

AR 17-02
AN ADMINISTRATIVE REGULATION ESTABLISHING
JOB SHADOWING FOR CITY EMPLOYEES TO IMPROVE THEIR OWN DAILY
PERFORMANCE

Section 1. Purpose

As public servants, the City of Hobbs intends to support team members and improve their professional growth. We will support job shadowing programs/activities that enhance our organization and serve the community in which we live and work, as supported by this AR and our Leadership Philosophy. At the same time, the City of Hobbs recognizes that participating in these sorts of activities enriches the lives of its team members.

Section 2. Eligibility

This Administrative Regulation will apply to all full-time and part-time team members, exempt or non-exempt.

Section 3. Procedures

- A. Job Shadowing is subject to approval of the employee's Department Head and the City Manager.
- B. Requests for Job Shadowing must be submitted on the "Job Shadowing Form" for prior approval. It is desired to have a minimum of two (2) weeks' notice for scheduling purposes. The Job Shadowing form will additionally be returned to HR with the signature of a representative of both the home department of the employee conducting the shadowing as well as of the department shadowed during the time scheduled.
- C. Requests can be denied for reasons including but not limited to staffing or that the task or position being learned does not have a direct impact for the team member or benefit for our organization.
- D. Job Shadowing can be taken in four-hour increments for a total of eight hours per year.
- E. Job Shadowing should be completed within normally scheduled work hours, unless the schedules of the participating employees do not correspond.
- F. Job Shadowing cannot be used to supplement any other type of leave including PTO.
- G. Job Shadowing will be considered "time worked," and can be used when determining overtime eligibility. Scheduling adjustments should be considered to avoid overtime if at all possible.
- H. Team members will record the time as normal on their timesheets and/or electronic timekeeper.
- I. Planning and scheduling for Job Shadowing activities should be done with two weeks advance as notice. Job shadowing may be cancelled by the supervisor due to scheduling or task conflicts. In such a matter, the supervisors of the participating employees will coordinate the cancellation and an alternative date if so needed. We will make every effort to notify of cancellation within 24 hours.

Section 4. Revocation

Team members found falsifying performance of shadowing activities or abuse of the Job Shadowing program in any way will be subject to revocation of eligibility as well as disciplinary procedures up to and including separation of employment.

Section 5. Program Continuation

The City Manager reserves the right to amend or discontinue this program at any time.



J.J. Murphy, City Manager

25 April 2017

Date

By signing below, I acknowledge that I have read AR 17-02. I was given the opportunity to ask questions to ensure my full understanding.

Printed Name & ID: _____

Department: _____

Signature

Date