

	<b>City of Cedar Park</b> <b>Human Resources Policy Manual</b>		
	<b>Non-Disciplinary Demotions</b>		
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## 1.0 Policy

It is the policy of the City to permit a non-disciplinary demotion in accordance with this policy, when it is in the best interest of the City.

## 2.0 Procedure/Rule

- 2.1 Non-disciplinary Demotion. A demotion is the assignment of an employee from a position in one class to a position in another class having a lower maximum salary. An employee qualified to perform lower-level position duties may be approved for administrative demotion at his/her own request. An administrative demotion may be an alternative to a layoff or for another reason in the best interests of the City. Such demotion shall not be considered a disciplinary action or disqualify the employee involved from consideration for later advancement.
- 2.2 A demotion effected as an alternative to a reduction in force may be rescinded at any time.
- 2.3 The reason for a non-disciplinary demotion shall be placed in the employee's personnel file.
- 2.4 The employee's salary must not exceed the maximum of the pay class.