

**PROCEDURE 203-2**  
**COUNTY-INITIATED TRANSFERS AND DEMOTIONS**  
Effective 05-01-2021, Resolution No. 014-21

**Involuntary Demotion for Performance or Conduct**

Employees whose performance or conduct does not meet expectations may be involuntarily demoted to a vacant position in the employee's department/agency/office at the discretion of the department/agency/office leader as an alternative to involuntary separation from employment. The department/agency/office must consult the Department of Human Resources prior to demoting an employee due to performance or conduct.

**Other Transfers/Demotions for Business Reasons**

The County may require employees to accept a transfer into a position of the same grade or demotion into a position of a lower-classified to accommodate the County's business needs. Employees may be transferred or demoted regardless of whether they are performing to expectations in their current position. When an employee's position is eliminated due to reduction in force or other reason, the County may, at its discretion, bypass the standard procedure for filling job vacancies and offer the employee a transfer or demotion into a vacant position. The Department of Human Resources must approve all County-initiated transfers and demotions.

**Dispute Resolution**

Employees who have completed their introductory period may seek review of County-initiated transfers and demotions through the Dispute Resolution Process.

**Changes to Work Assignments**

Changes in work assignments are not considered transfers or demotions unless there is a corresponding change in position number. Changes to work assignments, whether duties, hours, or work site, may be made at the discretion of the department/agency/office.