



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Disciplinary Demotions

Adopted Date: January, 1, 2003

Revised Date: May 07, 2012

I. Disciplinary Demotions

- A. A disciplinary demotion is a reduction of an employee from a higher salary grade to a lower salary grade as a result of:
 - 1. the inability of the employee to fulfill the functions of the job; or
 - 2. disciplinary action; or
 - 3. any action pursuant to the promotions policy, section F.

- B. The Department Head/Elected Official shall communicate any disciplinary demotion in writing to the employee and shall state the reason for demotion within three (3) business days from the date of the demotion.

- C. A Department Head/Elected Official has the authority to demote employees for just cause as defined in the demotion/suspension/dismissal policy.