

**PERSONNEL– All Classified Employees**

**SUBJECT: Changes in Position or Class**

**Demotions**

A permanent employee may request voluntary demotion to a class with a lower maximum salary rate. Such demotion requires the approval of the Board.

Voluntary demotion is a privilege available to a probationary employee only in cases when s/he would be laid off for lack of work or lack of funds.

Involuntary demotion is a disciplinary action for cause and is subject to the pertinent rules and procedures.

**Changes in Assigned Time General Rule**

1. If an employee is required to work in excess of the normally assigned time for 30 minutes or longer per day for 20 consecutive work days, the assigned time for the position will be changed to reflect the longer hours.
2. When a class contains permanent positions of varying hours of work per day, week or month, preference in assignment to vacant positions shall be based on seniority in the class.
3. A seniority-bid list or lists shall be maintained for the purpose of this rule. Employees on the seniority-bid list shall accept or reject a "vacant" position, as defined by this rule, on the basis of placement on the list. Employees who are eligible to accept a "vacant" position but reject same shall not be permitted to withdraw the rejection once a proper assignment has been made.
4. A permanent employee displaced by virtue of this rule shall be entitled to bumping rights in accordance with proper seniority.

**Increases in Time in Excess of One (1) Hour Per Day**

1. When an existing permanent position is assigned a permanent increase in time of more than 1 hour per day, the increased position shall be considered "vacant" for the purpose of this rule effective as of July 1 next following the date of the increase unless such increase has been effected in the first quarter of the fiscal year in which case it shall be considered "vacant" as of October 1 of that year.
2. Eligibility and acceptance of "vacant" positions shall be made in accordance with Paragraph 3 of the General Rule.

**Increases in Time of 1 Hour or Less Per Day**

1. When an existing permanent position is assigned an increase of 1 hour or less per day, the employee in the same class working less than 8 hours per day with the most seniority in the particular school (or other location\*) where the adjustment is being made shall be entitled to the increase.
2. If the employee with the most seniority in the school (or other location\*) where the adjustment is being made wishes to remain at the same hours per day worked and wishes no increase in time, the adjustment will then be offered to the next employee in line with seniority within that particular school (or other location\*).

**Decreases in Assigned Time**

1. When the regular hours of employment of a position or positions are to be reduced, the administration shall:
  - Determine the class(es) and location(s) affected by the reduction;
  - a. Notify the Board and affected employees at least two weeks in advance of the effective date of the reduction;
  - b. Work with the Assistant Superintendent Personnel Services to alleviate the effect of reduction on employees.
2. When a permanent position is to be reduced in assigned time per day, week, month or year, the incumbent shall have the right to transfer into any vacant position in the class which is not greater in assigned time than his/her former position. If a vacant, permanent position of equal time is not available, the incumbent may bump the incumbent of a position with equal time who has the least seniority in the class, provided that s/he has greater seniority. If no such option is available, s/he may bump the employee with the least seniority among those occupying positions of less time than the original position and greater time than the reduced position, provided that s/he has greater seniority. An employee so bumped shall have similar bumping rights.
3. When an employee is faced with a reduction in assigned time, the rules on transfer and demotion shall be given a liberal interpretation in order to relieve the effect of such reduction.
4. Reduction in assigned time shall not be applied for punitive or preferential reasons. Nothing in this rule shall preclude an employee from volunteering for a reduction in assigned time or from waiving preferential rights to increases in assigned time.

\*"Other location" refers to positions assigned to the Education Center or the

Instructional Media Center (IMC) or the Maintenance, Operations and Transportation facility (MOT) rather than "the school."