

Kings Community Action Organization

Administrative Policy

AP 3240

Human Resources: HR

Employee Demotions, Promotions and Reclassifications

Purpose:

To outline a procedure when an employee is to be demoted, promoted or reclassified from one position to another position, whether the action is employer initiated, employee requested, voluntary or involuntary.

Policy:

It is the policy of KCAO to provide a fair and equitable process in addressing the demotion, promotion or reclassification of an employee. This policy also addresses the conditions, process, and any potential salary actions in the event a reclassification, promotion or demotion takes place.

Procedures

Promotions:

A promotion occurs when an employee is assigned a position at a higher pay grade, regardless of the reason. All promotions must be approved by the Executive Director or his/her designee.

Demotions:

A demotion occurs when an employee is reassigned to a position with a pay grade that is lower than the pay grade of the former position. A demotion may occur when:

- an individual is assigned to a position that requires performing accountabilities of decreased complexity or responsibility; or
- the employee was unable to perform satisfactorily in the higher-level position; or
- the employee's request for a demotion is approved; or
- the employee has been erroneously classified; or
- as a result of a reorganization, if the reorganization results in a reduction-in-force; or
- as a result of disciplinary action.

Reclassification:

A reclassification occurs when the agency determines an employee is working out of class. It may result in a promotion or demotion of the pay grade, or the pay grade remaining the same. Reclassifications generally occur as the result of a job analysis and revised job description. It may affect one, a few or all employees in that class of employment.

Process:

1. All demotions, promotions and reclassifications must be discussed with Human Resources prior to communicating any information to employees.
2. If a demotion, promotion or reclassification is at the employee's request, a written letter or email from the employee requesting the demotion/reclassification action will be required if the position wasn't posted. Promotions may be employer initiated
3. If the demotion or reclassification action is the result of disciplinary action according to KCAO's disciplinary policies and procedures, the employee shall be notified of the reason.
4. When considering a demotion, promotion or reclassification, the department must ensure that there is a valid budget line and/or position that the employee will be occupying.
5. All demotions/reclassifications must be approved by respective Director, Executive Director and Human Resources

Salary Adjustments:

1. If the demotion/reclassification occurred because the employee was unable to perform satisfactorily in the higher-level position, the result of disciplinary action, or at the employee's request, the employee's salary shall be decreased to no more than the top step of the new salary range.
2. If the demotion/reclassification occurred as a result of a reorganization or employee misclassification and not because of the employee's performance and the employee's salary is above the maximum of the new salary range, then the employee's salary may be "red circled" (frozen) until the maximum of the salary range is increased and exceeds the employee's salary, or for a designated time period approved by the Executive Director.

References:

Adopted by Board of Directors: 12-21-11