

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 15.1	Page 1 of 1
	SUPERSEDES:	DATE ISSUED: January 1, 2006
SUBJECT: Demotion	AUTHORIZATION: Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

15.1 Demotion

A demotion must be approved by the Department Director and the County Administrator. If it becomes necessary to recommend the demotion of an employee within the same department, the Department Director shall make the recommendation to the County Administrator in writing, citing the reasons. The causes for demotion may include but are not limited to the removal of higher level duties and responsibilities, the inability of the employee to assume or perform duties of the position, and reduction in force; although, the County reserves the right to demote an employee for disciplinary reasons.

The employee's salary at the lower classification will be determined at the recommendation of the Department Director, with the approval of the County Administrator. Under no circumstances, shall the salary exceed the maximum pay of the assigned range.

An employee, not on a probationary status in the position from which he/she has been demoted, has the right to appeal a demotion through the grievance procedure as outlined in the policy manual.

An employee who has not completed his/her probationary period prior to the demotion will be required to serve a new probationary period. Non-probationary employees may be required to serve a new probationary period upon the recommendation of the Department Director.