



# Policy Revision Request

Requestor Name Richard Egal Emp # 3936

This revision applies to Existing Policy 11-27-23

If new, recommended section \_\_\_\_\_

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ 0

**Brief reason for the revision:**

The revision clarifies some common issues related to hardship transfer requests.

Document the changes or additions to the policy below. Please include the specific policy number. **Red strikethroughs** are used for deletions and **blue underlined** for text insertions. Please email completed forms to [APDPolicy@austintexas.gov](mailto:APDPolicy@austintexas.gov). Use this email for any related questions or issues for policy.

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## 918 Promotion, Transfer, and Vacancy Guidelines for Sworn Employees

### 918.2 DEFINITIONS

Hardship - A situation ~~that~~when an employee experiences ~~because of~~ a specific work assignment or a significant personal lifestyle change ~~which~~that causes unusual stress, an uncomfortable working relationship, or causes an employee to be mentally distracted from optimal performance of duty or attention to duty. In general, childcare issues alone are insufficient to approve a request for hardship consideration.

### 918.6.2 HARDSHIP TRANSFERS

- (a) ~~Hardship requests will be handled by t~~The Hardship Committee will handle hardship requests. To ensure uniformity throughout the department, every chain of command should seek guidance from the Hardship Committee before initiating internal actions, e.g., temporarily moving an officer from night shift to day shift. The committee will consist of ~~the Diversity, Equity & Inclusion (DEI) Division Manager,~~ the Human Resources Manager, a representative from the Wellness Bureau, three commanders, and the Staffing Lieutenant. ~~The Equity Manager will act as the chair of the committee.~~ A Commander will chair the committee, and ~~T~~the Staffing Lieutenant will be a non-voting committee member ~~of the committee.~~
- (b) *No changes*
- (c) *No changes*

(d) *No changes*

(e) Employee Success Plan (ESP) and Conduct Counseling Memorandum (CCM)

1. If an officer who accepts a hardship request transfer position is on an ESP, that plan will also be transferred to the employee's new chain of command to ensure continuity and continue to assist the employee in becoming more successful.
2. If the employee receives a CCM during the current evaluation period, the new chain of command will receive this CCM for awareness and continuity in the progressive discipline process.

~~(e)~~(f) The Chief may designate certain positions that officers are not eligible to transfer into under a hardship transfer.

~~(f)~~(g) The hardship request will not apply to future moves that an affected officer applies for at their current rank or if they choose to enter the promotional process. If the officer is still experiencing ~~the~~ hardship upon promotion, they can submit the hardship request for consideration through [APDHRFMLA@austintexas.gov](mailto:APDHRFMLA@austintexas.gov).