

## POLICY

It is the policy of the District to ensure that effective levels of performance are maintained. Depending upon the availability of a vacant position for which an individual is qualified, an employee may be demoted for performance, disciplinary, or upon an employee-initiated written request.

## RESPONSIBILITIES

It is the responsibility of the **District Manager** or **Fire Chief** for consulting with the Personnel Officer to determine whether demotion is appropriate.

It is the responsibility of the **Personnel Officer** to ensure that an employee to be demoted meets the minimum bona fide occupational qualifications (BFOQs) for the position to be assigned upon demotion.

It is the responsibility of the **employee** seeking an employee-initiated demotion to make a signed, written request and to follow proper internal transfer procedures.

## DISCIPLINARY OR PERFORMANCE-BASED DEMOTION PRACTICES

1. A disciplinary demotion occurs in connection with gross misconduct connected with the work results or a performance-based demotion may occur when performance is less than competent.
2. There must be a position available to be demoted to for which the employee meets the minimum BFOQs.
3. The District Manager or Fire Chief must follow the disciplinary procedures for a disciplinary demotion or the performance improvement counseling procedures for a performance-based demotion; however, either action is an alternative to termination.

## EMPLOYEE-INITIATED DEMOTION PRACTICES

1. The employee begins another performance trial period on the date of the demotion.
2. Eligibility of an employee-initiated transfer is one (1) year from the date of demotion.

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REVISION HISTORY

Revision Date	Author	Revision Details
July 27, 2021	Monte Olsen	Initial version