



County
Administrator

Robert W. Wilson
701-241-5770
wilsonro@casscountynd.gov

M E M O

TO: County Commissions
FROM: Robert W. Wilson
DATE: May 31, 2022
SUBJECT: Employee Handbook Policy 208 Demotions Amendment

While working with a recent employee request, it became apparent that our current policy 208 Demotions, as found in the Cass County Employee Handbook has opportunity to create compensation disparity among employees taking a demotion to a lower pay grade.

The current policy adopted in 2018 allows employees taking a demotion to receive credit for years of service. This can create an issue with a long-time employee by allowing the employee to take a demotion and receive higher pay due to their years of service.

The amendment of Policy 208 Demotions would allow employees to receive credit for years of service up to midpoint in their new lower paygrade. It also prohibits the ability for a pay increase as the result of a demotion.

SUGGESTED MOTION: Move to approve Employee Handbook Policy 208 Demotions as amended effective immediately.

PO Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

www.casscountynd.gov

208 Demotions

Effective Date: 6/6/2022

On occasion, during your employment relationship, demotions may be appropriate. We may demote an individual based on the employee's request or at the request the employee's supervisor where an individual's skills and abilities more closely fit the requirements of another position. Any type of demotion must go through the Department Head and Human Resources.

If you are assigned to a job requiring less skill, knowledge, etc. than the prior job (regardless of whether this new assignment results from the employee's choice or a supervisor's decision), the employee's compensation will typically be adjusted to reflect the rate of pay appropriate to the position. When an employee is assigned to a position with a lesser pay grade, that employee will be placed in a step recognizing full years of service with satisfactory performance appraisals up to mid-point in compensation, providing there is no break in service, subject to a satisfactory performance appraisal and the department head's approval. Hours worked in a benefited position will count toward full years of service. At no time, will an employee taking a demotion be placed in pay step that would result in a pay increase. Any new pay rate will go into effect at the beginning of the first payroll period on or following the assumption of the duties of the new job.

Either the employee or the Department Head may request an exception to Human Resources.