

**CITY OF BEAUMONT  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4.2

Subject: Transfers/Demotions

Effective Date: April 1, 1999  
Revised 12/7/05

Approved by: Kyle Hayes | 05/01/2021  
City Manager | Date

Chris Catalina | 05/01/2021  
Personnel Director | Date

I. PURPOSE

The purpose of this policy is to outline the guidelines for transfers and demotions.

II. RULES/PROCEDURES

- A. An employee shall satisfactorily complete the introductory and/or training period in the present position prior to being eligible for a transfer from one department to another.
- B. An employee who is demoted or transferred shall be paid at a rate within the new salary grade.
- C. A **transfer** is the appointment of an employee to another position with a lower or equal salary grade and without a change in the employee's salary. A transfer is not a promotion or demotion.
- D. A **demotion** is any action which requires the assignment of an employee to a position with a lower salary grade based on unsatisfactory performance and/or behavior.
- E. A transfer, promotion, or demotion will result in the employee being subjected to satisfactory completion of the introductory and/or training period.
- F. Transfer after Promotion. Upon completion of a probationary period, or with the approval of all affected directors, a transferred or promoted employee may transfer back to his/her old position (if currently vacant). The employee's salary shall revert back to the salary which the employee would have received had the promotion or transfer not occurred.