# 3-02/130.20 - Restoration Following Voluntary Demotion

Probation Completed

When an employee who has taken a voluntary demotion from a position for which he has completed probation and wishes to be restored to his previously held classification, the request for restoration shall be submitted, through channels, on an SH-AD-32A to the concerned division chief or division director.

The request shall specify the employee's previous classification (to which he desires restoration) and the date of his voluntary demotion. It shall also indicate a preference of either restoration to an existing vacancy at any unit of assignment or restoration only at the current unit of assignment. The Department has the prerogative to require the employee to serve a new probationary period. In either case, the employee shall be advised whether a probationary period is or is not required at the time of restoration notification.

Following division approval, the request shall be forwarded to Personnel Administration Bureau.

Probation Not Completed

When an employee who has taken a voluntary demotion from a position for which he was on probation desires to be restored to his previously held classification, he shall follow the procedures outlined above. The Department has the prerogative to restore the employee to a higher position. The Department shall also determine, once restoration has been granted, whether the employee shall serve a new probationary period or complete the remainder of the probation which was outstanding when the employee was voluntarily demoted. The employee shall be advised on the probation at the time of restoration notification.

In all cases, restoration will be contingent upon the following factors:

- The Department vacancy factor, not merely the vacancy factor for the particular unit of assignment; and
- Competent service prior to voluntary demotion.

Restoration of voluntary demotions may be given priority over new promotions in some circumstances.