

Demotion Guidelines

Related Rule/Statute: R2-5A-402(G) Demotion

Issued: December 20, 2012

Effective: December 20, 2012

Applicability: Uncovered and Covered employees*

Description

In accordance with these guidelines, an employee who moves to a job with a lower pay grade shall receive a decrease to his/her base salary, regardless of whether the demotion is voluntary or involuntary.

Requirements

- Modifications to an employee's base salary as a result of a demotion shall be provided without regard to political affiliation, race, color, national origin, sex, age, disability or religious creed.
- Any pay modifications must result in the employee's base rate falling between the minimum and maximum of the assigned pay range.

Administration

The minimum salary decrease provided due to a demotion shall be 2.5%; decreases of greater than 2.5% shall be at the discretion of the agency head. Employees who are demoted shall receive a new salary, as determined by the agency head, between the minimum and maximum of the new pay range. In determining the new salary, the agency head shall consider factors such as equity, performance and/or the value the employee brings to the organization.

* Voluntary changes in assignment will result in a covered employee becoming uncovered, unless the position is a Correctional Officer I, II, or III, a Community Correctional Officer, or in a covered position that requires Full-Authority Peace Officer certification.

ADOA reserves the right to modify this practice based on the competitive labor market or other external factors and will conduct period surveys of the market for this purpose.