

NEW CASTLE COUNTY

PERSONNEL POLICY

| | |
|---------------|---------|
| NUMBER | 4.03 |
| PAGE | 1 of 1 |
| DATE | 7/29/14 |

SUBJECT: VOLUNTARY DEMOTION

APPROVED:



OBJECTIVE: To provide guidance for processing an employee's request for voluntary demotion and to outline procedures for processing such a request.

STATEMENT: In accordance with Section 26.03.605 of the New Castle County Code, an employee may request a demotion, which shall be known hereafter as a voluntary demotion. Voluntary demotions are subject to the approval of the department general manager and/or row officer and the Chief Human Resources Officer. The Chief Human Resources Officer shall determine whether an employee requesting a voluntary demotion is qualified to perform the duties and responsibilities of the lower classification.

Procedure: It is the intent of this policy to place employees receiving approval for a voluntary demotion at such a pay grade and step to reflect where that employee would be paid if he or she were selected at time of initial hire for the position to which he or she is requesting voluntary demotion. Employees hired at a pay step greater than the starting step will be given credit within the lower pay grade from the same pay step at which they were hired.

Employees requesting voluntary demotions must submit the request to the Office of Human Resources by completing the appropriate application form. This form must be on file by the time a personnel requisition for the position in which the employee is interested is to be certified. In instances where the current position of the employee is of a different occupational classification series than the position to which the employee wishes to demote, then the employee may be required to take and pass an examination demonstrating that the employee is qualified to perform the duties and responsibilities of the lower classification. This determination shall be made by the Chief Human Resources Officer. The Office of Human Resources will certify demotions in addition to the "regular" certification list as outlined in Section 26.03.505 of the New Castle County Code. The department general manager and/or row officer will then choose among the candidates that are certified on the personnel requisition. Voluntary demotion requests shall carry no priority selection status.

REQUIRED ACTION: The Office of Human Resources staff shall be responsible for reinforcing that all employees requesting a voluntary demotion are aware of the details of this policy immediately after the request is received. The Chief Human Resources Officer will ensure that all selections are based on merit and fitness and will be responsible for the proper administration of pay for all employees. This policy should be read and understood by all department general managers, row officers, and Office of Human Resources staff.

Established: 07/14/87
Revised: 11/10/88
Revised: 01/01/96
Revised: 07/01/97
Revised: 04/15/01
Revised: 07/29/14