**COUNTY OF ORANGE, VIRGINIA**
**PERSONNEL POLICIES MANUAL**

# DEMOTIONS

**POLICY NO.: 4.5**

**EFFECTIVE:** 11/1/96
**REVISED:** 11/9/99
4/1/01

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**OVERVIEW:** A demotion is defined by an employee moving from one position to another position in a classification with a lower salary range. This policy describes the salary actions associated with employee demotions.

**SCOPE:** This policy applies to all classified positions.

**PROVISIONS:**

A. Circumstances of the Demotion:

Demotions can occur as a result of several work situations:

1. A demotion may be requested or initiated by the employee. (i.e.. interest in working in a different position, etc.)

2. A demotion may occur in lieu of an employee being laid off or of a reduction in hours.

3. A demotion may be the result of disciplinary action.

B. Salary Actions for Demotions:

Whether or not an employee's salary is decreased as a result of a demotion will depend upon the nature of the demotion and the employee's current salary rate.

When an employee is demoted for reasons which are not the result of disciplinary action (i.e.. demotions taken in lieu of lay off or at the request of an employee) his/her salary will only be reduced if it is above the maximum of the new range. In such cases, the employee's salary will be reduced to the top step of the new salary range.

When an employee is demoted as a result of disciplinary action, his/her salary may be reduced. Such a reduction must be approved by the County Administrator upon the recommendation of the Department Director or Constitutional Officer.