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.