

RULE 8 - Promotion, Demotion and Transfer

8.1 Promotion. Vacancies in County employment may be filled by promotion of qualified employees in accordance with these Rules. Promotions shall be competitive and the selection made from a Certificate of Eligible Applicants or an application file.

8.2 Demotion

A. Involuntary

1. An employee may be demoted for cause, or as otherwise provided by these Rules, after the Appointing Authority furnishes both the employee and the Director with a written statement of intent to demote. The written statement shall contain specific reasons for such demotions and shall provide the employee with a minimum of twenty-four (24) hours to respond orally or in writing. The written statement shall also state that a pre-demotion review will be held a minimum of twenty-four (24) hours after furnishing such written statement to the employee. The employee shall be entitled to respond to the reasons given for the demotion at the pre-demotion review.
2. The pre-demotion review is not an evidentiary hearing and the employee is not entitled to be represented by counsel or to cross-examine or confront witnesses, or to present testimony of witnesses on their own behalf. An extension shall be granted only for good cause.
3. After the pre-demotion review, the employee and the Director shall be furnished by the Appointing Authority a written statement containing the reasons for such demotion. The Appointing Authority shall include in the written statement to the employee a notice of his/her right to Appeal in writing to the Commission.
4. The right to a pre-demotion review as set forth in Rule 8.2A.1 shall only apply in those cases where the employee's assignment changes from a position in one class to a position in another class having a lower range of pay.

B Voluntary. If an employee makes a written request for voluntary demotion within his/her Department, the Appointing Authority may make the demotion either competitively or noncompetitively, upon certification by the Director that the employee meets the minimum qualifications. A copy of the employee's written request shall be provided to the Director. An employee demoted under this section shall have no right of Appeal.

8.3 Transfer

- A** A transfer of an employee may be made between positions in the same range of pay within a Department or from a position in another County Department to a position for which the transferee is qualified.
- B** In the event that, by action of the Board or otherwise, part or all of the functions of one Department are transferred to another Department, the affected employees of the transferring Department shall be accepted as transfers by the receiving Department at the same pay grade unless the receiving Department has no need for the particular position or positions. In the latter event, the regulations concerning Layoffs will apply.

8.4 Reassignment. An Appointing Authority has the authority to make reassignments within their Department. Reassignments shall be reported to the Director.