

## **WS - 5: Reduction in Grade**

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#### **SECTION I - POLICY**

##### **1. GRADE DETERMINATION.**

Employee's salary will be reduced to the grade allocated to the specific position or job the employee is moved to, as specified in the classification and compensation plan.

##### **2. WITHIN GRADE RATE.**

- a. When an employee is demoted to another position and his current salary falls within the range of the lower graded position, then the rate of pay may not be adjusted downward, at the discretion of the county. An exception is in the case when an employee is promoted and subsequently demoted within one year, then the rate of pay will be adjusted to the previous level before promotion plus any increases that would have been granted had the promotion not occurred. Employees demoted for disciplinary reasons may have their salaries adjusted downward.
- b. If the employee's current salary is above the maximum for the lower position, then the individual's salary will be reduced to the maximum for the new position, except as provided for in paragraph 3 below.
- c. An employee's review date will remain unchanged unless the reduction is a result of substandard performance procedures. In this case, the new review date will be based on the effective date of the reduction.

##### **3. REDUCTIONS IN GRADE DUE TO RECLASSIFICATION, REORGANIZATION, REDUCTION IN FORCE AND SIMILAR ACTIONS.**

If actions of this type result in an employee being reassigned to a lower level position where the maximum pay rate is below current salary, then the rates of pay may remain at current levels (red circled) and remain at that level until the pay range catches up to their pay rate. The employee's review date will remain unchanged.