

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: POSITION LEVEL REDUCTION
POLICY NUMBER: HR-42
EFFECTIVE DATE: March 2001
SUPERCEDES: N/A
LAST REVISION DATE: October 2011

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) that when it is determined that the responsibilities of a position have been reduced to the extent that the position would be more appropriately assigned to a job on a lower pay grade, the position should be reallocated to the appropriate job. This action is considered a position level reduction. A position level reduction is not considered a demotion, and shall not be used as a disciplinary action or as a substitute for such action. Such reallocation shall not be appealable to the State Personnel Board, but the incumbent may request a review of the position level reduction.

REQUEST FOR POSITION LEVEL REDUCTION:

- I. A position level reduction may be requested by a SBHS manager or supervisor.
- II. To receive consideration for a position level reduction, the following must be submitted to the Human Resources Department.
 - A. A current organization chart that includes the current assignment of the position within the organization
 - B. A Performance Management Plan developed by the location manager or designee, which accurately reflects the current responsibilities and duties of the position
 - C. A written explanation of how the responsibilities and duties of the position have permanently changed, and
 - D. A Request for Personnel/Payroll Action Form to reallocate the position
- III. The Human Resources Department will review the request and determine if a position level reduction is appropriate.
 - A. If determined inappropriate, the requesting manager or supervisor will be notified in writing of the reasons for disapproval.
 - B. If determined appropriate, the position will be reallocated. The requesting manager or supervisor will be notified in writing of the approval and effective date of the action.

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ORIGINATED BY HUMAN RESOURCES:

- I. Discussions regarding a position level reduction may be originated by the Human Resources Manager if determined appropriate.
- II. Upon reviewing a position, if the Human Resources Manager determines that the position appears to be inappropriately classified, the appropriate program manager or supervisor will be notified. The manager or supervisor will be given the opportunity to provide additional information regarding the responsibilities and duties assigned to the position.
- III. Upon receipt of the additional information, a discussion will be held with the location manager or designee, and a determination will be made regarding the appropriate level of the position.
- IV. If additional information is not received, or if determined appropriate, a position level reduction will be implemented.

EMPLOYEE PROCESSING PROCEDURES:

- I. A Request for Personnel/Payroll Action form must be completed by the program manager or supervisor to reflect the position level reduction in the employee's record. The Human Resources Department may be contacted to assist with this process.

NOTE: An affected employee must meet the minimum requirements of the lower level job.

- II. The employee must be notified, in writing, by the Human Resource Manager that a position level reduction will occur, and the effective date of the action.

NOTE: The employee does not have to agree to a position level reduction for it to be implemented.

- A. The notification must be provided to the employee at least fifteen (15) calendar days prior to the effective date of the action.
- B. The employee must be advised that the salary will remain at the same increment, even if that increment exceeds the maximum of the pay grade for the lower job.

1. If the employee's salary exceeds the pay grade maximum, notification must be provided that the employee will be ineligible to receive consideration for future performance based salary increases.

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2. If the pay grade maximum is increased by an overall adjustment to the General Pay Schedule and exceeds the employee's current salary, the employee will be eligible for consideration for a performance based salary increase, effective October 1st of that year.
- C. Along with the notification, the employee must be provided with a Performance Management Plan developed by the program manager or supervisor, which accurately reflects current responsibilities and duties of the position.
- D. The notification must include a statement that the employee may request that the Performance Management Plan be reviewed by the Human Resources Manager.

REVIEW:

- I. An employee whose position is reallocated through position level reduction may request a review of the reallocation as follows:
 - A. The request for review must be submitted in writing and received by the Human Resources Department within ten (10) calendar days of notification of the position level reduction. A copy of the Performance Management Plan provided to the employee must be included with the request for review.
 - B. The request for review must include the reasons why the employee believes that the Performance Management Plan does not accurately reflect the responsibilities and duties of the position.
 - C. A review will be conducted only to determine if the Performance Management Plan developed for the employee accurately reflects responsibilities and duties consistent with the job to which the position is reallocated.
- II. A decision will be issued, in writing, by the Human Resources Manager to the employee within fifteen (15) calendar days of receiving the request for review and all other documentation needed to make an accurate determination.
 - A. The Human Resources Manager will review the request with the CEO and his/her decision is final.
 - B. This method is the only process for review of a position level reduction. A position level reduction is not appealable to the State Personnel Board or grievable through SBHS Grievance Procedures.

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REFERENCES:

- I. Rules of the State Personnel Board, Rule 10

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date