3-02/130.25 - Restoration of Employees Reduced Due to Disciplinary Action or Unsatisfactory Work Performance

At the discretion of the Department, an employee reduced for unsatisfactory work performance or for disciplinary purposes may apply for restoration to his previously held classification under the following provisions:

- Six months satisfactory work performance at the reduced classification;
- A request for restoration submitted on a SH-AD-32A and approved by the employee's division chief or division director shall be directed to Personnel Administration Bureau. The request shall include the classification to which the employee wishes to be restored, the desired assignment, and a performance evaluation for the period worked in the reduced classification;
- The final decision as to restoration and the returning classification and assignment shall be the prerogative of the Department; and
- The Department also has the prerogative to require the employee to serve a new probationary period or complete the remainder of the probation which was outstanding when the employee was reduced. In either case, the employee shall be advised whether a probationary period is or is not required at the time of restoration notification.