

**CITY OF COMMERCE
ADMINISTRATIVE POLICIES**

DEMOTIONS

1.0 PURPOSE

To establish a policy for demotions.

2.0 POLICY

- 2.1 An employee reassigned to a position in a lower classification regardless of the reason (disciplinary, in lieu of a layoff, for reasons of disability or incapacity, department reorganization, etc.) will receive a cut in pay commensurate with the nature of the demotion as determined by the Department Head in consultation with the City Manager and Director of Administrative Services.
- 2.2 Demotions do not change the person's date of hire.
- 2.3 The anniversary date for future salary increases will be revised to coincide with the demotion date.
- 2.4 No employee will be demoted to a position for which he/she does not possess the minimum qualifications.
- 2.5 An employee being demoted will be notified at least two weeks prior to demotion except in emergency situations.
- 2.6 Any demotion to prevent layoffs may be revised when the employee's previous position is reopened.
- 2.7 Persons demoted to new positions will be subject to the standard probationary period for the new positions, unless specifically waived by the City Manager.
- 2.8 Employees in position classifications which are downgraded (or upgraded) in salary to reflect changes in market conditions will retain their existing anniversary date for future salary increases.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in black ink, appearing to read 'Roger M. King', is written over a horizontal line.

demotion.adp