

Demotions

Human Resources Policy- #305

Policy:

Davidson County is committed to maintaining a demotion process that prohibits discrimination, complies with all applicable federal, state and local employment laws.

An employee may be demoted for documented unsatisfactory job performance or conduct. In addition, an employee may voluntarily request a demotion for personal or other reasons.

A demotion is defined as a voluntary or involuntary reduction in at least one pay grade. When an employee is demoted their new salary will be determined by the following:

- Comparison of "% above minimum" (current pay grade vs. new pay grade).
- Comparison of existing employees' location within the pay grade for the same or similar type of position.
- Years of service with the County.
- Years of service within their current position.
- Relevant experience related to the Demotion.

Employees who are demoted voluntarily or involuntarily will be subject to a six (6) month probationary period even if they have completed their initial probationary period. If the employee has not completed their initial probationary period the remaining time will transfer to the new position plus the additional six (6) month probationary period outlined above.

Scope:

This policy applies to all employees.

Demotions

Procedure:

1. Department Director identifies the employee for the demotion.
2. The Department Director completes the Salary Calculation Sheet and submits it to the Human Resources Director for review and approval.
3. Human Resources Director reviews, approves or rejects and if approved forwards to the County Manager. If rejected, the Human Resources Director will consult with the Department Director and ask them to resubmit the Salary Calculation Sheet.
4. The County Manager reviews and approves or rejects. If rejected, the County Manager will consult with the Human Resources Director. The Human Resources Director will then consult with the Department Director and ask them to resubmit the Salary Calculation Sheet.
5. If approved, the Department Director completes the offer letter and makes the employment offer. No employment offer can be made until the salary is approved.
6. Once the employment offer is accepted by the candidate, the Department Director completes a P-2 and submits it to Human Resources.

Document Change Record

Revision	Description
7-1-2022	Revised Policy