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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.21  
**EFFECTIVE DATE:** 2/5/98  
**REVISED:** 12/19/02, 06/05/03  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** Don Heller  
**PAGE 1 OF 1**

**SUBJECT: DEMOTIONS**

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**I. PURPOSE:** To establish a policy for demotions.

**II. POLICY:**

- A. An employee reassigned, by management, to a position in a lower classification regardless of the reason (disciplinary, voluntary, in lieu of layoff, for reasons of disability or incapacity, reorganization, etc.) will receive a salary reduction commensurate with the specific job duties as determined by the Department Head/Elected Official in consultation with the Human Resources division and the County Manager.
- B. Demotions do not change the person's date of hire. However, the anniversary date for future salary increase consideration changes shall be the date of demotion.
- C. No employee shall be demoted to a position for which he or she does not possess the minimum qualifications.
- D. An employee demoted to a position, outside of the employee's department will be subject to the standard probationary period, unless specifically waived (in writing) by the Department Head/Elected Official. Voluntary demotions, or involuntary demotions within the same department shall not be subject to the standard probationary period.

**III. RESPONSIBILITY FOR REVIEW:** The Human Resources Manager shall review this policy as need or at least once every 5 years.

06/09/03