

Demotional Changes within the Step Schedule

If someone is demoted how is this calculated?

Types of Demotions:

1. **One Grade Demotions:**

In Step Schedule:

- (a) A move one grade level lower and the employee remains in the same Step number that they are currently in. **Example:** Employee is demoted from a Grade 114 to a Grade 113. The employee is at Step 3 of Grade 114; this employee will now be at Step 3 of Grade 113.

Above Midpoint:

- (b) Employees above Midpoint of their grade will receive the percentage between the two grades decrease for a 1 grade demotion. If this percentage decrease brings the employee back into the Step schedule of their new grade, they will then be placed into the closest Step for their new grade.

2. **Two Grade Demotions:**

In Step Schedule:

- (a) A move two grades lower and one Step higher than current Step. **Example:** Employee is demoted from Grade 114, Step 4 to Grade 112. Employee will move two grades and will move one Step forward in new grade. Employee will then be at Step 5 of Grade 112.

Above Midpoint:

- (b) A 7% decrease for employees above Midpoint of their grade. If this percentage decrease brings the employee back into the Step schedule of their new grade, they will then be placed into the closest Step for their new grade.

3. **Three Grade Demotions:**

In Step Schedule:

- (a) A move three grades lower and two Steps higher than current Step. **Example:** Employee is demoted from Grade 114, Step 3 to Grade 111. Employee will move three grades and will move two Steps forward in new grade. Employee will then be at Step 5 of Grade 111.

Above Midpoint:

- (b) An 8.5% decrease for employees above Midpoint of their grade. If this percentage decrease brings the employee back into the Step schedule of their new grade, they will then be placed into the closest Step for their new grade.

4. Four Grade Demotions:

In Step Schedule:

- (a) A move four grades lower and three Steps higher than current Step.

Example: Employee is demoted from Grade 114, Step 2 to Grade 110. Employee will move four grades and will move three Steps forward in new grade. Employee will then be at Step 5 of Grade 110.

Above Midpoint:

- (b) A 10% decrease for employees above Midpoint of their grade. If this percentage decrease brings the employee back into the Step schedule of their new grade, they are placed into the closest Step for their new grade.

Examples:

	Grade	108	109	110	111	112	113	114	115	Grade
S T E P S	1	16.1240	16.6077	17.1060	17.6191	17.9646	18.6832	19.4305	20.2078	1
	2	16.6999	17.2009	17.7169	18.2484	18.6704	19.4172	20.1939	21.0016	2
	3	17.2757	17.7940	18.3278	18.8777	19.3761	20.1512	20.9572	21.7955	3
	4	17.8516	18.3871	18.9387	19.5069	20.0819	20.8851	21.7206	22.5894	4
	5	18.4274	18.9802	19.5497	20.1362	20.7876	21.6191	22.4839	23.3833	5
	6	19.0033	19.5734	20.1606	20.7654	21.4934	22.3531	23.2472	24.1771	6
	7	19.5792	20.1665	20.7715	21.3947	22.1991	23.0871	24.0106	24.9710	7
	8	20.1550	20.7597	21.3825	22.0239	22.9049	23.8211	24.7739	25.7649	8