1.0 Procedure

1.1 Voluntary Demotion

1.1.1 An employee may request, in writing, to be considered for an open position having a lower salary range by giving the reasons for desiring the reassignment.

1.1.2 The employee will be considered along with other candidates for the open position in terms of the employee's qualifications and job performance.

1.1.3 A permanent employee who receives a voluntary demotion will not be required to serve a conditional probationary period.

1.2 Nonvoluntary Demotion

1.2.1 A nonvoluntary demotion shall be considered disciplinary action and shall be subject to policies and regulations concerning discipline of employees.

1.2.2 A nonvoluntary demotion will not require the service of a conditional or probationary period.

1.2.3 Reassignment of duties within a position shall not constitute a demotion.