



## Policy HR 6.3 Voluntary Classification Reduction

Adopted by the Library Board of Trustees: 01/24/2013  
Revised: 02/23/2017

An employee may request a voluntary reduction in classification.

### **I. Request for reduction**

If a position that an employee has held before, or a position in a lower classification, is vacant and the employee meets the minimum qualifications for that position, the employee may request to be assigned to the vacant position. Such a request must be made in writing and submitted to their managing supervisor. The request will be forwarded to the Library Director for approval. If the recruitment for the vacancy has not yet begun, the employee will be given consideration prior to beginning the recruitment. If recruitment for the position is already underway, the employee will be considered along with other applicants for the vacancy.

If a voluntary reduction in classification is approved, the employee's starting salary in the new position will be such that the range corresponds to the employee's new classification, and the step is closest to but not greater than the employee's most recent salary in his/her previous position. A voluntary reduction changes the employee's anniversary date, but it does not cause a change in the hire date.

Once the voluntary reduction in classification is approved, the employee is not eligible to return to the previous classification until a vacancy occurs at that classification, at which point the employee may apply for the vacant position. An employee who has accepted a voluntary reduction in classification may request additional classification reductions according to the procedures in this policy.

### **I. Administration**

All voluntary reductions must be approved by the Library Director or designee.