

SECTION: Personnel

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

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**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:** 9/2018

**Summary of Major Changes incorporated in this revision to the policy:** Minor grammatical updates to the policy.

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## 1. Probationary Periods

- A. In accordance with Idaho Division of Human Resources' Rules <https://adminrules.idaho.gov/rules/current/15/150401.pdf>, following original appointment or promotion to a classified position, each employee must successfully complete a probationary period. This period is a total of 1,040 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. Notice to the employee must be made not later than fifteen (15) calendar days prior to the effective date of termination, unless there are extenuating circumstances.

SECTION: Personnel

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

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- 2) A promotional probation employee whose service is not satisfactory may be dismissed when a Rule 190 <https://adminrules.idaho.gov/rules/current/15/0401.pdf> violation occurs. If an employee does not meet performance expectations, they shall be returned to a position in the classification which they held permanent status or to another classification in the same pay grade for which they meet minimum qualifications. 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. Promotions
    - A. Whenever practical, a vacancy in a classified position will be filled by the promotion of an employee at LCSC.
    - B. A department supervisor may request that a position be filled from a statewide register whenever (s)he determines that such an appointment will best serve the interests of the agency. Promotional appointees must have permanent status and must meet the minimum qualifications of the promotional classification.

### 3. Demotions

#### A. Nondisciplinary Demotion

An appointing authority may allow a voluntary demotion when requested or accepted by an employee and approved by the appropriate Vice President and/or President for Direct Reporting Units (DRUs) and the Human Resource Services Director.

1. The department supervisor may recommend the demotion of an employee for any of the following reasons:
  - a ) The reallocation or reclassification of a class or position to a lower pay grade.

SECTION: Personnel

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

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- b ) The elimination of the employee's position because of lack of work or lack of funds.
- c) The displacement of the employee on the return to duty of another employee who is entitled to the position.
- d ) The failure of the employee to complete successfully the probationary requirements of a higher position.

#### B . Disciplinary Demotion

1. An action for cause as stated in Policy 3.120 Separation of Classified Staff, <http://www.lcsc.edu/media/5952117/3120-separation-of-classified-employees.pdf>, but not so severe to 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

SECTION: Personnel

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

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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: Before making an offer to the employee take the following steps.**

- 1) **Consult with HRS.**
- 2) **Coordinate 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.
- 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.