	20	Demotion - In lieu of layoff	Employee accepts voluntary demotion in lieu of being laid off, will have recall rights to original Job Class	D1 - Demotion Voluntary Internal / D2 - Demotion Voluntary External / LB - Budgetary / LR - Reorganization	Inter / Intra		Copy of layoff letter
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	21	Demotion - Redeployment	Employee receives demotion thru Redeployment Program and moves to a lower 'end' salary permanently. Not eligible for recall for laid off classification, remove from recall list.	D1 - Demotion Voluntary Internal / D2 - Demotion Voluntary External	Inter / Intra		Redeployment letter
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	22	Demotion - Involuntary	Employee is demoted as the result of a discipline action or loss of qualification	D3 - Demotion Involuntary Internal / D4 - Demotions Involuntary External	Inter / Intra		Copy of demotion letter



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U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	23	Demotion - Expanded Transfer	Employee demotes after competing via an expanded transfer and moves to a lower 'end' salary permanently.	D1 - Demotion Voluntary Internal / D2 - Demotion Voluntary External	Inter / Intra		Copy of employee job offer letter, employee application, and job announcement from Bureau.
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	24	Demotion - Expanded Transfer - Waived	Lateral Transfer is waived and employee placed in Lateral assignment in exceptional cases	IT - Internal Transfer - Same Class / ET - External Transfer - Same Class	Inter / Intra		Copy of BHR Approved Waiver of Expanded Transfer letter.
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	25	Demotion - Fiscal Emergency	Employee voluntarily demotes to lower job class as a result of a fiscal emergency. Seniority in the higher class shall continue to accrue.	D1 - Demotion Voluntary Internal / D2 - Demotion Voluntary External / LB - Budgetary / LR - Reorganization	Inter / Intra		Council declared Fiscal Emergency. Copy of demotion letter.
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	26	Return During Probation	Employee requests to return to previous job during probation or does not pass probation and is returned to previous job.		Inter / Intra		Approved bureau or employee request
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	27	Employee Change of Position - Same Class	Bureau changes only the Employee's position, the employee stays in same job class may result in lateral, over, under, or double fill, used for job bidding purposes.	OP - Position Control Number Change	Intra		Superform if requesting lateral, over, under or double fill.
U2	Regular Action	Employee change actions that occur on a permanent basis either within a bureau or from bureau to bureau.	28	Position Transfer-Reorganization	One or a group of filled positions is being moved to another bureau. Action is only for inter bureau position transfers and would be done by BHR in order to update employee's PA (Bureau). Those done within Bureau do not require a PA action.	OP - Position Control Number Change OB - Release Employee Record to New Bureau	Inter		Classification Compensation (BHR) position transfer form
U3	Status Change	Changes to EG, ESG, and PSA are within the employees current job class only, if movement from class to class use Regular Actions	01	To Regular	Change employee's Employee Group from Limited Duration, Temporary or Casual/Other to Regular. Seniority begins accruing at time of regular appointment only. Also use to begin seniority for regular employees who have been on Limited Duration Appointments in a different class that have now become permanent (regular), EG stays "Regular".	TP - Temporary to Permanent Appointment - Same Class	Intra		BHR Certification and or Superform
U3	Status Change	Changes to EG, ESG, and PSA are within the employees current job class only, if movement from class to class use Regular Actions	02	To Casual/Other	Change employee's Employee Group from Temporary or Limited Duration to Casual/Other. No Seniority impact.	OE - PSTAT/Employee Code Change	Intra		Superform
