

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Demotion		Number: 22-28
		Effective Date: 10/17/2023
Departments Affected: All		Supersedes (Number/Date):
Authority: Section 2.82-A. Red Bluff City Code	File References:	
	Approved: Approved by City Council on: 10/17/2023	

Overview: All City of Red Bluff employee demotions shall be made in accordance with established standards outlined in this policy.

Applicable to: All Employees

Guidelines: Voluntary Demotion
If an employee previously held regular status in a classification that is currently vacant, he or she may request to voluntarily demote back into the lower paying classification. The Department Head or their designee would have the authority to approve or deny the request.

Any City of Red Bluff employee may also go through the application process to voluntarily demote to any position with a lower salary range for which the employee possesses the minimum qualifications.

Employees who voluntarily accept a demotion do not have return rights to the higher paying classification, even if they have passed probation in the higher paying classification. Employees seeking to return to a higher paying classification, which they previously held, must reapply for the vacant position.

Involuntary Demotion
All involuntary demotions will occur in accordance with the applicable memorandum of understanding (MOU).

Employees who have failed to pass probation after a promotion may return to their prior classification if they successfully passed the probationary period in that classification. An employee does not have the right to return to a classification previously held unless they successfully passed the probation period.

Career Path Demotion
An employee may request a career path demotion for purposes of career development and lateral advancement. Human Resources and the Department Head or their designee, will review the employee's knowledge, skills, and experience to establish salary step placement. An employee may request a

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career path demotion when:

- The employee has successfully passed the probationary period in their current classification.
- The employee has applied for the position and has been placed on an eligibility list.
- The classification to which the employee is demoting is in the same occupational group and aligns with the professional development of the employee's current or chosen career field.
- The employee has received a rating of effective or better on their most recent performance evaluation.

Compensation

Employees who demote into a classification in which they previously held regular status will be re-appointed at the same range and salary step they held prior to the promotion. Any partial years served in the lower classification, which occurred prior to the promotion, will be credited towards the one (1) full year of service. *Example: If the employee spent three months in the lower classification before being promoted, and then demotes back into the lower position, their "year of service" would be credited by three months.*

Employees who demote into a position they have not previously held will have their salary reduced to the salary step in the lower classification's range that is the next lower in amount than the salary they were receiving before the demotion.

Probation

If an employee demotes into a lower paying classification, which they have not previously held, they will be required to complete the probationary period of one (1) year.

If the employee has already passed the probationary period in the lower paying classification, they will not be required to serve a new probationary period.

Employees do not have the right of return to any classification in which they have not successfully passed the probationary period.

Leave Balances

When an employee demotes without a break in service from one department to another department, the department in which the employee is moving shall accept all the employee's sick leave and vacation balances. The department in which the employee previously served shall pay all compensatory time off to the employee. A regular or probationary employee, who is demoted without a break in service, shall retain their original hire date for computation of vacation accrual.

Conversion of Leave Balances

For the Fire Department: At such time as an employee is moved from a forty (40) hour work-week to a fifty-six (56) hour work-week schedule, all earned leave balances, leave accrual rates, and holiday hours will be adjusted to commensurate hours in the new work schedule. Such leave balances shall be multiplied by a factor of 1.4. Also, annual salary and hourly rate shall be adjusted to appropriate figures as indicated in the City's current Salary Schedule.

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At such time as an employee is moved from a fifty-six (56) to a 40-hour workweek schedule all earned leave balances, leave accrual rates, and holiday hours will be adjusted to commensurate hours in the new work schedule. Such leave balances shall be multiplied by a factor of 0.715. Also, the annual salary and hourly rate shall be adjusted to appropriate figures.