

NORTH GEORGIA HEALTH DISTRICT
County Board of Health Personnel Policy #201
Cherokee, Fannin, Gilmer, Murray, Pickens, Whitfield

POSITION LEVEL REDUCTION

EFFECTIVE DATE: August 1, 2010

RELEASE DATE: August 1, 2010

REFERENCES: Rules of the State Personnel Board

It is the policy of the County Board of Health (CBH) that when it is determined that the responsibilities and expectations of a specific position have been permanently reduced to the extent that the position would be more appropriately assigned to a lower job, 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.

METHODS TO IMPLEMENT There are two methods to implement a position level reduction. A request may come from a CBH work unit; or, the District Personnel Office (DPO) may originate discussions regarding a position level reduction.

- REQUEST FROM CBH WORK UNIT**
1. A position level reduction may be requested by an authorized official or designee (requestor). The following documents must be submitted to the DPO:
 - 1.1 A written request explaining why a position level reduction is appropriate and how the responsibilities and expectations of the position have permanently changed and
 - 1.2 A request for a personnel action to reallocate the position.
 2. The DPO will review the request and determine if a position level reduction is appropriate.
 - 2.1 If determined inappropriate, the requestor will be notified in writing of the reasons for disapproval.
 - 2.2 If determined appropriate, the position will be reallocated. The requestor will be notified in writing of the approval, future effective date of the action and the requirement to notify the affected employee of the position level reduction.
 3. The District Personnel Representative will provide written notification to the employee as specified in the EMPLOYEE NOTIFICATION Section, below.
 4. A request for a personnel action must be completed by the requestor to reflect the position level reduction in the employee's

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record. The DPO may be contacted to assist with this process.

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

ORIGINATED BY DPO

1. Discussions regarding a position level reduction may be originated by DPO if determined appropriate.
2. Upon reviewing a position, if the DPO determines that the position appears to be inappropriately classified, the appropriate authorized official or designee will be notified and asked to provide a Performance Management Plan for review. The official or designee will be given the opportunity to provide additional information regarding the responsibilities and expectations assigned to the position.
3. Upon receipt of the additional information, a discussion will be held with appropriate individuals, and a determination will be made regarding the appropriate level of the position.
4. If additional information is not received, or if otherwise determined appropriate, a position level reduction will be implemented.
5. The District Personnel Representative will provide written notification to the employee as specified in the EMPLOYEE NOTIFICATION Section, below.
6. If the position level reduction is implemented, the DPO will reallocate the position in the system. The DPO will also process a personnel action to reflect the position level reduction in the employee's record.

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

EMPLOYEE NOTIFICATION

The employee must be notified in writing that a position level reduction will occur and the future effective date of the action.

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

1. The notification must be provided to the employee at least fifteen (15) calendar days prior to the effective date of the action. (The action will be effective on the 1st or 16th of the month.)

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2. The employee must be advised that the salary will remain the same, even if that salary exceeds the maximum for the lower job.
 - 2.1 If the employee's salary exceeds the maximum for the lower job, notification must be provided that the employee will be ineligible to receive consideration for future performance based salary increases.
 - 2.2 If the salary maximum for the lower job 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 (not to exceed the maximum of the lower job), effective October 1st of that year.
3. Along with the notification, the employee must be provided with a Performance Management Plan which accurately reflects current responsibilities and expectations of the position.
4. The notification must include a statement that the employee may request that the Performance Management Plan be reviewed by a member of the District Management Team.

REVIEW

1. An employee whose position is reallocated through position level reduction may request a review of the reallocation as follows:
 - 1.1 The request for review must be submitted in writing and received by the District Personnel Manager within ten (10) calendar days of receipt of the written 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.
 - 1.2 The request for review must include the reasons why the employee believes that the Performance Management Plan does not accurately reflect the responsibilities and expectations of the position.
 - 1.3 A review will be conducted only to determine if the Performance Management Plan developed for the employee accurately reflects responsibilities and expectations consistent with the lower job to which the position is reallocated.
2. A decision of the District Management Team Member will be issued in writing by the District Personnel Manager to the

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employee within fifteen (15) calendar days of receiving the request for review and all other documentation needed to make an accurate determination.

- 2.1 The decision of the District Management Team Member is final.
- 2.2 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 the CBH Grievance Procedure.

For additional information or assistance, please contact the District Personnel Office at 706/272-2342.
