



# PERSONNEL RULES AND REGULATIONS

<b>RULE 4:</b> <i>Promotions, Transfers, Demotions, and Detail Assignments</i>	<b>APPROVED:</b> <b>REVISED:</b>
<b>REGULATION 3:</b> <i>Demotions</i>	<b>Pages:</b> 1 of 3

## Section 1: Introduction

There are instances when tenured employees may voluntarily or involuntarily receive a demotion. To further clarify, a demotion means a change from a job in one class/grade to a job in a lower class/grade where the final wage of the new job is lower than the final wage of the current job.

## Section 2: Provisions

The list includes, but is not limited to, reasons why demotions may occur:

- A. Employees assigned to a job performing essential functions of significantly decreased complexity or responsibility,
- B. Employees unable to perform satisfactorily may be demoted to a job better suited to their qualifications and/or abilities,
- C. Employee's request for demotion is approved,
- D. As a result of a reorganization, eligible and qualified employees may accept a demotion to continue employment, or
- E. As a result of disciplinary action.

## Section 3: Procedures

The following steps shall be followed by a Department Head proceeding with a demotion:

### A. Voluntary

Employees interested in positions must follow the application procedure as outlined in *Rule 2 County Employment, Regulation 1: Selection Process*.

As applications may be reviewed to determine qualifications for the position, the Hiring Authority may contact the employee's current supervisor for information, and thus, no confidentiality will be afforded between departments should the internal applicant be on the referred list.



# PERSONNEL RULES AND REGULATIONS

<b>RULE 4:</b> <i>Promotions, Transfers, Demotions, and Detail Assignments</i>	<b>APPROVED:</b> <b>REVISED:</b>
<b>REGULATION 3:</b> <i>Demotions</i>	<b>Pages:</b> 2 of 3

If the demotion is a voluntary request to move outside of the employees' current department, the pay rate should be processed as follows:

- Continuous employment of less than three years: Placed on Step 1 of new job
- Three continuous years of employment up to five years: Placed on Step 3 of the new job
- Five continuous years of employment up to seven years: Placed on Step 5 of the new job
- Seven or more years of continuous employment: Placed on step that provides least amount of wage impact.

However, if, as a result of difference in Step systems between departments, the corresponding Step as outlined above would result in an increase in pay, the pay rate should be processed as follows:

- Continuous employment of less than seven years: Placed one step below the Step that provides least amount of wage impact.
- Seven or more years of continuous employment: Placed on Step that provides least amount of wage impact.

If the demotion is a voluntary request within the employee's current department, the Department Head, after consultation with the Human Resources Department, will have the discretion to determine the appropriate Step placement for the employee in their new position.

**Under no circumstances can a voluntary demotion result in an increase in pay.**

## B. Involuntary:

If the demotion is due to disciplinary action, documentation supporting the discipline shall be submitted to the Human Resources Director prior to initiating the Loudermill processes. The pay rate should be decreased to the respective grade and step closest to employees' current pay rate.

If the demotion occurs as a result of reorganization and not due to performance and the employee's pay rate is above the maximum of the demoted grade, then the pay rate should be "red circled" until the maximum of the salary range equals or exceeds the "red circled" pay rate.



# PERSONNEL RULES AND REGULATIONS

<b>RULE 4:</b> <i>Promotions, Transfers, Demotions, and Detail Assignments</i>	<b>APPROVED:</b> <b>REVISED:</b>
<b>REGULATION 3:</b> <i>Demotions</i>	<b>Pages:</b> 3 of 3

## Section 4: Process

The Department Head will complete and submit to the Human Resources Department within three (3) business days an Employee Action Form reflecting the specifics of the demotion.