

POLICY TITLE: Employment: Demotions			NUMBER 203.00
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ISSUE DATE: March 7, 1983	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: March 7, 1983

Policy Statement: It is the policy of the City of Houston to impose demotions on employees only when such demotion is warranted and necessary and is based on performance or other factors of consideration.

Policy Basis: Proposed revision of Section 12-115 and Section 12-144 of the Code of Ordinances.

Policy Amplification: For the purposes of this policy, "demotion" shall be defined as the reclassification of an employee to a lesser position and salary grade lower than that otherwise currently held which results in a reduction of salary; or as an involuntary reduction in an employee's salary effectuated without a change in classification.

On written recommendation and with the approval of the Personnel Director, a department head may demote an employee for performance-based reasons and for that employee's unwillingness or inability to perform adequately the assigned tasks of the job. When effected, documentation shall clearly state the reasons for the demotion with a written notice of demotion presented to/and signed by the employee. The employee shall have the right to appeal the decision to the Civil Service Commission.

Where applicable, a demotion may be granted in lieu of layoff. If a permanent employee is in line for layoff from a position into which he was promoted within the preceding six (6) months, the employee may be demoted back to the immediately previous position or classification provided his seniority is greater than other employees in that classification within the affected department.

Policy Compliance: All supervisory personnel through the department/division director shall comply from policy date forward.

Policy Exception: Policy exceptions and/or violations shall be brought to the attention of the Personnel Director for review and consideration.