

**PPM #12**

**Policy Name:** *Voluntary Demotions*  
**Effective Date:** *January 1, 2000*  
**Revision Date:** *December 1, 2011*

**Authorization:**

  
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*Charles R. Davis, Deputy Secretary*

**POLICY**

In accordance with Civil Service Rule 6.10, it shall be the policy of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) to waive standard pay reductions related to voluntary demotions, so as to promote the recruiting and retention of employees deemed valuable to the agency.

An employee who has voluntarily demoted and received a pay cut waiver may be eligible to receive subsequent pay increases upon promotion or detail to special duty with the approval of the Appointing Authority and the Human Resources Director. These approvals will not be used as a means to fraudulently grant pay increases.

**QUESTIONS**

Questions regarding this policy should be addressed to the Human Resources Division.

*Summary of Changes: Added policy number (December 1, 2011).*