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|  | <p align="center"><b>Status of Benefits upon Movement</b></p> <p align="right"><i>Adopted on: 05/18/1988</i></p> |
| <p align="center"><b>Last Revision Date: 11/08/2023</b></p>                       | <p align="center"><b>Policy No. 4.405</b></p>                                                                    |
| <p align="center"><b>Last Enabling Resolution:<br/>246-2023/927-2023</b></p>      | <p align="center"><b>Developer/Reviewer:<br/>Human Resources</b></p>                                             |

**1. Purpose**

The intent of this policy is to define the status of an employee's benefits when the employee is demoted, promoted or transferred within the organization.

**2. Scope**

This policy applies to all Sedgwick County employees.

**3. Policy Statement**

This policy outlines changes in benefits that occur when an employee is demoted, promoted or transferred.

**4. Definitions**

- A. **Demotion** – A disciplinary transfer within the same Division/Department or Office of Elected/Appointed Official and will result in a pay decrease.
- B. **Promotion** – The movement of an employee to another position in a higher grade, or to a different compensation plan, with an increase in pay.
- C. **Transfer** – The voluntary movement of an employee to a position in the same or lower salary grade, or to a different compensation plan.

**5. Procedure**

- A. Vacation and sick leave balances and accruals are not affected by a demotion, promotion or transfer, except when moving between a 40, 42, 42.5 or 56-hour work schedule.
- B. Accrued vacation leave may be used following the receiving Division/Department or Elected/Appointed Office’s standard procedures and approval process.
- C. Sedgwick County employees accepting employment with Sedgwick County Fire District #1, on a 56-hour schedule or as a Fire Recruit, must utilize accrued vacation hours or be paid the balance prior to joining the Fire District. Accrued vacation will not transfer to Fire District #1.

- D. Health insurance is not affected by a demotion, promotion or transfer.
- E. The employee may move to a different retirement plan, depending on the position to which the employee is demoted, promoted or transferred.
  - 1. This change may impact the employee's life insurance benefit.
  - 2. Years of service for retirement purposes will be impacted if the employee changes retirement plans.