

PA-2: Reduction in Grade

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SECTION I - POLICY

1. DEFINITION.

A reduction in grade involves an employee being reassigned to a position which is authorized either a lower grade or lower rate of pay. It may be a result from the choice of the employee, inefficiency in performance, or better utilization of individual ability.

2. DEMOTION AS A MANAGEMENT TOOL.

The procedures involved in handling inadequate or substandard performance are covered in Section 7 Policy III. If the result of the process is a recommendation for demotion and there is either a vacant position the employee is qualified for, can become qualified to perform within a reasonable time period, or such a position is projected in the relative near future, then the following procedures will apply.

- a. If the employee's department head is the selection official for the lower level position, then he/she may approve the demotion. His recommendation and decision will be forwarded to the County Administrator for review and required administrative action.
- b. If the lower level position is in another **department**, the department head will forward his recommendation to the County Administrator, who will hold a meeting with the two department heads to discuss the demotion. Since the meeting is a result of a thorough review of the employee's performance and a sincere belief that the employee can make a worthwhile contribution to the organization in a position of lower responsibilities, the gaining department head should be willing to make reasonable accommodations. If there is disagreement between the two department heads the County Administrator will make the final decision.