




City of Virginia Beach

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INTER-OFFICE MEMORANDUM

DATE: January 11, 2021
TO: Department Directors
FROM: Regina S. Hilliard, Director of Human Resources 
SUBJECT: Policy Revision – Demotion Policy, No. 2.07

The Demotion Policy, No. 2.07, dated December 1, 2011 has been revised and approved for issuance.

Please give this policy the widest dissemination possible throughout your department.

Reason for Policy Revision: *The policy was revised to include discretion in establishing a new salary if an employee is demoted and has previously been impacted by pay programs such as the supervisor pay program, compression adjustments, etc.*

Summary of revisions:

1. Section 4.2 DISCIPLINARY DEMOTION

Addition-

(C) In cases where the incumbent's salary has previously been increased due to other pay programs except for merit increases (supervisory increase, salary compression/compression adjustments, promotions/career progressions greater than 5% or 10%, etc), the employee's assigned salary will be determined by the Director of Human Resources.

Department Directors

SUBJECT: Policy Revision – Demotion Policy, No. 2.07

January 11, 2021

Page 2

2. Section 4.3- VOLUNTARY DEMOTION

Addition-

(C) In cases where the incumbent's salary has previously been increased due to other pay programs except for merit increases (supervisory increase, salary compression/compression adjustments, promotions/career progressions greater than 5% or 10%, etc), the employee's assigned salary will be determined by the Director of Human Resources.

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| CITY OF VIRGINIA BEACH DEMOTION POLICY | Policy Number: | 2.07 |
| | Date of Adoption: | December 1, 2011 |
| | Date of Prior Revision: | December 1, 2011 |
| | Date of Current Revision: | December 17, 2020 |
| | | Page 1 of 3 |

1.0 PURPOSE:

To set forth procedure in accordance with the [Code of the City of Virginia Beach](#) regarding the administration of compensation for employees who receive a disciplinary demotion or who have chosen to take a voluntary demotion.

2.0 DEFINITION:

2.1 DISCIPLINARY DEMOTION shall be defined as an assignment to a new classification with an assigned pay range lower than the assigned pay range of an employee's present classification as a result of disciplinary action.

2.2 VOLUNTARY DEMOTION shall be defined as an assignment to a new classification with an assigned pay range lower than the assigned pay range of an employee's present classification that is initiated with the concurrence of the employee.

3.0 APPLICABILITY:

This policy applies to all full-time and part-time employees of the City as defined by the [Code of the City of Virginia Beach](#). This policy also applies to employees working within Constitutional Offices, if the City's policies have been adopted by written consent of the appropriate elected official.

4.0 POLICY:

4.1 All demotions are subject to review and approval by the Director of Human Resources.

4.2 Disciplinary Demotion

A. Full-time Employees

(1) In cases of disciplinary demotion, a full-time employee's assigned salary will be decreased as follows:

- (a) For a demotion of one (1) pay range, the employee will receive a salary decrease of five (5) percent or the maximum salary of the lower classification whichever results in the lower salary.
 - (b) For a demotion of two (2) or more pay ranges, the employee will receive a salary decrease of ten (10) percent, or the maximum salary of the lower classification, whichever results in the lower salary.
 - (c) In cases where the incumbent's salary has previously been increased due to other pay programs except for merit increases (supervisory increase, salary compression /compression adjustments, promotions/career progressions greater than 5% or 10%, etc), the employee's assigned salary will be determined by the Director of Human Resources.
- (2) The merit date will be adjusted to one (1) year from the effective date of the disciplinary demotion.

B. Part-time Employees

- (1) In cases of disciplinary demotion, a part-time employee assigned to the hourly pay plan shall be reduced to reflect the hourly rate designated for the lower position.
- (2) Part-time employees assigned to the general or administrative pay plan shall have their pay reduced as noted above.

4.3 Voluntary Demotion

A. Full-time Employees

- (1) When a full-time employee requests a voluntary demotion to a position assigned to a lower pay range, the employee's salary will be decreased as follows:
 - (a) For a voluntary demotion of one (1) pay range, the employee will receive a salary decrease of five (5) percent or the maximum salary of the new pay range, whichever results in the lower salary.

- (b) For a voluntary demotion of two (2) or more pay ranges, the employee will receive a salary decrease of ten (10) percent or the maximum salary of the new pay range, whichever results in the lower salary.
 - (c) In cases where the incumbent's salary has been increased due to other pay programs except for merit increases (supervisory increases, salary compression/compression adjustments, promotions/career progressions greater than 5%/10%, etc), the employee's assigned salary will be determined by the Director of Human Resources.
- (2) Where a voluntary demotion is involved, the employee's present merit date will remain unchanged.

B. Part-time Employees

- (1) When a part-time employee assigned to the hourly pay plan requests a voluntary demotion, the employee's pay rate shall be reduced to reflect the hourly rate designated for the lower position.
- (2) Part-time employees assigned to the general or administrative pay plan who request a voluntary demotion shall have their pay reduced as noted in 4.3 above.

5.0 REVISION:

The City Manager, or designee, may revise this policy, or any portion thereof, at any time.

Revision History

| Version | Revision Date | Description of Revision |
|----------------|----------------------|---|
| 1 | December 17, 2020 | Revision History tracking started this date |
| 2 | December 17, 2020 | Revision to include employee's assigned salary for disciplinary and voluntary demotion. |