

EMPLOYEE REQUESTED DEMOTIONS

**SOURCE: OHIO REVISED CODE 124.15 &
OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLE 17**

CONTACT: OFFICE OF EMPLOYEE SERVICES

Employee Requested Demotion Policy:

1. *Demotion* is movement to a position in a classification with a lower pay range within the same agency. A lower pay range is defined as a pay range in which the first or last step has a lower rate of pay than the first or last step of the pay range to which an employee is currently assigned.
2. Applications for demotion will be considered after promotions and lateral transfers but before external applicants.
3. Employees who are demoted shall serve a trial period up to one-half the probationary period.
4. During a demotion trial period, employees may elect to return to their previous position or, if employees fail to perform the job requirements of the new position to the employer's satisfaction, the employer may place employees back in the previously held position.

See: Conditions of Employment, Probationary Period.

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