

SECTION: Personnel

SUBJECT: Probation, Promotion, Demotion, Reclassification or Transfer of Classified Employees

Background The purpose of this policy is to outline DHR's rules for classified employees in regards to probation, promotion, demotion, reclassification and transfers.

Point of Contact: Human Resource Services

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Provost, Vice President for Finance and Administration, President's Office; Vice President for Student Affairs

Date of approval by LCSC authority: October 17, 2014

Date of State Board Approval: N/A

Date of Most Recent Review: 10/2014

Summary of Major Changes incorporated in this revision to the policy: Updated reclassification process per new DHR rules. The probationary credited state service hours were also added per the Rules of DHR.

SUBJECT: PROBATION, PROMOTION, DEMOTION, RECLASSIFICATION AND TRANSFER OF CLASSIFIED EMPLOYEES

1. Probationary Period

- A. In accordance with [DHR Rules](#), following initial appointment or promotion to a classified position, each employee must successfully complete a probationary period. This period is a total of 1040 hours of credited state service hours (approximately 6 months for full-time employment). The probationary period in a given class must be completed within a single department and not be interrupted by resignation or dismissal. An employee, who has been separated during the probationary period, other than by "lay-off", must begin a new probationary period upon being rehired or promoted to that class.
- B. The probationary period serves as a working test period and provides the appointee's administrator an opportunity to evaluate the employee's work performance and suitability for the position. Human Resource Services asks the supervisor to conduct a performance evaluation near the end of the period.
 - (1) An entrance or voluntary probation employee who does not serve satisfactorily must first be given the opportunity in writing to resign without prejudice; an employee who fails to resign may be terminated without cause assigned and without the right to file for problem-solving or an appeal.

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- (2) A probationary employee whose service is not satisfactory may be dismissed when a Rule 190 violation occurs or returned to his or her former classification, without cause being assigned, upon the recommendation of the department supervisor at any time before the completion of the probationary period. If the employee refuses to accept the position, it shall be considered a voluntary resignation.
- C. The probationary period of an employee may be extended for up to 1,040 hours upon written request demonstrating good cause. This extension must occur before an employee has worked 1,040 hours.
- D. In this section and related policy statements, reference to "permanent status" denotes that the employee concerned has successfully completed the probationary period.

2. Promotion

- A. Whenever practical, a vacancy in a classified position will be filled by the promotion of an employee at LCSC.
- B. Promotional appointees must have permanent status and must meet the minimum qualifications of the promotional classification.

3. Demotion

- A. Demotion is the reduction of an employee from a position which the employee occupies in one classification to a position in another classification in a lower pay grade.
- B. An employee may be demoted at his or her own request, subject to the approval of the appropriate Vice President and/or President for Direct Reporting Units (DRUs) and the Human Resource Services Director. The department supervisor may recommend the demotion of an employee for any of the following reasons:
- (1) The reallocation or reclassification of a class or position to a lower pay grade.
 - (2) The elimination of the employee's position because of lack of work or lack of funds.
 - (3) The displacement of the employee on the return to duty of another employee who is entitled to the position.
 - (4) The failure of the employee to complete successfully the probationary requirements of a higher position.

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(5) Disciplinary action for causes stated in the [Separation of Classified Employees](#) section but not of a degree of severity that would warrant suspension or dismissal.

C. Procedure

A department supervisor's recommendation that an employee be demoted is submitted with the approval of the supervisory chain up to the applicable Vice President and/or President for DRUs. Concurrently, written notice is given to the employee and to the HRS office. An employee with permanent status must be given notice of demotion at least 15 calendar days before its effective date and must be given the reasons for the demotion.

D. Effect of Demotion on Salary

When an employee is demoted, his or her salary is reduced to a step in the lower pay grade as recommended by the departmental supervisor and the HRS Director. If the demotion is due to failure to complete successfully the probationary requirements of the higher position to which he or she had been provisionally promoted, the salary after demotion will normally coincide with the salary the employee was receiving before promotion.

4. Reclassification

- A. When the position of an employee is reclassified to a higher pay grade, the employee will be assigned a salary in the range of the higher grade that provides salary increase of no less than the minimum of the new pay grade or the employee's previous pay level whichever is greater. The reclassified employee is not required to complete a new six-month probationary period.
- B. Positions may be reclassified in the same pay grade, upward, or downward as determined by an analysis by the Division of Human Resources of the duties and responsibilities assigned by appointing authorities to specific positions. An incumbent occupying a reclassified position shall be properly classified by an appointing authority within thirty (30) calendar days of being notified by the administrator that the duties and responsibilities assigned to the position are not properly classified.

CAUTION: Prior to making an offer to the employee, 1) consult with HRS and 2) obtain coordination through the supervisory chain up to the applicable Vice President (or President for DRUs).

5. Transfer

- A. An appointing authority may transfer an employee at any time from one position to another in the same classification.

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- B. Transfers between departments require the approval of the department supervisor as well as consultation and approval of HRS and the supervisory chain up to the applicable Vice President (or President for DRUs).
- C. A transfer is made without reduction in rate of pay unless such reduction is agreed to by the employee and the supervisor.
- D. The transfer of an employee does not affect his or her accumulated eligibility for vacation and sick leave.