

**8.0 - TRANSFERS, DEMOTIONS, AND REINSTATEMENT**

**8.1 - Transfers**

**8.1.1 - Departmental Transfers** - The transfer of a regular employee from a position in one classification to another position in the same classification under another Department Head shall be called a departmental transfer. This transfer may be made with the consent of the Department Heads involved and the Human Resources Director or where the City Manager deems the action to be for the good of the service. Departmental transfers shall not be effective prior to the date the employee concerned is provided written notice from the Human Resources Director of the transfer.

**8.1.2 - Classification Transfers** - The transfer of a regular employee from a position in one classification to a position in another classification in the same pay grade, under the same Department Head, is called a classification transfer. This transfer may be made by a Department Head subject to the approval of the Human Resources Director, or where the City Manager deems the action to be for the good of the service. Classification transfers shall not be effective prior to the date the employee concerned is provided written notice of the transfer.

**8.2 - Demotion** - A transfer of a regular employee from a position in a higher classification to a position in a lower classification shall be called a demotion.

**8.2.1 - Voluntary Demotion** - Any regular employee may, upon written request, be demoted to a lower classification provided the employee is qualified and a vacancy exists. Such request is subject to the approval of the receiving Department Head and the Human Resources Director.

**8.2.2 - Involuntary Demotion** - Any regular employee may be demoted to a lower classification provided the employee is qualified. Such a request is made by the Department Head, with the approval of the Human Resources Director and the City Manager. Reasons for effecting a demotion include, but are not limited to, the following: when the employee would otherwise be laid off due to reduction in force or when another employee on authorized leave returns to work (limited time only); when the employee is not performing the duties of the classification; or for disciplinary purposes. Demotion as a result of disciplinary action is subject to the provisions of RULE 10, Disciplinary Action and Appeal.

**8.3 - Recall** - Any regular employee who has been separated due to a reduction in force shall, for a period of two (2) years following separation, be eligible for recall in the same classification or other classifications as the Human Resources Director deems appropriate. In no case, however, may an employee be recalled in a higher classification than that from which the employee was separated. All recalls are subject to a medical examination and any other examinations that may be required for the position with the approval of the Human Resources Director.