

F. Transfer To a Lower Level (Demotion)

1. The appointing authority may transfer an employee to a position of a lower pay level and for which he is qualified for any of the following reasons:

(a) When an employee would otherwise be laid off because his position is being abolished by reason of reallocation to a lower class, lack of work, lack of funds, other organizational changes, or because of the return to work from an authorized leave of another employee to such position in accordance with the rules on leave.

(b) When an employee is not rendering satisfactory service in the position he holds or when removed during probation following promotion.

(c) When an employee voluntarily requests such demotion.

(d) For the good of the service.

(e) An employee who is to be demoted to a position of another class may, at the discretion of the Personnel Officer, be required to be rated to determine his qualifications for a position in the class to which demoted.

1.110—Separations

A. All separations of employees from positions in the classified service shall be designated as one of the following types:

1. Resignation (also to be used for retirement)
2. Lay-off
3. Suspension
4. Dismissal
5. Disability
6. Death

B. Resignation

1. It is the responsibility of an employee who plans to resign from the classified service to notify his immediate supervisor at least ten (10) days (working) prior to the last day of work. One day of annual leave may be deducted, at the discretion of the appointing authority, for each day less than the required notice given.

2. Employees who resign shall receive payment for all leave credit for which they are eligible according to the rules governing such leave except as provided above.

3. Failure to comply with any of the above conditions will be noted in the employee's employment record.

C. Lay-Offs

1. An appointing authority may lay off a regular or temporary employee when the position to which the employee has been assigned is abolished. No regular employee shall be laid off while there is a temporary employee in the same department performing duties for which the regular employee is qualified.

2. The appointing authority shall determine the order of lay-off of employees on the basis of their relative proficiency and length of service to the County.