

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 109.02
SUBJECT: DISCIPLINE AND SEPARATION	INITIAL EFFECTIVE DATE: 04/19/88
TITLE: DEMOTIONS	LAST REVISION DATE: 07/12/11

POLICY STATEMENT:

An involuntary demotion may be considered when a non-civil service employee fails to satisfy the requirements and performance standards established for a position but is able to function productively in another capacity. Chapter 143 of the Texas Local Government Code will govern involuntary demotions for Police and Fire civil service employees.

A voluntary demotion may be requested by an employee (non-civil service and Police and Fire civil service), but approval is at the discretion of the department head upon consultation with the Director of Human Resources. A voluntary demotion must be in the best interest of the City of Denton and the specific department(s) involved before approval is granted.

ADMINISTRATIVE PROCEDURES:

Definition: A demotion is a move to a position with less responsibility and a lower salary range.

The following points, factors and circumstances must be evaluated prior to a final decision:

- I. Demotions will be accomplished after careful and thorough review of an employee's qualifications, work history, and documented performance appraisals.
- II. Demotion should not be considered unless the employee has been informed of and understands those standards established for his/her current position and has been counseled and given sufficient time to correct any existing deficiencies.
- III. Demotions shall take effect as soon as is practical without undue disruption or interruption of departmental operation.
- IV. When an involuntary demotion is proposed, the department head shall afford the employee a due process hearing in accordance with the Administrative Procedures contained in the Disciplinary Appeal Policy 109.03.

Policy 109.01 regarding disciplinary action and Policy 104.06 regarding transfers may provide additional information.