U3	Status Change	Changes to EG, ESG, and PSA are within the employees current job class only, if movement from class to class use Regular Actions	03	To Temporary/Limited Duration	Change employee's Employee Group to Temporary or Limited Duration. If employee is accruing seniority, this will cause seniority to cease to accrue further.	OE - PSTAT/Employee Code Change	Intra		Superform
U3	Status Change	Changes to EG, ESG, and PSA are within the employees current job class only, if movement from class to class use Regular Actions	04	Increase/Decrease Hours	Use for schedule changes that impact pay, i.e.: anytime the number of hours the employee is working is changing.. To be used going to and from FT, PT, Job Share, Less than Half employee subgroups and any changes from 72 to 80 hours and vice versa.	OH - Change in Hours	Intra	Change Employee Group as appropriate. Pay special attention to Basic Pay IT0008 (next increase date).	Bureau Approval



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U3	Status Change	Changes to EG, ESG, and PSA are within the employees current job class only, if movement from class to class use Regular Actions	05	BHR ONLY-PSA (Union) Change	Change to an employee's PSA is required because the job class has moved from represented to non-represented or vice versa	OE - PSTAT/Employee Code Change	Inter	Pay special attention to Basic Pay IT0008 (next increase date).	Class/Compensation (BHR) notification
U3	Status Change	Changes to EG, ESG, and PSA are within the employees current job class only, if movement from class to class use Regular Actions	06	Regular to Temp- No Break	Change employee's Employee Group from Regular to Temporary in same class. Seniority in class freezes or cancels, no seniority as Temporary.	OE - PSTAT/Employee Code Change	Intra		Superform
U3	Status Change	Changes to EG, ESG, and PSA are within the employees current job class only, if movement from class to class use Regular Actions	07	Regular to Casual/Other-No Break	Change employee's Employee Group from Regular to Casual/Other. Seniority in class freezes or cancels, no seniority as Casual/Other.	OE - PSTAT/Employee Code Change	Intra		Superform
U3	Status Change	Changes to EG, ESG, and PSA are within the employees CURRENT JOB CLASS ONLY, if movement from class to class use Regular Actions	08	Working Retiree Benefit Eligible to Working Retiree Non-Benefit Eligible	Change employee's Employee Group from WRBE to WRNBE after initial 1039 hours is completed and employee is no longer eligible for Benefits, in same class. No seniority impact.	OE - PSTAT/Employee Code Change	Intra		Superform
U3	Status Change	Changes to EG, ESG, and PSA are within the employees CURRENT JOB CLASS ONLY, if movement from class to class use Regular Actions	09	Reinstate Due to Settlement	Reinstatement back to previous separation date due to grievance settlement or court order (use this when no gap in separation/reinstatement date is desired.)	RH - Regular Hire	Inter		Grievance settlement or court order
U3	Status Change	Changes to EG, ESG, and PSA are within the employees CURRENT JOB CLASS ONLY, if movement from class to class use Regular Actions	10	To At-Will, Executive, Elect-Official	Change employee's Employee Group from Temporary to At-Will, Executive or Elected Official. Freezes any existing seniority.	OE - PSTAT/Employee Code Change	Inter / Intra	Change EG as appropriate	Copy of job offer letter
U4	Extension	Extension of various temporary appointments	01	Temporary Appointment	To extend existing temporary appointments	TA - Temporary Appointment	Intra		Superform
U5	Separation	Separation of employees from service	01	Voluntary Resignation	Employee voluntarily leaving CoP employment	RP - Resigned as Permanent TR - Resigned as Temporary	Intra		Resignation form/letter.
U5	Separation	Separation of employees from service	02	Voluntary Resignation - RestRet	Action which is considered a voluntary resignation but has restrictions for return, includes Targeted Severance with 3 year RestRet and resignation in lieu of discharge.	RO - Resigned Other Permanent	Intra		Bureau / BHR and targeted severance letter or Settlement Agreement.
U5	Separation	Separation of employees from service	03	Voluntary Resignation - Settlement - No Return	Voluntary resignation with a settlement that prohibits the employee from returning to work at COP	RO - Resigned Other Permanent	Intra		Bureau / BHR and targeted severance letter or Settlement Agreement.
