

28. Discussion and possible action to approve revisions to the Webb County Personnel Policies manual and any other matters incident thereto.

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 to a position at a lower pay grade from his/her current position due to disciplinary action. In the case of a lower pay grade not being available, the Elected Official or Department Head may revert the employees' slot/pay to any letter step lower (to the left on the scale) as they may see fit.
- **Voluntary Demotion:** this occurs when an employee voluntary accepts a position at a lower pay grade from his/her current positions. The Elected Official or Department Head will place the employee in the new lower grade at the same letter step as the old position.

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

Issue: Webb County Personnel Policy 6.10 needs to be revised in an effort to provide Departments clarification and proper procedures.

Solution: Approval of these revisions will clarify County Policy 6.10, providing direction and procedures to Departments, facilitating operations of daily functions.

Result: County Departments will better address the operations of their daily functions using current mandates and procedures.