

Personnel Policy - Section 6.10

Demotion: A demotion is the movement of an employee from a higher pay grade to a lower pay grade. This occurs when an employee is transferred or accepts a vacant position that is at a lower pay grade from his/her current position. In the case of a vacant position not being available, the Elected Official or Department Head may revert the employees' slot/pay to discretionary entry rates (A - E, A - H or A - J).

6.10 Demotion: is the movement of an employee from a higher pay grade to a lower pay grade.

- **Involuntary Demotion:** this occurs when an employee is transferred or accepts a vacant position that is at a lower pay grade from his/her current position due to poor job performance. In the case of a lower pay grade not being available, the Elected Official or Department Head may revert the employees' slot/pay to discretionary entry rates (A - E, A - H or A - J).
- **Voluntary Demotion:** this occurs when an employee voluntary expects a lower pay grade from his/her current positions. The Elected Official or Department Head will place the employee at the entry level and longevity steps will be applied in the new lower grade.

Example for Voluntary Demotion:

Current Grade and Step: 16/T - from \$48,625.66 - \$23.38

Demotion Grade: 12/ T - to \$ 39,909.34 - \$19.19

The 20 steps from A - T is the longevity.