U5	Separation	Separation of employees from service	04	Discharge - Non RestRet	Termination for disciplinary or performance reasons, management initiated, employee may return to employment	DP - Discharge Permanent Employee DT - Discharged Temporary Employee	Intra		Termination letter signed by Commissioner-in-Charge or Bureau discretion for Casual employees
U5	Separation	Separation of employees from service	05	Discharge - RestRet	Termination for disciplinary or performance reasons, management initiated. Returning to work at City and/or Bureau has restrictions that are subject to formal City review process.	DP - Discharge Permanent Employee DT - Discharged Temporary Employee	Intra		Termination letter signed by Commissioner-in-Charge



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U5	Separation	Separation of employees from service	06	End of Temporary/Casual/Limited Duration/Working Retiree Appointment	Temporary's and Casual's employees whose time with CoP has ended because their appointment cumulative hours report (1200/860 hours) is completed and do not have rights to another job. Also use for Non-represented employee's in Limited Duration assignments that are ending and do not have rights to another job. Also used for Working Retirees who are no longer continuing work.	TE - Temporary - End of Assignment	Intra		Bureau approval or End of temporary appointment letter
U5	Separation	Separation of employees from service	07	Did not pass probation	New hire does not pass probation and is terminated.	DP - Discharge Permanent Employee	Intra		Bureau termination letter
U5	Separation	Separation of employees from service	08	Death	Employee dies	D - Death	Intra		None
U5	Separation	Separation of employees from service	09	End of Temporary/Casual/Limited Duration/Working Retiree Appointment-RestRet	Employees restricted to return to work. Temporary's and Casual's employees whose time with CoP has ended because their appointment cumulative hours report (1200/860 hours) is completed and do not have rights to another job. Also use for Non-represented employee's in Limited Duration assignments that are ending and do not have rights to another job. Also used for Working Retirees who are no longer continuing work.		Intra		Bureau approval or End of temporary appointment letter with RestRet.
U5	Separation	Separation of employees from service	10	Did Not Pass Prob-RestRet	New hire does not pass probation and is terminated and is restricted from returning to work at the City.		Intra		Bureau termination letter with RestRet.
U6	Rehire	Former Employee is returning to COP employment, will have existing personnel number. One day gap between separation date and rehire date required.	01	Working Retiree Non-Benefit Eligible (Break In Service)	Previous Employee becomes a working retiree non-benefit eligible and returns to a previous job classification.	TA - Temporary Appointment	Intra	Use appropriate Employee Group: C-Working Retiree - Non-Benefit Eligible. Use "Employee to Working Retiree Benefits Eligible" action if no break in service.	Superform
U6	Rehire	Former Employee is returning to COP employment, will have existing personnel number. One day gap between separation date and rehire date required.	02	Recruitment	Previous Employee is to be rehired into the CoP via recruitment.	RH - Regular Hire	Intra		BHR certification and may need Superform
U6	Rehire	Former Employee is returning to COP employment, will have existing personnel number. One day gap between separation date and rehire date required.	03	Reinstate	Previous Employee is returning to work after separating via Reinstatement provision.	RA - Reappointment from Resignation	Intra	Employee is reinstated back to previous job class, and seniority is reinstated.	Superform
U6	Rehire	Former Employee is returning to COP employment, will have existing personnel number. One day gap between separation date and rehire date required.	04	Redeployment	Previous Employee is rehired thru Redeployment Program. The employee has been laid off/separated. Not eligible for recall for laid off classification, remove from recall list.	RH - Regular Hire	Intra		Redeployment letter
U6	Rehire	Former Employee is returning to COP employment, will have existing personnel number. One day gap between separation date and rehire date required.	05	Casual	Rehire of a Casual employees who is returning, requires no formal approval.	TA - Temporary Appointment	Intra		None
U6	Rehire	Former Employee is returning to COP employment, will have existing personnel number. One day gap between separation date and rehire date required.	06	Casual/Other & Temporary	Rehire of a Casual/Other and Temporary employee who is returning, requires formal approval from BHR	TA - Temporary Appointment	Intra		Superform



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U6	Rehire	Former Employee is returning to COP employment, will have existing personnel number. One day gap between separation date and rehire date required.	07	Recall from Layoff	Previous employee recalled back to laid off job classification	RL - Reinstatement from Layoff	Intra		Recall certification
U6	Rehire	Former Employee is returning to COP employment, will have existing personnel number. One day gap between separation date and rehire date required.	08	Reemploy Limited Duration COPPEA employee	Rehire a Limited Duration COPPEA only employee from the transfer list to the same job class. Employee can either remain a Limited Duration employee if hired into a limited term position. May become a Regular employee if hired into a regular budgeted position.	RH - Regular Hire	Inter / Intra		BHR Certification
U7	Retirement	Employee separates from service via retirement	01	Retirement	Employee separates and is not planning on returning or will return with break in service	RR - Regular Retirement	Intra		Employer letter / form / Bureau approval
U7	Retirement	Employee separates from service via retirement	02	Retirement - RestRet	Employee voluntarily retires but there are restrictions on the employee's return, includes Targeted Severance with RestRet.	RR - Regular Retirement	Inter / Intra		Copy of retirement or Targeted Severance agreement.
