



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: I-13 Effective Date: TBD

SUBJECT: EMPLOYEE TRANSFERS AND VOLUNTARY DEMOTIONS

PURPOSE:

To establish guidelines for current City employees who apply for a transfer within a department or to another department within the City of Riverside or apply for/request to be considered for a lower level classification which will result in a voluntary demotion.

DEFINITIONS:

1. Internal Transfer: An internal transfer is defined as a rotation from one assignment to another within the same department and within the same classification.
2. External Transfer: An external transfer is defined as an appointment from one department/division to another within the same or comparable classification with the same maximum salary range, and for which the employee possesses the stated minimum qualifications of the lateral position.
3. Voluntary Demotion: A voluntary demotion is defined as an appointment into a lower level classification that has a lower maximum salary range than the existing classification held by the employee, for which the employee possesses the stated minimum qualifications for the position. The voluntary demotion can be to a classification previously held or to a classification never held by the employee, and will not be deemed as disciplinary or reflected negatively on a performance appraisal.

POLICY:

1. Internal Transfer - City employees seeking a lateral transfer within their department shall follow departmental procedures for requesting such consideration. All internal transfers shall be at the same job classification and shall be approved by the Department Head. An internal transfer will not result in a change in compensation. A Personnel Action Form must be submitted to the Human Resources Department if the transfer will result in a change in the distribution fund key.
2. External Transfer - City employees seeking a lateral transfer between

departments must meet the following considerations:

- a. Employees may only apply for an external transfer for positions that are currently being recruited for within their same job classification and/or those comparable classifications with the same maximum salary range. Employees must possess the stated minimum qualifications of the lateral position.
- b. Employees must complete a City of Riverside on-line Transfer application which will be submitted to the Human Resources Department for review. If it is determined that the requesting employee meets the minimum qualifications for the position, the employee will be placed on the appropriate eligibility list for consideration by hiring departments. The hiring department will review all qualified candidates, including external applicants (non-City employees). Depending on the applicant pool, an employee may or may not be invited to an interview. An external transfer will not result in a change in compensation.
- c. Employees must be in good standing in their current position and not received an overall rating of Unsatisfactory (2 or below) on a Performance Appraisal within the last twelve months.

Any exceptions to the above must be approved by the Human Resources Director.

3. Voluntary Demotion to a Classification Previously Held – City employees seeking a demotion to a lower level position, in a classification previously held, may be granted a voluntary demotion outside of the normal recruitment process, if it is convenient to the City and a vacancy exists within the department. These requests must be made to the hiring manager directly. The hiring manager may deny this request if it creates operational or staffing disruption to the department.
4. Voluntary Demotion to a Classification Not Previously Held – City employees seeking a demotion to a lower level position, in a classification not previously held, must apply for the position while the position is open for recruitment and possess the stated minimum qualifications of the position. The employee will be considered an applicant as part of the normal selection process.
5. Special Considerations for Transfer - The Human Resources Director may also consider and authorize the temporary or permanent transfer (external or internal) of a qualified employee to the same or comparable classification for which the employee meets the minimum requirements, where it is deemed appropriate, consistent with past practice, and/or feasible based on business necessity, under the following circumstances:
 - a. For rotational and career development purposes where both affected Department Heads and respective employees have agreed to an exchange.;

- b. As a result of, or during the course of, an investigation when it is determined to be in the best interest of the parties/employees involved, and where such movement can be accommodated;
- c. As a result of a reasonable accommodation under State and/or Federal law;
- d. As a result of an internal reorganization in order to meet the City's operational needs;
- e. In lieu of a layoff or as a result of an employee exercising their bumping rights.

6. Placement/Movement within a Salary Range:

An employee transferred from a position in one job class to a position in the same or parallel job class, having the same maximum rate of pay, whether in the same or another department, shall receive the same salary step in the new range as held in the former position (see Salary Plan Administration Policy). The employee will maintain the same merit increase date as prior to the transfer.

An employee who voluntarily demotes into a lower level classification may be placed in any step of the lower salary range that provides a rate of pay less than or equal to the employee's current rate of pay and a new merit date will be determined from the date of the voluntary demotion. All employees who voluntarily demote must complete and sign a voluntary demotion letter of consent.

7. Probation and Probationary Periods:

- a. Internal Transfer: An employee transferred from a position in one job class to a position in the same or parallel job class, having the same maximum rate of pay, in the same department, shall not be required to serve a new probationary period.
- b. External Transfer: An employee transferred from a position in one job class to a position in the same or parallel job class having the same maximum rate of pay, in another department shall be required to serve a new probationary period. Such probationary period shall be for 6 months (13 pay periods) of continuous service for all classifications and employee bargaining units.
- c. Transfer (in lieu of layoff or bumping): An employee transferred from a position in one job class to a position in the same or parallel job class having the same maximum rate of pay, in another department, shall not be required to serve a new probationary period when the transfer occurs in lieu of layoff or bumping.

- d. Voluntary Demotion: An employee who voluntarily demotes to a previously held position will not be required to serve a new probationary period unless the probationary period was not completed while the employee held the previous position. If the probation period was not completed, the employee will be required to serve a probationary period equal to the amount of time they had remaining at the time they promoted to another position. An employee who voluntarily demotes into a lower level position not previously held will be required to serve a new probationary period.