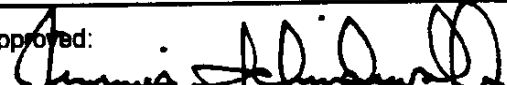


Department of Public Works and Engineering

Subject: DEMOTIONS	Departmental Policy 3-32	
	Effective Date: Upon Approval	
<p>I. Purpose</p> <p>To impose demotions on employees only when such demotion is warranted and necessary and are based on performance or other factors of consideration.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. Policy</p> <p>According Section 14-115 and Section 14-144 of the Code of Ordinances of and City of Houston Policy 203.00, dated March 7, 1983, for the purposes of this policy, "demotion" will be defined as the reclassification of an employee to a lesser position and salary grade lower than that otherwise currently held which results in an employee's salary effectuated without a change in classification.</p> <p>On written recommendation and with the approval of the Personnel Director, a department head may demote an employee for performance-based reasons and for that employee's unwillingness or inability to perform adequately the assigned tasks of the job. When affected, documentation will clearly state the reasons for the demotion with a written notice of demotion presented to and signed by the employee. The employee will have the right to appeal the decision to the Civil Service Commission.</p> <p>When applicable, a demotion may be granted in lieu of a layoff. If a permanent employee is in line for layoff from a position into which he was promoted within the preceding six (6) months, the employee may be demoted back to the previous position or classification provided his seniority is greater than other employees in that classification within the affected department.</p> <p>IV. Compliance</p> <p>Adherence to the above is mandatory.</p>		
Approved: 	Date Approved: 8-1-95	Page 1 of 1