Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: VOLUNTARY DEMOTIONS	Policy No.: A253
	Supersedes: August 3, 2006
	Revision Date: July 8, 2013
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PURPOSE

To provide guidelines for employees requesting approval to voluntarily demote to a lower-level position

POLICY

Voluntary demotion requests for reduction in rank must be in wrtting and shall be directed to the Human Resources Administrator   The employee's department head <u>may</u> consent to the requested demotion if it has been determined that the employee has demonstrated the skills and aptitudes required by the lower-level position and the availability of a position have been determined by Human Resources ..

PROCEDURE

To implement a demotion, the employee's request for demotion must be submitted to Human Resources for review and approval

The employee's request must contain the following:

- Employee Name & Employee Number
- Current position employee is holding
- Position and item number employee is requesting to be demoted
- Requested date of demotion
- Reason the request is being made
- Employee's signature

If the demotion request is approved by Human Resources, a Personnel Action Request (PAR) must be submitted to process the demotion

<u>REFERENCE:</u>   Civil Service Rule 18 08

Revised: JW1e 30, 2003
            August 3, 2006
            July 8, 2013   AC

Reviewed: March 23,2010 Gl I:mm

EXAMPLE
(on letterhead)

(Date)

 Director
Human Resources
Rancho Los Amigos National Rehabilitation Center
7601 East Imperial Highway, Building 500, Room 75
Downey, CA   90242

Dear:

Pursuant to Civil Service Rule 18 08, I am requesting a voluntary demotion effective Date from the Position Title, Item Number, Salary Schedule, Step to the Position Title, Item Number, Salary Schedule, Step

I am requesting this voluntary demotion because the duties of the demoting title position will afford me opportunities to work in areas related to my personal career goals.

Very truly yours,

_____
Name
Employee#·_____ __

                                        NOTED AND APPROVED:

                                        _____
                                        , Director
                                        Human Resources

c: Department Head
   Personnel File
   Employee