

## 6. Involuntary Demotion

**Personnel Action:** Demotion (involuntary as a result of corrective action) **Personnel Action Code:** 11

**Policy Summary:** The change of an employee from one position to another position, which is in a class with a lower salary range maximum, is termed a demotion. This can occur through a voluntary action (request from employee) or involuntary action (i.e., corrective action). For more information about an intra-unit, voluntary demotion, refer to Demotion/Transfer – Voluntary without Open Recruitment, p. A5-1.

**Policy References:** PPSM 20 B, 30 F  
 CX 5; 47  
 EX 7; 41  
 HX 5; 6  
 K7 8; 33  
 NX 2; 25  
 PA 8; 30  
 RX 5; 41  
 SX 7; 41  
 TX 6; 8

**Authority:** The Unit Head is delegated authority to approve correction actions, including demotion following consultation with SHR Analyst and SHR/Labor Relations Analyst.

**Criteria:** A demotion, which is the result of a corrective action, will normally be preceded by prior disciplinary actions (i.e., a written warning).

Salary Rate Upon Demotion: Normally, there will be a decrease in salary upon demotion. The resulting salary shall not exceed the maximum of the new salary range.

**Process:**

Responsibility

Action

Service Ctr Consults with SHR Consulting Services Analyst and Labor Relations Analyst regarding action. Drafts corrective action letter and forwards to Labor Relations Analyst for review. (The Labor Relations Analyst can provide sample letters and instruction about the content of the letter.)

Completes and submits to SHR Consulting Services Analyst an Employee Action Request (EAR) form (refer to p. C1-1) and new job description.

SHR Consulting Services Analyst Classifies new position. In conjunction with unit/service center and Labor Relations Analyst, discusses appropriate salary.

Labor Relations Analyst Reviews and advises unit/service center on corrective action letter content and procedures.

SHR Consulting Services Analyst Forwards copies of EAR form to unit/service center and to SHR Personnel Action Specialist with new job description.

Responsibility

Action

Unit/Service Ctr

Issues corrective action letter to employee.  
Preparer enters information into the PPS.  
Mandatory Reviewer checks the PAN for accuracy and appropriateness of the action.