
 Town of Swansboro	<b>Personnel Policy</b>		<b>Recruitment and Employment Demotion</b>	
			Number: Article IV; Section 6	Revisions:
	Supersedes:	Approved By: 		

## ARTICLE IV. RECRUITMENT AND EMPLOYMENT

### Section 6. Demotion

Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary range. An employee whose work or conduct in the current position is unsatisfactory may be demoted provided that the employee shows promise of becoming a satisfactory employee in the lower position.

Demotion may be voluntary or involuntary. If involuntary, such disciplinary demotion shall follow the disciplinary procedures outlined later in this chapter. If voluntary, the employee must apply for appointment to the vacant position.

When an employee becomes disabled, yet able to perform in a lower-level position with less stringent physical demands, following the requirements of the Americans with Disabilities Act (ADA) the employee may be demoted to the lower salary graded position.