



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT: VOLUNTARY DEMOTIONS	POLICY NO. 601.1	EFFECTIVE DATE 10/1/89	PAGE 1 of 1
APPROVED BY: original signed by: ROBERTO QUIROZ Director	SUPERSEDES 702.02 4/2/79	ORIGINAL ISSUE DATE 4/2/79	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To govern and define guidelines for employees requesting voluntary demotions.

DEFINITIONS

- 2.1 A Voluntary Demotion is an administrative procedure that permits an employee to move from a higher to a lower level position without taking an examination and without being appointed from a Certification List.

POLICY

- 3.1 A voluntary Demotion may be made only if a vacancy exists in an appropriate lower-level position, a position for which the employee meets the minimum requirements or has demonstrated he/she possesses the required skills and aptitudes. The higher and lower level positions must have the same status, i.e., both permanent or temporary. A brief explanation as to the reason for requesting a voluntary demotion must be included in the request. The request must also include the classification title, item number, and salary schedule of both positions.
- 3.2 An employee's request for a voluntary demotion shall be in writing and addressed to the Personnel Officer of Mental Health. The request must be noted by the employee's supervisor and approved by the Deputy Director before forwarding to the Personnel Officer.
- 3.3 A Voluntary Demotion may not be effective, nor may an employee requesting voluntary demotion be changed to the lower level assignment, before the date of the Personnel Officer's approval.

AUTHORITY

Los Angeles County Code