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# CITY OF KETTERING — ADMINISTRATIVE POLICIES

## PERSONNEL POLICIES & PROCEDURES

8/06

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### Policy No. 506: Reductions/Demotions

#### A. General Provisions

1. A reduction or demotion is a change to a position classification with a lower base pay range, or it is a change to a lower step within the salary range designated for the employee's current position.
2. A reduction/demotion is different from a reclassification. The reclassification of a position involves the reallocation to a higher, lower or similar classification based on significant changes in the kind, difficulty or degree of responsibility entailed in the work performed. A reduction/demotion involves downward movement in pay and/or position classification based on the employee's individual performance in his/her position.
3. A reduction/demotion may be used as a form of disciplinary action.
4. If an employee feels unable to perform adequately in his/her current position, he/she may request a voluntary reduction in pay and/or position classification from the Department Director.
5. The pay rate of a reduced/demoted employee shall be established at an equitable rate, but it shall not exceed the rate of pay prior to the reduction/demotion.
6. A reduction/demotion may be made at the recommendation of the Department Director and/or the Director of Human Resources, with the approval of the City Manager.
7. Supervisors should review applicable bargaining agreements, and consult with the Director of Human Resources or his/her designee, when contemplating actions involving reductions or demotions.

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#### B. Classified Service

1. Reduction or demotion of a Classified employee for disciplinary purposes shall only be made for cause, as indicated in the City of Kettering Civil Service Rules and applicable bargaining agreements. However, a voluntary written statement from an employee agreeing to a reduction or demotion shall be considered sufficient basis for such action in the absence of evidence to the contrary.
2. A Classified employee may appeal a non-voluntary reduction in pay and/or demotion to the Kettering Civil Service Commission.

#### C. Unclassified Service

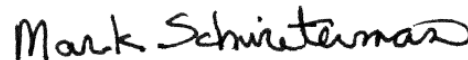
1. An employee in an Unclassified position may, except as otherwise provided in applicable bargaining agreements, be unilaterally reduced or demoted or may request a reduction in pay and/or position, in accordance with the preceding General Provisions.
2. An Unclassified employee may not appeal such action to the Kettering Civil Service Commission.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

9/18/06

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Date

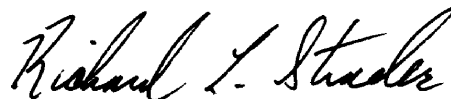


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Mark Schwieterman  
City Manager

Issued:

10/27/06

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Date



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Richard L. Strader  
Director of Human Resources