2L. **Demotions**

A demotion is an appointment of an employee from a position in one class to a position in another class having a lower salary range. Demotions may occur for the following reasons:

Involuntary

The demotion of an employee which may be instituted as a disciplinary action. Involuntary demotions for cause or performance related problems will result in placement at the next lower step on the salary scale

Voluntary

A demotion requested by an employee where the action is entirely voluntary on the part of the employee and not taken for disciplinary reasons. If an employee is voluntarily demoted (applies for and accepts a position in a lower salary range) the employee shall be paid at the same longevity step of the lower salary range.