**Section 620.810 Definition**

a) Demotion is the 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 work of the class from which the demotion was made.

b) A department head may initiate demotion of an employee by filing with the Director a written statement of reasons for demotion in the form and manner prescribed. Such written statement shall be signed by the head of the department 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.