



County of San Bernardino DEMOTION (VOLUNTARY)

A Voluntary Demotion is the appointment of an employee to a position in a different Job Code Title for which the maximum rate of pay is lower than their current position.

REFERENCES

All Current County Memoranda of Understanding (MOU); Exempt Compensation Plan; Personnel Rules

FORMS REQUIRED

County Employment Application or Résumé (if applicable)
Demotion (Voluntary) Request

MANDATORY FIELDS

All
All

GENERAL INFORMATION

An employee is required to meet the established minimum qualifications (MQ's) for a demotion to a lower level Job Code Title.

An employee may request a Voluntary Demotion to a specific position or request their name be placed on a lower level eligible list(s) for which they qualify by submitting a Demotion (Voluntary) Request and County Employment Application to Employment-Human Resources (HR). *Refer to department guidelines for individual procedures*

If the employee held prior status in the demoted Job Code Title, the employee shall resume said status. If the employee did not have prior regular status in the Job Code Title, the employee shall be required to serve a probationary period, unless waived by the Director of HR.

Any employee serving a probationary period due to a Voluntary Demotion has no right to return to former Job Code Title.

An employee with regular status who voluntarily demotes to a lower Job Code Title shall retain the same salary rate of the higher position provided the rate does not exceed the top step of the lower Job Code Title. If the rate exceeds the top step, the employee will be placed at the top step of the lower Job Code Title.

An employee who demotes to a trainee Job Code Title, for which the journey level position is higher than the Job Code Title they demoted from, shall retain the same salary rate, even if that rate exceeds the top step of the trainee Job Code Title. The employee will be placed on the "X" step, if necessary, and shall not receive future salary rate increases until the salary rate of the position exceeds the "X" step or until promoted. *Refer to X Step procedure*

Note: Employees cannot request list placement for a Voluntary Demotion to a trainee class that will result in a promotion over the employee's current Job Code Title.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Provide Request and County Employment Application to employee
- ◆ Audit forms for completeness
- ◆ If employee requests list placement, forward forms to Employment-HR


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- ◆ If employee is being placed into a specific position, complete a Personnel Requisition (PR), attach the Demotion (Voluntary) Request and County Employment Application and forward to Employment-HR for approval
 - ◆ Complete JAR packet
 - ◆ Retain copies for department file
 - ◆ Forward to EMACS-HR
 - ◆ Notify department of approval according to individual department procedures
 - ◆ Verify that EMACS has been updated to reflect the requested action

Refer to department guidelines for individual procedures

DISTRIBUTION GUIDELINES

After approval, Employment-HR will forward the original PR to EMACS-HR and a copy to the department

RELATED FORMS/PROCEDURES

Checklist for Demotion (Voluntary) 

Waiver of Probationary Period

"X" Step Request 