



SUBJECT: Addendum to PD-72, "Employee Salary Administration"
(rev. 18)

Effective May 1, 2025, PD-72, "Employee Salary Administration" (rev. 18) is revised to not require probation in conjunction with suspension without pay, reduction in pay, or a demotion. Each disciplinary action imposed has an individual duration of time.

Demotion is a permanent disciplinary action that requires an employee to reapply for their previous position, subject to availability. Demotions within a career ladder position will be assigned to available positions outside of the employee's current series. For example, a correctional officer (CO) facing demotion cannot be demoted from a CO IV to a CO II.

If you have any questions, please contact Support Section, Human Resources, at 936-437-4141.

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