

## **5.11 PAY REDUCTION FOR DISCIPLINARY REASONS**

An employee's rate of pay for continued performance in the same position may be reduced, as a disciplinary measure, to a lower rate. The period covered by this type of disciplinary action may not exceed a total of 60 days. See the chapter of these policies on Discipline for information about suspension with or without pay for disciplinary reasons. Elected Official or Department Head is responsible for submitting a Personnel Action Form of the pay reduction to Human Resources.