

City of Lockport Multiple Appointment Policy

Concurrent appointments to multiple positions in the same civil division are permitted under the following terms and conditions:

1. The appointing authority certifies that the duties and responsibilities of the positions are not in conflict with one another.
2. The supervisory structure in the civil division can be maintained with the proposed assignment of duties. (For example, an individual should not be appointed to a position that supervises another position in which he or she will also be serving.)
3. Other laws, (such as the Federal Fair Labor Standards Act and New York State Labor Law requirements) and attendance rules and policies are not violated. The positions should not be structured in such a way that the employee would be performing two jobs at once, including potential overtime.
4. Each position should be treated separately for purposes of probation, performance evaluation and discipline. However, certain occurrences of incompetence and/or misconduct may warrant separation from the service for more than one position or all positions held. Appointing authorities are strongly encouraged to discuss these matters with their labor relations specialist or counsel.
5. It is understood that each position is considered separately for purposes of reductions in force. If one of the positions held is abolished or otherwise reduced, the other positions are not necessarily affected.
6. It is advisable that all positions held by the individual are in the same bargaining unit.

Appointments to positions in different civil divisions, including those under the jurisdiction of different civil service agencies, are permitted, provided that each employment complies with terms and conditions 1, 2, and 3 of the above guidelines.

Adopted at the May 22, 2024 CS Meeting