



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 108

LAST REVISED 8/1/08

SUBJECT: DEMOTIONS

PURPOSE: To establish a policy for demotions of employees.

STATEMENT OF POLICY:

An employee reassigned to a position in a lower classification regardless of the reason (disciplinary, in lieu of layoff, department reorganization, etc.) will receive pay commensurate with the position as determined by the Department Head in consultation with the City Manager.

Upon the written approval of the City Manager, a demoted employee's step and/or salary range may be frozen until the salary of the lower position equals that of the higher position.

Demotions do not change the person's date of hire; however, they change the employee's anniversary date to coincide with the date the employee assumed the new position.

No employee shall be demoted to a position for which he or she does not possess the minimum qualifications.

An employee being demoted shall be notified, when possible, within 10 working days prior to demotion or in accordance with disciplinary procedures.

Any demotion to prevent layoffs may be revisited when the employee's previous position is reopened.

Persons demoted to new positions will be subject to the standard probationary period for the new position, unless specifically waived by the City Manager.

Employees in position classifications which are downgraded in salary to reflect changes in market conditions are not demotions and will retain their existing anniversary date for future step increases.

Voluntary Demotions

Employees may request a demotion for personal or professional reasons by submitting a letter to his or her Department Head.

The Department Head may approve the demotion and appoint the employee to a vacant position for which the employee is qualified.

In the event an employee is requesting a demotion and no vacant position exists, the Department Head is not obligated to create a new position.

The Department Head shall assign an appropriate salary and step level to the employee. In no event shall an employee's salary level be higher than the range established for the position to which he or she is appointed.

Employees who accept voluntary demotions permanently surrender all rights to the higher positions (e.g. shift assignments, work duties, benefit levels, pay scale, etc.). However, employees may apply for a promotion to the higher position in the future.