



PERSONNEL POLICY

SUBJECT: DEMOTIONS

DATE: January 1, 2017

Number: 304-16

I. Statement of the Policy

It is the policy of Fulton County that employees may be involuntarily or voluntarily demoted from one job classification or position to another job classification or position in accordance with applicable Fulton County policies and procedures (e.g., the Position and Compensation Policy and the Discipline for Classified Employees Policy).

II. Background and Applicability

This policy generally applies to all Fulton County employees. This policy does not apply, however, to elected officials or employees occupying positions to which appointments are made directly by the Board of Commissioners.

III. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



PERSONNEL PROCEDURE

SUBJECT: DEMOTIONS

DATE: March 17, 2017

Number: 304-16

I. Demotion Defined

A demotion is the appointment of an incumbent employee to a classification or position of a lower pay grade than the employee's current job classification or position.

II. Demotion Approval

A demotion can be voluntary or involuntary and may occur at the request of the Appointing Authority or at the request of the employee. A demotion can be within the same department or in another department. If more than one department is involved, however, approval of both the losing and gaining Appointing Authorities, as well as that of the Chief Human Resources Officer is required.

III. Reasons for Demotions

The reasons for demotion may include but are not limited to the removal of higher level duties and responsibilities, the inability of an employee to assume or perform the duties of his/her position, and/or reduction in force. In addition, an employee may be demoted for disciplinary reasons.

IV. Effect on Compensation

An employee who is demoted will typically receive a reduction in pay in an amount determined by the Chief Human Resources Officer and based on budget availability. The demoted employee's salary rate for the lower position must fall within the minimum and maximum rates of the assigned pay grade for the lower position. As a general rule, in the case of a voluntary demotion or the reclassification of a position to a lower pay grade, adjustments to an employee's salary will be made as follows: a 3% salary reduction for a demotion of one pay grade level; a 5.5% salary reduction for a demotion of two pay grade levels; and an added 1.5% salary reduction for each

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

additional pay grade level thereafter. As a general rule, in the case of an involuntary demotion, adjustments to an employee's salary will be made as follows: a 5% salary reduction for a demotion of one pay grade level; a 7% salary reduction for a demotion of two pay grade levels; and an added 2% salary reduction for each additional pay grade level thereafter.

In the case of an employee who is demoted within twelve months of having received a promotion, the employee's salary will be reduced to the employee's previous salary or the entry salary for the new position, whichever is greater. In cases where the employee is demoted to a position that is assigned to a lower pay grade than the position held prior to the promotion, the adjustment methodology described in the immediately preceding paragraph shall be applied to the employee's previous salary.

The compensation of employees who are offered the option of a demotion as a reasonable accommodation under the ADA, will be reviewed on a case-by-case basis consistent with the ADA and Reasonable Accommodations Policy.

The Chief Human Resources Officer may develop a systematic method to be used for placement of employees within a pay range to address those circumstances in which an employee moves from a position assigned to a classification and compensation system adopted by certain department(s) to a position assigned to the classification and compensation system adopted by the Board of Commissioners.

V. Appeals & Grievances

A permanent classified employee who is involuntarily demoted for cause shall have the right to appeal, as provided in the Classified Employees Appeals Policy. Unclassified employees and non-permanent employees, whether classified or unclassified, may not appeal involuntary demotions to the Personnel Board, but may be able to file a grievance through supervisory channels in certain circumstances as provided in the Fulton County Grievance Policy.