

County of Cumberland Board of Chosen Freeholders	Policy Number: 3.01	Pages: 1 of 2
Chapter: Personnel Actions		Effective Date: August 11, 1994
Subject: Demotion		

I. POLICY:

Cumberland County Government shall comply with N.J.A.C. 4A “Personnel” in the event of a demotion.

II. DEFINITIONS:

Demotion means a reduction in title or scale of compensation.

III. PROCEDURE:

A. Voluntary:

1. An employee who requests and receives a voluntary demotion to a lower related title shall retain permanent status and seniority. In order to determine if a title is related the County Personnel and Human Resources Director shall use the following:
 - a. The title shall have lower but substantially related duties;
 - b. The education and experience requirements shall be similar and the mandatory requirements shall not exceed the vacated title; and
 - c. The employee with minimal training and orientation could perform the duties of the designated title.
2. If the criteria set forth above is not met, the employee shall be appointed provisionally pending the State Personnel Examination process and satisfactory completion of the working test period.
3. Department heads shall require employees submit voluntary demotion request in writing, stating reason(s) for said request.

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B. Discipline:

Disciplinary demotion shall be considered major discipline. (See policy #3.02)

C. Layoff:

In the event of a layoff the State Department of Personnel will determine if the affected employee(s) have demotional title rights. (See policy #3.04)