Promotion or Demotion

Promotion:

A promotion is the advancement of an employee to a position that requires performing duties of increased complexity, responsibility and/or job requirements. It may involve a change to a different position with a change in title and salary range. Most promotions will occur as a result of a job posting. To be considered for promotion, employees should meet the basic requirements of the job, have completed six months in their current position, have received a satisfactory performance evaluation, and have no disciplinary actions during the same period.

Typically, promotions to a higher pay grade should place the employee at the first step of the new pay grade, however, if the employee’s current salary is higher than the first step of the new pay grade then the employee should be placed on a step in the pay range that is within a 6-9% pay increase depending on the increased complexity of the new position.

Reclassification of a position:

If a significant change occurs in the duties or requirements of a particular position in order to meet the needs of the organization, the position will be re-evaluated. The re-evaluation may move the position to a lower or higher salary grade. Normally, employees affected by the reclassification will be moved to the new salary grade as a lateral move or to the step closest to their current rate of pay. The employee’s salary anniversary date will change if the move into the new pay grade results in an increase of 3% or more. Salary adjustments may not exceed the maximum of the new salary grade.

Demotion:

A demotion occurs when a budgeted employee is reassigned to another position with a lower salary range. A demotion may occur at the employee’s request, or as result of an organizational need, or for a reason associated with job fit.

Voluntary Demotion:

When an employee chooses to be reassigned to a position with a lower salary range, the employee’s rate of pay will be adjusted within the new pay grade. Beginning with the first step of the new salary grade, placement in the new salary grade will be commensurate with the employee’s years of service in a budgeted position. Salary adjustments may not exceed the maximum of the new salary grade.

Voluntary demotions do not alter the employee’s salary anniversary date. Annual step increases are possible with satisfactory work performance on the salary anniversary date until the employee reaches the maximum of the pay grade.

Involuntary Demotion:

With the Director’s approval, an employee may be offered an involuntary demotion as a condition for continued employment. In this situation, the employee’s rate of pay will be adjusted within the new pay grade. Beginning with the first step of the new salary grade, placement in the new salary grade will be commensurate with the employee’s years of service in a budgeted position. Salary adjustments may not exceed the maximum of the new salary grade.

Involuntary demotions do not alter the employee’s salary anniversary date. Annual step increases are possible with satisfactory work performance on the salary anniversary date until the employee reaches the maximum of the pay grade.