



## 7.03 DEMOTION

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### Description

A demotion occurs when an employee is placed in a position in another class with a lower maximum salary rate than the position in which the employee previously held status. Demotions may be:

1. involuntary, by the appointing authority for cause; or
2. voluntary, upon written request by the employee in order to retain employment when layoff is imminent, or for reasons other than discipline.

Employees who demote to a position in which they previously held status and completed a probationary period will not be required to serve a new probationary period.

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### Process For Voluntary Demotion

Any voluntary demotion requires approval of the appropriate hiring authorities and the Human Resources Director or designee.

An employee may be granted a voluntary demotion provided the following criteria are met:

1. A vacancy exists; and
2. The employee meets the qualifications of the position; and
3. There is no-one on the layoff list for the targeted position ; and
4. There are no qualified injured workers available for the targeted position.

A permanent employee must submit a written request for a voluntary demotion to the Bureau of Human Resources. The demotion request *must* first have the approval of the appointing authorities concerned.

When it is determined that there are not disciplinary issues or other mitigating circumstances involved, the Director of Human Resource, or designee, may approve the request.

An employee who voluntarily demotes may return to the higher classification through the reinstatement process. [See Administrative Rule on Reinstatement.](#)

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### Salary Upon Demotion

[See Administrative Rule on Compensation.](#)

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**Seniority Upon Demotion**

Seniority in the higher classification will be canceled effective the date seniority is established in the lower class. Seniority, if not otherwise established in the lower class, shall commence on the effective date of the demotion.

A voluntary demotion that is the result of a fiscal emergency shall *not* cause seniority in the higher class to be canceled for purposes of layoff.

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**Demotion for Physical or  
Mental Inability to Perform**

When an employee becomes physically or mentally unable to perform the essential duties of their position even with reasonable accommodation, the employee may be given status and appointed to a vacant position in a class carrying the same or a lower compensation without previously acquiring status in the lower class. The employee must meet the qualifications and be able to perform the duties of the position as determined by the Bureau of Human Resources.

The Director of Human Resources, or designee and the appointing authority must approve all demotions for inability to perform due to disability.

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**Administrative Rule  
History**

Adopted by Council March 6, 2002, Ordinance No. 176302  
Effective April 5, 2002

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