**Section 302.470 Demotion**

a) Demotion is assignment of an employee to a vacant position in a class having a lower maximum permissible salary or rate than the class from which the demotion was made for reasons of inability to perform the work of the class from which the demotion was made.

b) An operating agency may initiate demotion of an employee by filing written statement of reasons for demotion with the Director in the form and manner prescribed. Such written statement shall be signed by the head of the operating agency, and shall contain sufficient facts to show good cause for the demotion. No demotion shall become effective without the prior approval of the Director who shall take into consideration the employee's education, experience and performance records.