

Administrative Regulation

Classified Employees, Voluntary Demotion and Restoration of

A permanent employee may request voluntary demotion to a class with a lower maximum salary rate. Such requests require the approval of the department heads involved and the personnel director.

An employee who has taken a voluntary demotion may be restored to his/her former class or to a related lower class within 39 months subject to the recommendation of the department head and with the approval of the personnel director.

A former permanent employee may be reinstated or re-employed by the Board of Education.

Upon reinstatement or reemployment, a former employee shall:

- A. If employed in the former class, be compensated on the former step in the salary range for that class
- B. If employed in a lower class, be compensated at the rate closest to the step that would be assigned if employed in the former class
- C. If restored to permanent status, receive restoration of all seniority and sick leave as of the last day of paid service
- D. Be credited with all past service in determining an anniversary date

Ref: EC Section 45261

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