# RULE XVII

# DEMOTION

SECTION A. CAUSES FOR DEMOTION – An Appointing Authority may demote an employee under the following conditions:

1. When an employee is not rendering satisfactory service in the position held; or,
2. In lieu of layoff. When an employee is demoted in lieu of layoff the employee's name shall be placed on the appropriate layoff list or lists for the job class from which the employee was demoted; or,
3. When it becomes necessary to vacate the position, in order to return a permanent employee with reinstatement rights to the position; or,
4. When the employee voluntarily agrees to a demotion in writing.

SECTION B. NECESSARY QUALIFICATIONS FOR LOWER JOB CLASS MUST BE MET – No demotion shall be made unless the employee meets the necessary qualifications for the lower job class.

SECTION C. NOTICE OF ACTION AND RIGHT OF APPEAL

1. At least 10 days prior to the effective date, the Appointing Authority shall furnish a written statement to the employee and the Personnel Director setting forth the reasons for an involuntary demotion, and the effective date. The statement shall also notify the employee of the right to reply in writing within 10 days of the receipt of the written statement and of the right to appeal in writing to the Commission within the same 10-day period. The written statement shall inform the employee that any written appeal must set forth specific reasons for claiming that the demotion action was taken without proper cause.
2. No notice of action is required for voluntary demotions. An action submitted for a voluntary demotion must contain a written statement signed by the employee that the demotion was voluntary.