

## **5.10 CHANGE IN STATUS**

A change in duty assignment of an employee to a lower paid position with less responsibility. Change in status may be made for the purpose of voluntary assumption of a less responsible position, as a result of a reclassification of the employee's position, or as a disciplinary measure, because of unsatisfactory performance in a higher position. A change in status may involve a decrease in pay. Elected Official or Department Head is responsible for submitting a Personnel Action Form of the change in status to Human Resources.