

### Addendum #6

On April 9, 2019, the Vigo County Commissioners made the following addendum to the Vigo County Personnel Policies Handbook dated September 12, 2017:

Under Employment Policies, **2.23 Demotion**, An employee may be demoted at his/her own request to a vacant position in a lower class, subject to the approval of the department head and/or the supervisor. The department head and/or supervisor shall determine whether the employee is qualified to perform the essential duties and responsibilities of the lower class position.

A department head and/or supervisor with the approval of the Elected Official responsible for that position may demote an employee to a lower class position when a position vacancy exists because of office or department need or because of the performance of the employee in his/her current position. An employee may be demoted only to a job for which the employee is qualified and only when a position vacancy exists.

The salary of an employee who is demoted to a lower class shall be reduced to the appropriate salary range commensurate with the new assignment. Employees demoted shall retain their accrued time and benefits. Only regular full-time service shall count toward years of service.