

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4462 CHANGES IN POSITION AND CLASS

4462.2 Demotions

- A. A permanent employee may request a voluntary demotion, in writing to the Director, Human Resources, without competitive examination, to a vacancy in a class with a lower maximum salary rate in which he/she had formerly been classified as a permanent employee. Voluntary demotions shall require the approval of the program manager to which the employee is to be assigned and the Director, Human Resources.
- B. For a probationary employee, a voluntary demotion is a privilege available in cases of impending layoff for lack of work or lack of funds.
- C. A permanent employee demoted because of failure to meet standards during his/her probationary period in a higher class has rights which shall be exercised in the following priority:
 - 1. Rights to be assigned to an existing vacancy in the class from which he/she was most recently promoted.
 - 2. Rights to displace in the class from which he/she was most recently promoted, providing he/she has more seniority than the employee with the least seniority.
 - 3. Rights to be assigned to an existing vacancy in any lower case in which permanency was attained.
 - 4. Rights to displace in any lower class in which permanency was attained, providing he/she has more seniority than the employee with the least seniority.

Reference:

Education Code Sections 45260-45261, 45302 and 45304

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