



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Pay Upon Demotions

Adopted Date: January 1, 2003

Revised Date: November 26, 2018

1. Disciplinary Demotions

- A. When an employee is demoted to a lower graded position as a result of discipline, the employee shall be placed into the grade at the step no higher than the equivalent step the employee is currently in.
- B. An employee may be placed at a different step within the new pay grade, either up or down, at the discretion of the Department Head or Elected Official and as verified with the Human Resources Department. Further, demotions done by Department Head's require the Chief Administrator's Office approval as well. Under no circumstances, however, will an employee subject to a disciplinary demotion be placed in a pay grade or step that results in either: 1) a higher salary for the employee; or 2) a higher step than authorized based on the employee's total years of service with the County in the reduced pay grade and the higher pay grade combined.
- C. The HR Department shall notify the El Paso County Civil Service Commission, in writing, of all demotions pertaining to civil service covered positions at their next regularly scheduled meeting. The seniority date will not change to reflect the demotion date.

2. Voluntary Demotions

- A. When an employee voluntarily applies for, and is selected for, a lower graded position, the employee shall be placed into the new, lower grade at the step equivalent to the step the employee is currently in, and the employee's pay will be lowered to this step.
- B. An employee demoted for a voluntary reason may be placed at a different step within the new pay grade, either up or down, at the discretion of the Department Head or Elected Official and as verified with the Human Resources Department. Further, demotions done by Department Head's require the Chief Administrator's Office approval as well
- C. Should an employee, who was demoted for voluntary reasons be selected for a higher position in the future, nothing shall prevent the employee from being placed at a higher step within the new position, based on prior education and experience as it relates to the position, at the discretion of the Department Head or Elected Official and subject to verification of qualifications by the Human Resources Department and the Chief Administrator's Office.