


LDH Demotion Policy

	Louisiana Department of Health (LDH)	
	Policy Number	54.2
	Content	Policy to provide LDH a standard for approving requests to allow employees to retain their salary upon voluntary demotion
	Effective Date	July 1, 2018
	Inquiries to	Division of Human Resources, Training and Staff Development Office of Management and Finance P. O. Box 4818 Baton Rouge, LA 70821-4818 (225) 342-6477 FAX (225) 342-6892

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

The Louisiana Department of Health (LDH) shall utilize the authority granted by the Department of Civil Service (CS) and the Civil Service Commission under CS Rule 6.10 (d) to waive the standard pay reduction upon voluntary demotion. Fraudulent promotion/demotion practices used as a method of granting pay increases to employees are prohibited.

II. APPLICABILITY

This policy shall be applicable to permanent and probationary classified employees in all LDH Offices and subdivisions thereof and shall be posted in a manner accessible to those employees.

III. EFFECTIVE DATE

The effective date of this policy is July 1, 2018.

IV. RESPONSIBILITY

It shall be responsibility of the Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, and/or their designees to:

- A. Review and approve/disapprove all demotions and associated pay changes;
- B. Ensure that fraudulent promotion/demotion practices are not used as a method of granting pay increases to employees under their jurisdiction; and
- C. Maintain records of demotions granted for audit purposes and to notify a receiving office/facility of any waived pay reductions granted an employee on or after July 01, 2018 when an employee leaves their jurisdiction.

V. POLICY PROVISIONS

A. Demotions

1. Voluntary demotion

An employee voluntarily moves from a position in one job title to a different position allocated to a job with a lower maximum.

2. Transfer in and demotion

A classified employee is transferred into LDH from another state agency in a position which is at a lower level than the employee's current position. Refer to Civil Service Rule 6.10(d) for impact on future pay increases.

3. Involuntary Demotion (Demotion as a result of official disciplinary action)

The pay of an employee involuntarily demoted shall be reduced by a minimum of 7%.

4. Assignment of position to a job title at a lower pay level

Employees who are affected by a Civil Service action which reallocates or assigns their position to a lower pay level are not covered by this policy. The pay rates of employees affected by these actions are covered under CS Rules 6.8 (b), 6.8.1(b), 6.8.2, and 6.15. Rule 6.8(b) allows such employees to retain their current rate of pay if it is within the new pay range for their newly assigned job title or to be "red circled" at their current rate of pay if it is above the range maximum of their newly assigned job.

B. Pay impact of a Demotion without Reduction

Employees who did not receive pay reduction on demotion shall not receive a pay increase on promotion, reallocation, or detail to special duty until such time as the employee surpasses the pay level from which (s)he demoted.

VI. REQUIRED DOCUMENTS

HR 67 – LDH Voluntary Demotion Letter is required for all voluntary demotions. An HR representative will complete and provide the form to the employee for signature.

VII. REVISION HISTORY

Date	Revision
July 20, 2000	Policy created
December 13, 2007	Policy revised
July 01, 2018	Policy revised
August 30, 2018	Policy revised (housekeeping changes only)
September 15, 2020	Housekeeping change
October 6, 2021	Housekeeping change