

DEMOTION

P-1 Type 669 Demotion (Within Agency)

P-1 Type 088 Transfer (Between Agencies)

Requires Approvals by: PA DEPT COMP

- “Demotion” means the change of a non-temporary employee from one class to another having a lower pay grade. Demotions of permanent employees may be disciplinary, in lieu of layoff, or voluntary. Demotions of probationary employees may be disciplinary or voluntary.
- The employee must qualify for the class or have previously been in the job class.
- The employee must request the demotion in writing.
- The employee may be paid at any rate of pay that does not exceed the employee’s current salary at the time of the demotion.
- Enter the BrassRing number (even if it was only used to clear recall) in the remarks of the P1.

Administrative Rule 53.6(7) and 59.4(8A)

53.6(7) Demotion. If an employee demotes voluntarily or is disciplinarily demoted, the employee may be paid at any pay rate that does not exceed the employee’s pay at the time of demotion, except as provided in subrules 53.6(1), 53.6(2) and 53.6(4). For setting eligibility dates, see subrule 53.7(5).

59.4(8A) Voluntary demotion. An appointing authority may grant an employee’s written request for a demotion to a lower class. If the voluntary demotion involves movement from a position covered by merit system provisions to one that is not, the request must clearly indicate the employee’s knowledge of the change in merit system coverage. If the employee objects to the change in coverage, the demotion shall not take effect. Also, no demotion shall be made from one position covered by merit system provisions to another, or from a position not covered by merit system provisions to one that is, until the employee is approved by the director as being qualified. A copy of the voluntary demotion request shall be sent by the appointing authority to the director at the time of the demotion. Voluntary demotion may be either intra-agency or interagency, and shall not be subject to appeal under these rules.

Step Increase Date

If an employee is demoted from a non-contract class to a contract-covered class, and the step increase date is in the past, and the employee is not at the max of their new pay grade, the employee will receive the merit increase at the time of demotion, and the step increase date will be set to 52 weeks from the effective date of demotion.

If an employee is demoted from a non-contract class to a contract-covered class, and the step increase date is in the future, or the employee is at the max of their new pay grade, the step increase date will remain the same.

If an employee is demoted from one contract-covered class to another, the step increase date will remain the same.

If an employee is demoted from a non-contract class to another non-contract class, the step increase date will remain the same.

If an employee is demoted from a contract-covered class to a non-contract class, the step increase date will remain the same.