

# *Strictly Classified*



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## Voluntary Change to a Related Lower Class

### Definition:

A voluntary **Change to a Related Lower Class** is the assignment of an employee to a related job class in which they have not served and where the maximum base salary rate of the requested class is lower than the maximum base salary rate of the employee's current class.

### Eligibility Criteria:

A regular employee with probationary or permanent status shall be eligible to request a voluntary change to a related lower class. A probationary employee who takes a voluntary demotion may request to have their name restored to the eligibility list from which they were appointed prior to the voluntary demotion provided that the list is still active.

An employee shall not be eligible for this type of request if they were unsuccessful in an examination given within the last six months for the requested class.

### Renewing a Request:

Change to a related lower class requests are valid for a two year period from the date of the acknowledgement notice. It is the responsibility of the employee to submit a new request at the expiration of the two-year period.

### How it Works:

Requests are maintained by the Personnel Commission Office. The names of employees with approved requests shall be certified to the appointing authority along with names on the applicable eligibility and/or other employment lists as vacancies occur. The appointing authority does not have an obligation to prefer a transfer or change in office location request to other means of filling a vacancy.

For more information, click on the link below:

[Pers. Commission Rule 745, VOLUNTARY DEMOTION OR REDUCTION IN ASSIGNED TIME](#)