



County of San Bernardino

DISCIPLINARY ACTIONS



Demotion

A demotion for disciplinary purposes is the appointment of an employee with regular status to a position where the maximum rate of pay is lower as the result of an employee being found to be in violation of the San Bernardino County Personnel Rules or a department regulation.

REFERENCES

All current County Consolidated Memoranda of Understanding (MOU); Personnel Rules

FORMS REQUIRED

Job Action Request (JAR) 
 Employment Status and Wage Notification 

 Personnel Requisition (PR) (Paper)
 County Employment Application or Résumé (if applicable)

MANDATORY FIELDS

Refer to Job Action Request procedure
 Refer to Employment Job Status and Wage Notification procedure

All

GENERAL INFORMATION

To process a disciplinary demotion requires an Order of Demotion or Order of Disciplinary Action. Generally the department Human Resources Business Partner (HRBP) prepares the Order. *Refer to department guidelines for individual procedures.*

An employee demoted for disciplinary reasons shall be placed on the step within the base salary range of the demoted Job Code Title closest to which the employee was at before the disciplinary action. With the exception of Safety Employees, they shall be placed on the step within the base salary range of the Job Code Title to which demoted as provided in the Order of Demotion; provided, however that the employee shall not be placed lower than two (2) increments (approximately five percent (5%) below employee's current step). An employee demoted for disciplinary reasons cannot be placed higher than the "11" step in the Job Code Title to which the employee is demoted.

If the employee held prior regular status in the demoted Job Code Title, the employee shall resume said status. If the employee did not have prior regular status in the Job Code Title, the employee shall be required to serve a probationary period, unless waived by the Director of Human Resources.

Note: A proposed Order cannot be used to process a disciplinary action.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Upon receipt of Order, complete JAR to implement demotion.
- ◆ Attach copies of the first and last page (signature page) of the Order to JAR. Copy of Order may be modified to comply with department confidentiality. *Refer to department guidelines for individual procedures.*
- ◆ Send JAR to EMACS-HR
- ◆ Audit EMACS for demotion
- ◆ Retain copy for department file

DEADLINES

Refer to Master Calendar for EMACS Processing

DISTRIBUTION GUIDELINES

HRBP will forward a copy of the Order of Disciplinary Action to employee's Personnel (OPF) File. *Refer to department guidelines for individual procedures.*

RELATED FORMS/PROCEDURES

Checklist for Demotion 

Demotion

Personnel (OPF) File