

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

| DEMOTION | | | |
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| POLICY NO. | 4.9 | EFFECTIVE: | 01/02/2024 |

A demotion is the movement of an employee from one class of position to another of a lower pay grade in which the employee meets the minimum qualification requirements.

- A. An employee may be demoted to a position for which s/he qualifies for any of the following reasons, subject to approval of the County Administrator:
 - 1. When an employee would otherwise be laid off because the position is being abolished, lack of work, lack of funds or other organizational changes;
 - 2. When an employee is unable to meet the satisfactory performance standards over a period of time or when removed during probation following a promotion;
 - 3. When an employee voluntarily requests such demotion; or,
 - 4. For the good of County services.
- B. When an employee is demoted from a class in which s/he was originally appointed, the salary shall be reduced to the place in the new pay grade that is immediately below his/her salary prior to demotion.
- C. A demotion shall change the employee's anniversary date.
- D. All demoted employees are required to serve a probationary period in accordance with Section 2.8.