

LETA		Policy No.
Section		EFFECTIVE DATE: 11/14/2011
Subject:	INVOLUNTARY/VOLUNTARY DEMOTION	REVIEW:
Source:	Executive Director	REVISION:
		REVISED:

## POLICY

The Louisiana Educational Television Authority (LETA) will adhere to the following policy concerning demotions, voluntary or involuntary, according to Civil Service Rules 8.21 and 6.10.

## APPLICABILITY

This policy shall apply to all Louisiana Educational Television Authority (LETA) employees.

## IMPLEMENTATION

This policy becomes effective upon the signature of the Executive Director. Subsequent revisions shall become effective on the date the revisions are approved and signed by the Executive Director.

## DEFINITIONS (optional)

As defined in Civil Service Rule 1.12, 'Demotion' means a change of permanent or probationary employee from a position in one job to a position in another job, which is assigned to a pay grade with a lower maximum.

## PROVISIONS

### 1. Conditional Exemptions to Mandatory Pay Cut:

CS Rule 6.10(a) requires that the pay of an employee who demotes for any reason be reduced by a minimum of 7%. In accordance with the authority granted to agencies to make exceptions [CS Rule 6.10(d)], however, a LETA employee who voluntarily demotes (except as noted below under Special Provisions) may be conditionally exempted from the mandatory pay cut, provided the employee's salary is within the salary range of the job to which he/she demotes. Such waiver of the pay cut will cease if the employee is reallocated, detailed or promoted to a higher-level job. In such cases, the employee's salary increase will be figured from his/her "true" rate, (i.e., the salary he/she would have earned had his/her salary been reduced by 7% at the time of demotion). This condition will be in effect for one year. If no promotion, detail or reallocation occurs within one year from the date of demotion, the condition will be removed and the employee regains eligibility to receive the pay adjustments normally associated with details, promotions and/or reallocations. When effecting demotions without pay cuts, appointing authorities must certify in the "Justification for Action" section of the personnel action form that: **"This exception to the mandatory pay cut is not being granted in an arbitrary or fraudulent manner designed to ultimately increase the employee's rate of pay."**

2. Special Provisions:

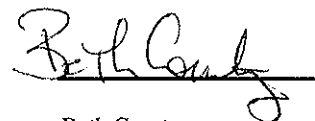
- a. An employee may only be granted a conditional exemption from the mandatory pay cut once in a 12-month period, unless the employee is voluntarily demoting in lieu of a layoff, due to medical reasons, or as an ADA accommodation, in which case he/she may be granted an additional exemption regardless of whether one was granted in the previous 12 months.
- b. An employee who accepts a promotion and who, within one year from the date of said promotion, requests a voluntary demotion to return to his/her former position or job title will have his/her salary reduced by 7%.
- c. An employee cannot earn more than the maximum of the salary range of the job to which he/she is demoting, so in some cases the employee will suffer a pay cut of greater than 7% regardless of the reason for the voluntary demotion.
- d. None of these provisions for exceptions apply to disciplinary demotions.

**PROCEDURES**

1. The employee must prepare and submit a signed memorandum to his/her Department Heads for approval of the voluntary demotion request.
2. Upon approval of demotion memorandum by Department Head, a Personnel Action Request form must be submitted along with memorandum initialed by supervisor, to the Executive Director for approval.
3. All required paperwork is then submitted to Human Resources for processing.

**EXCEPTIONS**

The Appointing Authority of the Louisiana Educational Television Authority may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.



Beth Courtney  
Executive Director