

Policy 602.17

1 Introduction

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4.1 Suspension Without Pay

4.1.1 Before an employee is placed on disciplinary suspension without pay, a supervisor must:

1. Schedule and conduct a predisciplinary conference. The supervisor must give advance oral or written notice of the conference to the employee. The notice must tell the employee the type of disciplinary action (disciplinary suspension) being considered, the conference time and location, and the facts that led to the recommendation. Advance notice should be as much as practical under the circumstances.
2. Give the employee a statement in writing telling the acts or failure to act that are the reason for the suspension and telling the employee of his or her appeal rights.

4.2 Demotion

4.2.1 Employee Receive Demotion

4.2.1.1 When can an employee receive a demotion? - Any employee may be demoted as a disciplinary measure. Demotion may be made on the basis of either unsatisfactory or grossly inefficient job performance or unacceptable personal conduct. Before the decision to demote an employee for disciplinary reasons, a management representative must conduct a predisciplinary conference with the employee in accordance with the procedural requirements of this Policy.

4.2.2 Unsatisfactory Job Performance

4.2.2.1 An employee may be demoted for a current incident of unsatisfactory job performance after the employee has received at least one prior warning or disciplinary action.

4.2.3 Grossly Inefficient Job Performance

4.2.3.1 An employee may be demoted for grossly inefficient job performance without any prior warning or disciplinary action.

4.2.4 Personal Conduct

4.2.4.1 An employee may be demoted for unacceptable personal conduct without any prior warning or disciplinary action.

4.2.4.2 Disciplinary demotions may be accomplished by any of the three methods below:

METHODS FOR IMPLEMENTING A DISCIPLINARY DEMOTION

Grade Change	Pay Change	Restrictions on Changes
Lowering the grade	Retaining the salary	Salary shall not exceed the maximum of the salary schedule for the new lower grade.
Lowering the grade	Lowering the salary	Same as above.
Retaining the grade	Lowering the salary	The salary shall not be less than the minimum of the salary schedule for that grade or the special entry rate if in effect.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates