

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Policy No.: 5-7

Effective: 06/16/03

Revision No.:

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## **Demotion**

**OVERVIEW:** A demotion indicates an employee involuntarily moving from a higher classification to a lower classification, as a result of a disciplinary action. This policy describes the salary actions associated with employee demotions.

**SCOPE:** This policy applies to all persons employed by the Board of County Commissioners in a classified position.

### **PROVISIONS:**

1. **General Rule.** A demotion will result in the reduction of an employee's salary.
2. The salary reduction will be determined based upon a recommendation by the department director and approved by the Administrating Official.

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County Manager

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County Attorney