U8	Leave of Absence - Unpaid	City grants leaves of absence for general or personal reasons (twelve months max-except Military leave)	01	General	Employee goes on unpaid Personal leave for a variety of reasons including personal, educational, legislative	ED - Education PS - Personal	Intra		Bureau director approval
U8	Leave of Absence - Unpaid	City grants leaves of absence for general or personal reasons (twelve months max-except Military leave)	02	Medical (non-work related)	Employee goes on unpaid leave for medical reasons outside of FMLA, employee may be moved into a leave position, unpaid, thru time calc	MD - Medical LS - Police/Fire Disability (Loss of Service)	Intra		Bureau director approval
U8	Leave of Absence - Unpaid	City grants leaves of absence for general or personal reasons (twelve months max-except Military leave)	03	Union	Employee is on unpaid union business	UN - Union	Intra		Bureau director approval ; must be coordinated through BHR Employee/Labor Relations
U8	Leave of Absence - Unpaid	City grants leaves of absence for general or personal reasons (twelve months max-except Military leave)	04	Military	Employee is off for more than the annual allowed leave 11 days, unpaid, for up to 5 years.	ML - Military - Non Paid	Intra		Copy of Employee notice to Bureau.
U8	Leave of Absence - Unpaid	City grants leaves of absence for general or personal reasons (twelve months max-except Military leave)	05	Personal - Parental	Employee goes on unpaid leave outside of FMLA	PN - Parental Leave - Non Paid	Intra		Bureau director approval
U8	Leave of Absence - Unpaid	City grants leaves of absence for general or personal reasons (twelve months max-except Military leave)	06	Disciplinary Suspension	Employee is placed on unpaid LOA as the result of disciplinary actions	SU - Suspension - Non Paid	Intra		Disciplinary letter signed by Commissioner-in-Charge
U8	Leave of Absence - Unpaid	City grants leaves of absence for general or personal reasons (twelve months max-except Military leave)	07	Unpaid Administrative Leave	Employee placed on unpaid Administrative Leave.	SU - Suspension - Non Paid	Intra		Bureau notice to employee; BHR approval required.
U9	Leave of Absence - Paid	Paid leaves of absences	02	Paid Administrative Leave	Employee placed on Paid Leave pending personnel action/investigation, not to exceed 60 days.	NONE	Intra		Bureau notice to employee; BHR approval required.
UA	Return from leave	Employee returns from leave of absence	01	Return from Leave	Employee returns from leave.	RT - Return from Leave	Intra		Bureau approval



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Action Code	Action Type	Action-Description	Reason Code	Reason	Reason Description	EPAN Action Code(s) (Reference Only)	Inter (BHR executed) and/or Intra (Bureau executed)	Special Considerations	Forms/Approvals Needed
UB	Layoff	A layoff is defined as the separation of an employee in the classified service due to the elimination of a position, lack of funds or curtailment of work. Employee may be placed on Recall List.	01	Medical	Employee can not return to work due to medical condition	LP - Physical Inability	Intra		Approved Bureau request to BHR Director.
