

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

**CHANGES IN CLASSIFICATION:
PROMOTION AND DEMOTION**

**SECTION 2.15
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A. Promotion:

1. In accordance with Section 2.03 "Vacancies: Identification, Announcement, and Application" of this policy manual, promotional opportunities in classified positions shall be offered to all qualified current employees whenever practical. The SCAA may limit the selection process to current employees, or may allow such employees preference in application and/or consideration to the extent such is permitted by state law.
2. Factors to be considered for promotion include, but are not limited to, an employee's completion of any required probationary period, required training courses, licensing or certification requirements, performance evaluation ratings, and the employee's knowledge, skills, and abilities to perform the essential functions of the job.
3. Employees who desire to be considered for a posted position should apply in accordance with the posted notice of the vacancy.

B. Demotion:

1. For purposes of this section, a demotion shall be defined as a movement to a position which has a lower level of responsibilities and is assigned to a lower pay range. Demotions may be voluntarily requested by an employee in certain circumstances. Demotions may also result from failure of an employee to perform at an acceptable level after a promotion; in order to accommodate disabled employees who are no longer able to perform the essential functions of their current position but can perform the essential functions of the lower position with or without a reasonable accommodation; as well as for disciplinary reasons.
2. In cases of a demotion, an employee shall be reduced in pay by assigning the employee to the pay grade for the classification to which the employee is being demoted. The SCAA shall determine the appropriate pay step or rate within the pay grad where the employee will be assigned.