

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4491 APPLICATION OF SALARY SCHEDULES

4491.8 Salary Placement When Demoted

- A. An employee who is granted a voluntary demotion, or selects a voluntary demotion in lieu of layoff, or is involuntarily demoted shall be placed on a step in the lower salary range which is closest to the rate he/she earned in the higher class. However, an alternative salary step placement may be approved by the County Superintendent or designee as recommended by the program manager prior to the effective date of the demotion. The demoted employee shall retain the anniversary date established in the higher class.
- B. An employee who is demoted to his/her former class during the probationary period shall be placed on the step on the former range and retain the former anniversary date he/she held prior to promotion.
- C. An employee who accepts a voluntary demotion as the result of his/her position for purposes of step advancement or, if the employee's pay rate is between two steps of the lower salary range, shall be placed I the step of the lower range closes to his/her rate of pay.
- D. In the case of a reclassification downward, if the maximum step of the lower salary range is lower than the employee's rate of pay, the employee's rate of pay shall be identified as the “Y” step and the employee shall remain in the “Y” step until such time as is his/her job class is equal to or higher than the “Y” step, at which time the employee shall be placed in the maximum step.

Reference:

Education Code Sections 45260-45261

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