UB	Layoff	A layoff is defined as the separation of an employee in the classified service due to the elimination of a position, lack of funds or curtailment of work. Employee may be placed on Recall List.	02	Medical - work related	Employee can not return to work due to work related medical condition	LW - Physical Inability - Work Related	Intra		Approved Bureau request to BHR Director.
UB	Layoff	A layoff is defined as the separation of an employee in the classified service due to the elimination of a position, lack of funds or curtailment of work. Employee may be placed on Recall List.	03	Loss of Qualification	Employee has lost Drivers License, CDL, or other certifications needed to perform job	LE - Layoff - Unmet Employment Requirement	Intra		Bureau approval
UB	Layoff	A layoff is defined as the separation of an employee in the classified service due to the elimination of a position, lack of funds or curtailment of work. Employee may be placed on Recall List.	04	Bumped	Employee has been bumped out of their position, has no bumping/seniority rights to exercise and is separating	LB - Budgetary LR - Reorganization	Intra		BHR layoff notice.
UB	Layoff	A layoff is defined as the separation of an employee in the classified service due to the elimination of a position, lack of funds or curtailment of work. Employee may be placed on Recall List.	05	Reclassification of Position	Employee's position has been reclassified and they will not be filling the position, but will be laid off. Employee's position hours have been changed via reclassification (not employee request) they will not be filling the position, but will be laid off	LR - Reorganization	Intra		BHR layoff notice.
UB	Layoff	A layoff is defined as the separation of an employee in the classified service due to the elimination of a position, lack of funds or curtailment of work. Employee may be placed on Recall List.	06	Budgetary	Employee's position has been eliminated due to bureau reorganization for budgetary reasons, and they will be laid off.	LB - Budgetary LR - Reorganization	Intra		BHR layoff notice.
UB	Layoff	A layoff is defined as the separation of an employee in the classified service due to the elimination of a position, lack of funds or curtailment of work. Employee may be placed on Recall List.	07	Partial Year	Regular Employee who works for less than 12 months in a calendar year and is filling a 9 month/75% position. For example: Parks Turf Maintenance Technicians.	LT- Layoff - 9 months	Intra		Approved Bureau termination notice.



BHR SAP Action/Reason Codes

Action Code	Action Type	Action-Description	Reason Code	Reason	Reason Description	EPAN Action Code(s) (Reference Only)	<u>Inter (BHR executed)</u> <u>and/or Intra</u> <u>(Bureau executed)</u>	Special Considerations	Forms/Approvals Needed
UB	Layoff	A layoff is defined as the separation of an employee in the classified service due to the elimination of a position, lack of funds or curtailment of work. Employee may be placed on Recall List.	08	RestRet	Employee has been laid off and has RestRet to City employment.	LB - Budgetary LR - Reorganization	Intra		BHR layoff notice with Bureau notice of RestRet.
UC	End of Temp Assgn/Return to Prev Appt	End of Temporary Appointment	01	Temporary Appointment	Employee's Temporary Appointment ends, return employee to previous appointment	TE - Temporary - End of Assignment	Intra	If an over, under or lateral fill also exists, delimit the B017 relationship prior to returning the employee to their previous job/position. Pay special attention to Basic Pay IT0008 (next increase date).	None
UD	Employee to WRBE	Employee becomes Working Retiree Benefits Eligible - no break in service.	01	Working Retiree Benefits Eligible	Employee retires and returns without break in service on next business day, is eligible for benefits and limited to 1039 hours in calendar year.	RR - Regular Retirement & TA - Temporary Appointment	Inter / Intra	Change Employee Group to B, and Employee Subgroup to positive pay. Use this action when the employee is returning as a Working Retiree without a break in service (benefits eligible). This process takes the place of separating the employee and rehiring them back the next day.	Superform
UE	Change in Pay	Non-represented employee change of pay, salary increase	02	Non-Represented	Use for merit increases for Non-Represented employees. BHR may require a Performance Evaluation prior to action	MI - Merit Increase SC-Salary Change	Intra		Completed performance evaluation and a Note in text field of Info Type 0008 Basic Pay

