 Department of <b>Children &amp;  Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Executive Division
	<b>Chapter No./Name</b>	DCFS Departmental Policy
	<b>Part No./Name</b>	4 - Human Resources
	<b>Section No./Name</b>	4-25 Rate of Pay Upon Demotion
	<b>Document No./Name</b>	4-25 Rate of Pay Upon Demotion
	<b>Effective Date</b>	August 11, 2022

## I. STATEMENT OF POLICY

[Civil Service Rule 6.10](#) pertains to an employee's rate of pay upon demotion, and also allows an Appointing Authority to grant \* an exception to the requirement for a reduction in pay. The purpose of this policy is to provide uniform guidelines and criteria to be followed by Appointing Authorities in the Department of Children and Family Services for granting an exception for a reduction in pay.

## II. PROCEDURES

This policy is to be applied uniformly by each Appointing Authority in the Department of Children and Family Services.

### PAY REDUCTION RULE

A demotion is defined by Civil Service Rule 1.11 as “a change of an employee from a position in one job title to a different position allocated to a job with a lower maximum.” This means that if an employee moves from one position to a position with a lower maximum, regardless of status or a change in status, this is considered a demotion.

An employee who is demoted for any reason under any circumstances to a job within the same pay schedule or to a job in another pay schedule with a lower maximum shall have his/her pay reduced by a minimum of 7%. The reduction may be set at a lower rate in the range provided that it is no less than the minimum.

The following actions are considered a demotion:


- Permanent employee moves to a lower-level job and remains permanent
- Permanent employee moves to a lower-level job and goes on probation
- Permanent employee moves to a lower-level job that is filled by job appointment
- Probational employee moves to a lower-level job and remains on probation
- Probational employee moves to a lower-level job that is filled by a job appointment

The action reason “resignation/probational appointment” does not make the incumbent a new employee and eligible for other pay rules such as 6.5(g).

### EXCEPTION TO PAY REDUCTION RULE – VOLUNTARY DEMOTIONS

An Appointing Authority may grant an exception to this rule for voluntary demotions. If an exception to the pay reduction rule is granted, an Appointing Authority shall waive a pay increase on promotion, reallocation, or detail to special duty for an employee who has been demoted without a reduction in pay until such time the employee surpasses the pay level from which he demoted. \*\*

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### III. FORMS AND INSTRUCTIONS

\* [HR 07 Form / Instructions](#) DCFS Voluntary Demotion Form

### IV. REFERENCES

[Civil Service Rule 6.10](#) \*\*